



Witchampton CE VA First School Guidance on Using Volunteers in Schools

1. Recruitment and selection of Volunteers

All prospective volunteers should be asked to:

- 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).
- Complete a CRB check if necessary (see 2. below and the "Criminal records checking policy, procedure" for further details)

2. Volunteers and CRB Checks

Some volunteers will require a CRB Disclosure because of the frequency of their volunteering activity and the contact they have with children, others will not. Fuller guidance is in the "Criminal records checking policy, procedure and toolkit", issued by HR.

An enhanced CRB check will be required for volunteers, where the volunteering is regular* and involves direct contact with children. Otherwise no check is required.

(*regular means four or more times in a 30 day period, once a week or more, or overnight as set out in the Drawing the Line by Sir Roger Singleton in December 2009).

In coming to a decision as to whether a CRB check is required, Headteachers will want to consider:

- the duration, frequency and nature of contact with children;
- what the school knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers;
- whether the volunteer is well known to others in the school community who are likely to be aware of behaviour that could give cause for concern;
- whether the volunteer has other employment, or undertakes voluntary activities where referees would advise on suitability; and
- any other relevant information about the volunteer or the work they are likely to do.

This information will allow Headteachers to make a risk assessment, and use their professional judgement and experience in deciding whether a CRB Disclosure is necessary.

3. Training, induction and support of Volunteers

Volunteers in schools should be given training appropriate to their role and should be assigned a contact point / nominated member of staff for their task. Schools should be committed to treating volunteers fairly under their equal opportunities policy.

4. Insurance

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

5. 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

6. Health and Safety

Risk assessments should be in place for volunteers that work in schools. Volunteers should disclose any information which relates to their own health and safety and take reasonable care of their own health and safety and that of others. Headteachers must ensure that volunteers do not undertake any activities which present a risk to their health.

7. Grievances and complaints

Any problems arising from either side should be resolved through informal discussion. 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 required, they may no longer be offered duties and in some circumstances may need to be referred to the Independent Safeguarding Authority.

8. Roles and expectations

It is important to set clear guidelines and expectations in order that the needs of the volunteer and school may be met. Volunteers can expect:

- A supportive, welcoming and positive environment that encourages them to get the most out of volunteering
- An induction training programme and appropriate task related training
- Relevant and up to date information and advice
- To be given copies of policies on child protection and safeguarding children, health and safety and equality.

In return schools should ask volunteers:

- To be a positive representative of the School

- To adhere to their task, responsibilities and commitment as agreed
- To follow any procedures and standards explained by their supervisor including those relating to safeguarding, health and safety and diversity.

9. Further Guidance

If you have further queries relating to using volunteers to assist in schools, you can refer to the guidance in 4.56 and Appendix 13 of Safeguarding Children and Safer Recruitment in Education, published by Department of Education.

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This policy should be read in conjunction the code of conduct, safer working practices, the safeguarding policy, the child protection policy and procedures, anti-bullying policy, intimate care policy, whistleblowing policy, dealing with allegations, volunteers' policy, safer internet use and e-protection policy and keeping children safe and cyber-bullying policy.