

St Mary's C.E. Primary and Nursery School



Volunteer Policy

Growing together, learning together

St Mary's Primary and Nursery School

Volunteer Policy

Monitoring and Review

It is the responsibility of our governing body to agree and monitor our policies. The Curriculum and Standards Team has this responsibility, though the day to day management of it is devolved to the Head Teacher. As with all our policies, this was developed following a period of practice and consultation before being presented for Governors' consideration.

JMSanderson

Mission Statement

'Here at St Mary's Church of England Primary School, through our Christian values, we aspire to nurture and educate the whole child: caring for their well-being, celebrating their individual talents and abilities whilst encouraging them to become lifelong learners. It is our aim that children, parents and school staff should work together towards this end.'

Equal Opportunities

At Tickhill St Mary's School we are committed to giving all our children every opportunity to achieve the highest of standards. We acknowledge the right of every individual to be treated fairly and with respect regardless of appearance, age, race, gender identity, background, creed, attainment, ability or sexual orientation. We aim to fulfil this ideal through our policies and practice.

Christian Ethos

Tickhill St Mary's School is a Church of England School and, as such, we ensure that the Christian ethos is central to all our policies and practice.

Safeguarding Statement

St Mary's Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment.

Data Protection Statement

Tickhill St Mary's takes information governance seriously and all privacy notices can be found on the school's website for any data protection issues related to the policy (see Appendix 5) .

Introduction

Volunteers at Tickhill St Mary's CofE Primary & Nursery School bring with them a range of skills and experience that can enhance the learning opportunities of the children at our school. We welcome and encourage volunteers from the local community.

Our volunteers include:

- Members of the Governing Body
- Parents of pupils

Written by: K Fielding
Approval date: June 2023
Review date: June 2025

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- Ex-pupils
- Students on work experience
- University students

The types of activities that volunteers are engaged in under supervision include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children in the classroom
- Undertaking art and craft activities with children
- Working with children on the computers
- Accompanying school visits

Becoming a volunteer

Volunteers will be advised that completion of the legal requirements / application process can vary but may take up to 2 months.

Anyone wishing to become a volunteer request should complete a Volunteer Application form (Appendix 1) which includes their contact details, type of activities they would like to help with, and the times they are available to help. A DBS application MUST be completed (or evidenced if placement is through a college or university).

Where a volunteer is engaged in a "one-off" (normally a parent) activity e.g. a class trip, no formal checks are carried out on these volunteers. However, these volunteers will be under the constant supervision of school staff and must sign the Off Sites Visits Agreement (Appendix 4) as part of the school's risk assessment procedures.

As part of the application process the school will request the name and contact details of 2 previous referees (see Appendix 2).

Prior to placement volunteers / students will be required to attend a short informal interview / induction session with the Headteacher. This induction will be an opportunity for volunteers to raise any questions they may have and will also provide a further opportunity for the school to confirm the clear guidelines set out in this policy and the schools expectations.

Before starting to help in school, volunteers should complete the Volunteer Confidentiality Contract (Appendix 3), which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

Supervision

Classroom volunteers work under the supervision of the Class teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

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Volunteers should have clear guidance from the teacher as to how an activity is carried out/ what the expected outcome of an activity is. Volunteers are encouraged to seek further advice / guidance from the teacher in the event of any query / problem regarding children's understanding of a task or behaviour.

Volunteer Procedures

Volunteers are expected to sign in and out each time they are on the school premises, wear a visitor badge at all times whilst on site. Members of the Governing Body will have their own individual badge.

If a volunteer is unable to come to school for some reason then he/she is expected to call the school office by 9.00 am or, if volunteering in the afternoon, by 1.00 pm to inform the class teacher and the Head Teacher that they are unable to attend on that day.

Volunteer Dress Code

At Tickhill St Mary's we expect staff and volunteers to present themselves professionally and for parents and visitors to perceive them in this way.

Generally, clothes should be smart, casual smart clothes are permissible. Clothes should be suitable for day wear and jeans are acceptable provided they are smart and not ripped or ragged. Similarly, cut off jeans or trousers are not suitable but smartcropped trousers or tailored shorts to the knee are. Revealing clothing is not permissible and hats should not be worn indoors. Footwear should be smart, safe, in good condition and suitable for the individual's daily activities.

Jewellery is up to the individual's discretion but should be safe and appropriate for the activity in which the member of staff is engaged.

