

PINNER

HIGH SCHOOL

Policy	Volunteers Policy
Date of Review	March 2022
Reviewed By	Headteacher
Date of Approval	28 April 2022
Approved By	LGB
Date of Next Review	April 2025
Statutory/Non Statutory	Statutory
Website/Non Website	Website

PHS Volunteer Policy

Recruitment and selection of Volunteers

Pinner High School will rarely employ volunteers and any request to do so must be authorised by the Headteacher. Essentially, the process of recruiting and selecting volunteers will seek to be as safe as the safer recruitment processes we follow for the recruitment of staff.

All prospective volunteers should therefore be asked to:

- Initially complete a volunteer application form
- Take part in an informal interview to discuss reasons for wanting to volunteer the skills and experience they can contribute and what they hope to achieve in return
- Provide details of two referees (who should not be relatives)
- Provide photo ID (originals) and evidence of home address.
- Complete an enhanced DBS (Disclosures and Barring Services) check if necessary

Volunteers and DBS Checks

Some volunteers will require a DBS check because of the frequency of their volunteering activity and the contact they have with children. Some volunteers do not require a DBS check, for example if they are accompanying a school trip out for the day, or attending a school event on an *ad hoc* or one off basis - volunteers without a DBS check MUST NOT be left unsupervised with children.

An enhanced DBS check will be required for volunteers in the following circumstances:

- The volunteer is a governor.
- The volunteer is in the school regularly, which is defined as once a week or more, 4 or more times in a 30-day period. (As defined by Sir Roger Singleton in Drawing the Line published in December 2009).

If a DBS check is required, volunteers must bring the required documentation to the HR Administrator and complete the online return, or provide details of their continuing DBS certificate. It is at the discretion of the designated members of the SLT (Senior Leadership Team) as to whether school is prepared to fund the DBS application. If this is not the case then an invoice will be rendered for this charge.

Training, induction and support of Volunteers

Volunteers should be provided with information and training appropriate to their role, including in safeguarding procedures and expectations. Volunteers will be assigned a contact point / nominated member of staff as supervisor.

Insurance

Volunteers under direct supervision of the school will be indemnified against third party claims under the academy's employers and public liability policy whilst volunteering for the school.

Management of Volunteers

All volunteers should:

- Have clear guidelines on what activities they are expected to undertake and the manner in which they should be undertaken
- Be provided with appropriate and sufficient training in undertaking the relevant activities / tasks
- Be provided with relevant equipment / materials
- Be provided with relevant health and safety advice / training and equipment as necessary
- Be made aware of relevant policies and procedures, particularly those relating to safeguarding and child protection
- Be given clear guidelines about confidentiality and data privacy; wherever possible, volunteers should not be given access to confidential information or data about staff, students or other data held by the school. Where it is for some reason necessary or appropriate to share confidential information or data with a volunteer, the permission of the Head must first be obtained.

Health and Safety

Risk assessments should be in place for any volunteer work undertaken. Volunteers should be asked to disclose any information which relates to their own health and safety (including any relevant medical conditions) and must take reasonable care of their own health and safety and that of others. Volunteers must not undertake any activities which present a risk to their health or to others. Any proposed volunteer arrangement should be discussed with the Head of Operations prior to agreement so that this risk assessment can be carried out.

Grievances and complaints

Any problems arising from either side should be resolved through informal discussion. Where it is not easily resolved, it should be referred to the Head. If the issues prove to be irreconcilable, either side has the option to terminate the agreement.

If the conduct or performance of a volunteer falls below that expected, they may no longer be offered duties and in some circumstances may need to be referred to the Independent Safeguarding Authority.

The Head will always retain ultimate discretion over who may work in the school as a volunteer and may end such an arrangement at any time.

Roles and Expectations

Volunteers can expect:

- A supportive, welcoming and positive environment that encourages them to get the most out of volunteering
- Appropriate task related training and support
- Relevant and up to date information and advice
- Appropriate training and information about child protection, safeguarding children, health and safety and equality.

In return school expects volunteers:

- To be a positive representative of the school
- To adhere to their task, responsibilities and commitment as agreed
- To maintain confidentiality about anything learned in school
- To follow any procedures and standards explained by their supervisor including those relating to safeguarding, health and safety and diversity.

Confidentiality

Volunteers should be aware that information relating to individual children or members of staff is totally confidential. Whilst in school volunteers may hear conversations which are of a confidential nature. These cover aspects such as children's academic progress and are totally confidential and volunteers must respect this.

Any concerns that volunteers have about the children they work with/ come into contact with should be shared with the nominated member of staff who supervises their tasks, who will advise or refer in accordance with academy policies and NOT with the parents of the child or any persons outside school.

Child Protection

If a child discloses something, this information should be shared with the school's designated safeguarding lead in accordance with the school safeguarding procedures.

March 2022

Head of Operations