Confidentiality

Volunteers in school are bound by a confidentiality contract (Appendix 3). Any concerns that volunteers have about the children they work with / come into contact with should be voiced with the class teacher and not with the parents of the child / persons outside school. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher.

Health & Safety

The school has a Health & Safety Policy and this is made available on request to volunteers working in the school. Class teachers ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation – displayed in each classroom) and about any safety aspects associated with a particular task (e.g. using DT equipment / PE lessons / accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher.

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Child Protection / Safeguarding

The Keeping Children Safe in Education guidance places a duty on key people and bodies to make arrangements to ensure that when carrying out their functions they take account of the need to safeguard and promote the welfare of children.

“Tickhill St Mary’s CofE Primary & Nursery School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.”

The welfare of our children is paramount. We have embraced Safer Recruitment practice guidelines. To ensure the safety of our children, we adopt the following procedures:

- At all times, all of our volunteers must have been cleared by the Disclosure and Barring Service (DBS). The DBS check can be applied for through the school. If the DBS has been applied for through the College / University, the school will need to receive / evidence of recent clearance.
- All volunteers are given a copy of the Volunteers Policy and asked to sign a Confidentiality Contract.
- Where a volunteer is engaged in a “one-off” (normally a parent) activity e.g. a class trip, no formal checks are carried out on these volunteers. However, these volunteers will be requested to sign the Off Site Visits Agreement before going on the trip.

All volunteers should familiarise themselves with the Safeguarding Policy which can be found on the school website.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Headteacher for investigation. Any complaints made by a volunteer will be referred to the Headteacher. The Headteacher reserves the right to take the following action:

- To speak with the volunteer about a breach of the Volunteer Confidentiality Contract and seek reassurance that this will not happen again;
- Inform the volunteer that the school no longer wishes to support the placement.

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Appendix 1



VOLUNTEER APPLICATION FORM

Name:	Home Address:				
Date of Birth:					
Telephone:					
Email address:					
Have you any experience of working as a volunteer and/or working with children? Yes/No					
If yes, where and when did you gain this experience?					
Why would you like to be a volunteer at Tickhill St Mary's Primary & Nursery School?					
How much time do you feel able to volunteer for?					
When can you volunteer?:					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
What age group would you prefer to work with? Please tick your preference(s):					
	Nursery (3-4 years)		KS1 (5-7 years)		KS2 (7-11 years)
Would you feel able to help with any of the following in the classroom?					
	Literacy (reading, writing)		Geography/History		Numeracy (Maths)
	Early Years		Art/Design & Technology		All-round support
Are there any particular activities you enjoy and would like to share with the children? (for example: sports, arts & crafts, languages, etc)					

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EQUAL OPPORTUNITIES

Tickhill St Mary's is committed to Equal Opportunities. To help us please describe your ethnic origin by circling the appropriate code below. This information is optional, confidential and will only be used for monitoring purposes.

I would describe my ethnic origin as:					
WB	British	MB	White & Black African	OA	Other Asian background
WI	Irish	MA	White & Asian	BC	Caribbean
GK	Greek / Greek Cypriot	MO	Other mixed background	BA	African
TK	Turkish / Turkish Cypriot	IN	Indian	OB	Other Black background
OW	Other White background	PK	Pakistani	CH	Chinese
MC	White and Black Caribbean	BN	Bangladeshi	GO	Other background

Do you have any disability or special need of which you would like us to take into account?

If yes, please specify

REFERENCES

It is desirable that you have at least one satisfactory reference to start volunteering at Tickhill St Mary's. Please give the name, address, phone number and email address of two people we can contact who have known you for a minimum of two years in a professional capacity if possible (e.g. employer, tutor, colleague, etc.) who can vouch for your integrity and reliability.

Name:	Name:
Address:	Address:
Telephone:	Telephone:
Email address:	Email address:
In what capacity to you know this person:	In what capacity do you know this person:

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Approval date: June 2023
Review date: June 2025

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The Children's Act 2004 (Section 11) places a duty on key people and bodies to make arrangements to ensure that when carrying out their functions they take account of the need to safeguard and promote the welfare of children.

"Tickhill St Mary's CofE Primary & Nursery School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment."

CONSENT

Please note that your consent will be required for a DBS police check (your signature below confirms this consent). I confirm that the information I have given above is correct. I give permission for my referees to be contacted and understand that Tickhill St Mary's CofE Primary & Nursery School reserves the right to reject a volunteer application at any stage of the recruitment process and remove a volunteer from the programme. I confirm I have read and understand the Volunteer Privacy Notice and the school's Safeguarding Policy.

Signed:

Date:

Thank you for filling out this application form.

Please return this form to:

Karen Fielding

Bursar/Office Manager

Tickhill St Mary's CofE Primary & Nursery School

St Mary's Road

Tickhill

Doncaster

DN11 9LZ

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Appendix 2

VOLUNTEER REFERENCE REQUEST

Volunteer Name:	
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The person named above has given your name as a referee to support their application to be a volunteer in our primary school. I would be grateful if you could complete the form and return to me as soon as possible, as we are keen to place this volunteer. Thank you in advance for your help.

Referee Name:	Address:
Telephone Number:	
Email address:	
In what capacity do you know the applicant?	
How many years have you known the applicant?	
How reliable and trustworthy is the applicant?	
Are you aware of why it would not be appropriate for the applicant to volunteer with children?	
Please give your comments on the applicant's suitability and positive qualities, and any other information you feel we should know:	

Signed:..... Date:/...../.....

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Appendix 3



VOLUNTEERS CONFIDENTIALITY CONTRACT

As a Volunteer at Tickhill St Mary's CofE Primary & Nursery School I understand that class, pupil and parent details, staff room conversations or school matters are confidential and not to be shared or discussed with parents or members of the general public.

If I have any concerns I will initially raise them with the Class teacher and then the Headteacher, if necessary.

I understand that the class teacher is in charge of all activities and the behaviour management in the class. If I am asked to work with an individual or group of children within the classroom, I should follow the school Behaviour Policy.

I understand I will adhere to Tickhill St Mary's CofE Primary & Nursery School's Safeguarding Policy at all times.

I understand that before I start working in school, the school will initiate an enhanced DBS check in the interest of the safety of the children in the school in accordance of the Children's Act 2004 (section 11).

Should a situation arise that indicates that I have divulged any confidential information to a parent or members of the public the matter will be investigated and my placement may be withdrawn.

I understand that my personal details and details of the DBS check will be held on the school's single central record for inspection by authorised personnel only.

Name:

Signed:

Date:

**OFF –SITE VISITS VOLUNTEER / PARENT AGREEMENT**

Trip Venue		Date of Visit	
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School trips are an integral part of learning at St Mary's and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper, you will have an important role to play in the success and safety of the school trip. Please read and return this form, as it is part of our school's risk assessment planning.

Role of the volunteer Helper:

- To be responsible for the children in your group
- To stay with your allocated staff member / group of children, ensuring that their well-being and safety is maintained for the duration of the school trip
- To promote polite, respectful and courteous behaviour towards each other and members of the general public
- To ensure that the group you are with keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip.
- To contact your / child's class teacher / school member of staff if there are issues with firstaid, safety and /or behaviour.

Working alongside School Staff

Comply with all of the above whilst being under the direct line management of school staff. Show commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs / labels/ information, asking questions that encourage children to think. Follow guidance from the school staff.

What is not permitted?:

- Volunteer helpers should not bring additional siblings on the school trip.
- Volunteer helpers should not re-organise school visit groups.
- Volunteer helpers should not smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers should not take photographs of children unless directed to do by a member of staff.

First Aid

All first aid bags will be carried by staff, who will also have a list of children with any medical needs. You will be informed if any child in your group has medication / medical needs. If medication needs to be administered, this will be done by a trained member of staff. Asthma inhalers will be brought for children who has asthma along with the emergency asthma inhaler in case of emergency.

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Emergencies

You should have contact numbers of other staff members and contact them immediately if there is an emergency or if you become separated from the rest of the school party

Parent Volunteer:

I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.

Name:

Signed:

Date:/...../.....



Governors & Volunteer Privacy Notice

This privacy notice has been written to inform governors and volunteers at Tickhill St Mary's CofE Primary & Nursery School about how and why we process your personal data.

Who are we?

Tickhill St Mary's CofE Primary & Nursery School is a data controller as defined by the UK GDPR. This means that we determine the purposes for which your personal data is processed and the manner of the processing. We will only collect and use your personal data in ways that are compliant with data protection legislation.

The school has appointed Veritau Ltd as its Data Protection Officer (DPO). The role of the DPO is to monitor our compliance with the UK GDPR and the Data Protection Act 2018 and advise on data protection issues. If you would like to discuss this privacy notice or our use of your data, please contact Veritau or the Bursar/Office Manager.

Veritau's contact details are:

Schools Data Protection Officer
Veritau
West Offices
Station Rise
York
North Yorkshire
YO1 6GA
schoolsDPO@veritau.co.uk // 01904 554025



Please ensure you include the name of your school in all correspondence.

What personal information do we collect?

The personal data we collect about you includes:

- Personal identifiers, including your name, address and contact details.
- Information relating to your particular role, i.e. if you are a parent governor, community governor etc.

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Approval date: June 2023
Review date: June 2025

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- Information about the history of your appointment.
- Your business and/or financial interests, where applicable.
- Relevant criminal history data, including your DBS check, where applicable.
- Photographs or video images of you
- Relevant skills, expertise and qualifications.
- References you have provided.
- Records of communications and interactions we have with you
- Equality monitoring information, such as your ethnicity, religious beliefs and gender.
- Information about any health condition or disability you may disclose.

Why do we collect your personal information?

We process your information for the purposes outlined below:

- To establish and maintain effective governance.
- To meet our safeguarding obligation to pupils and the school workforce.
- To meet statutory obligations for publishing and sharing details.
- To meet our health and safety obligations.
- To monitor and manage skills, training and personal development.
- To make any reasonable adjustments you may need in relation to a health condition or disability.
- To promote the school, including in newsletters, on the school website and social media platforms.
- To monitor and inform our policies on equality and diversity.

What is our lawful basis for processing your information?

Under the UK GDPR, it is essential to have a lawful basis when processing personal information. We normally rely on the following lawful bases:

- Article 6(1)(c) - legal obligation
- Article 6(1)(e) - public task

There may be occasions where our processing is not covered by one of the legal bases above. In that case, we may rely on Article 6(1)(f) - legitimate interests. We only rely on legitimate interests when we are using your data in ways you would reasonably expect.

For the processing of personal data relating to criminal convictions and offences, processing meets Schedule 1, Part 2 of the Data Protection Act 2018 as below:

- (10) Preventing or detecting unlawful acts

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Some of the information we collect about you is classed as special category data under the UK GDPR. The additional conditions that allow for processing this data are:

- Article 9(2)(g) - reasons of substantial public interest

The applicable substantial public interest conditions in Schedule 1 of the Data Protection Act 2018 are:

- Condition 6 - statutory and government purposes
- Condition 10 - preventing or detecting unlawful acts
- Condition 18 - safeguarding of children and vulnerable people

Who do we obtain your information from?

We normally receive this information directly from you, for example via documents and other records and information supplied by you in the course of your application for the role or a period of volunteering. However, we may also receive some information from the following third parties:

- Disclosure and Barring Service (DBS).
- Local Authority.
- Referees you have provided.
- Governor support services, if applicable.

Who do we share your personal data with?

We may share your information with the following organisations:

- Department for Education (DfE).
- Disclosure and Barring Service (DBS).
- Local Authority.
- Any relevant funding authority.
- Our IT application providers, where relevant to your role.
- Governor support services.

We may also share information with other third parties where there is a lawful basis to do so. For example, we sometimes share information with the police for the purposes of crime detection or prevention.

How long do we keep your personal data for?

We will retain your information in accordance with our Records Management Policy and Retention Schedule. The retention period for most of the information we process about you

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is determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is reasonably necessary to fulfil its purpose.

We may also retain some information for historical and archiving purposes in accordance with our Records Management policy.

International transfers of data

Although we are based in the UK, some of the digital information we hold may be stored on computer servers located outside the UK. Some of the IT applications we use may also transfer data outside the UK.

Normally your information will not be transferred outside the European Economic Area, which is deemed to have adequate data protection standards by the UK government. In the event that your information is transferred outside the EEA, we will take reasonable steps to ensure your data is protected and appropriate safeguards are in place.

What rights do you have over your data?

Under the UK GDPR, individuals have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation.
- to request a copy of the personal data we hold about you.
- to request that your personal data is amended if inaccurate or incomplete.
- to request that your personal data is erased where there is no compelling reason for its continued processing.
- to request that the processing of your personal data is restricted.
- to object to your personal data being processed.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO using the details provided above.

If we cannot resolve your concerns then you may also complain to the Information Commissioner's Office, which is the UK's data protection regulator. Their contact details are below:

Phone: 0303 123 1113 or via their [live chat](#). Opening hours are Monday to Friday between 9am and 5pm (excluding bank holidays). You can also report, enquire, register and raise complaints with the ICO using their web form on [Contact us | ICO](#).

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Changes to this notice

We reserve the right to change this privacy notice at any time. We will normally notify you of changes that affect you. However, please check regularly to ensure you have the latest version.