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| Document Number: | OAK104 |
| Version Number: | 2 |
| Responsibility: | Headteacher |
| Date Reviewed: | 16/09/24 |
| Admin Use | |
| Approval Date: | 25/09/24 |
| Approval Meeting: | OLGB 24A1 |
| Scheduled Review Date: | OLGB 26A1 |
| Scheduled Review Meeting: | |

Change Log

Date: 16/09/24 Version 2

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2 Statement of intent

At Oakfield Academy, we recognise and value the effort taken by volunteers who contribute towards our school and want them to enjoy our time with us. This policy sets out the practices and procedures which will be followed when appointing, managing and supervising volunteers, as well as a code of conduct which all volunteers are required to comply with.

3 Legal framework

3.1 This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- The Childcare Act 2006
- UK General Data Protection Regulation (GDPR)
- The Data Protection Act 2018
- DfE (2023) 'Keeping children safe in education 2023'
- DfE (2018) 'Disqualification under the Childcare Act 2006'

3.2 This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Allegations of Abuse Against Staff Policy
- Low-level Safeguarding Concerns Policy
- Complaints Procedures Policy
- Safer Recruitment Policy
- Data Protection Policy
- Staff Code of Conduct

4 Definitions

4.1 The following definitions apply for the purposes of this policy. For the purposes of this policy:

- **“Volunteers”** are individuals who engage in an activity which involves spending time, unpaid (except for travel and other approved expenses), doing something which aims to benefit some third party, i.e. the school, and not a close relative.
- **“Occasional volunteers”** are individuals who only accompany staff and pupils on one-off trips that do not involve overnight stays, or who volunteer at specific one-off events, such as sports days.
- **“Regular volunteers”** are individuals who volunteer at the school six times a year (with no gap being longer than 3 months).

4.2 A volunteer will be engaging in **“regulated activity”** if they:

- Will be responsible, on a regular basis in school, for teaching, training, instructing, caring for or supervising children.
- Will be working on a regular basis in a specified establishment, such as a school, or in connection with the purposes of the establishment, where the work gives opportunity for contact with children.
- Engage in intimate or personal care or healthcare or any overnight activity, even if this only happens once.

5 Recruitment

5.1 Anyone who wishes to become a volunteer at the school will be required to submit a Volunteer Application Form to the school office.

5.2 Occasional volunteers

In very rare instances, occasional volunteers will be appointed at the headteacher’s discretion and will not be required to go through the recruitment process. A written risk assessment will be conducted to determine what checks, if any, are required. An occasional volunteer will always be supervised by a member of staff, unless the appropriate DBS checks have been obtained.

5.3 Regular volunteers

Regular volunteers will always go through the following recruitment process:

- The individual will be asked to have an informal discussion with a member of the SLT to ensure they are suitable for the role
- The appropriate safer recruitment checks will be undertaken
- The individual will be made aware of the roles and responsibilities they will be undertaking
- References will be sought where appropriate

6 Supervision

If a volunteer is required to be supervised when undertaking an activity, who would otherwise be in regulated activity if not supervised, the school will ensure that:

- There is supervision by an individual who is in regulated activity.
- The supervision is regular and day-to-day.
- The supervision is reasonable in all the circumstances to ensure the protection of the pupils.

When determining what supervision is reasonable so that the volunteer would not be in regulated activity, the school will take the following factors into consideration:

- The ages of the pupils, including whether there is a large gap in their ages
- The number of pupils that the volunteer is working with
- Whether or not there are other staff members present during the activity
- The nature of the volunteer's work and the opportunity for contact with pupils
- How vulnerable the pupils are
- How many volunteers would be supervised by each member of supervising staff.

7 Induction

- 7.1 Volunteers will be required to attend training with the Pastoral team to ensure they understand the schools policies and procedures. During this session volunteers will be given a pack to include:
- Safeguarding key information leaflet
 - Fire action
 - Fire and lockdown procedure sheet
 - CPOMS manual recording sheet
 - Low-level concern reporting form
 - Keeping Children Safe in Education (KCSIE) Part one.
- 7.2 In addition, a copy of the training slides will be included. This will cover how to recognise, respond and report in the context of safeguarding.
- 7.3 Volunteers will be required to sign a document to confirm they have read **Part 1 of 'Keeping children safe in education'** as part of their induction.

8 Safeguarding

- 8.1 Volunteers will be provided with safeguarding information as determined by the governing board, using a proportionate, risk-based approach.
- 8.2 The school will ensure that activities are planned properly and safely, and that volunteers are informed of these plans. The school will ensure that volunteers have access to a member of school staff, should they wish to discuss difficulties or report on issues that may arise.
- 8.3 All volunteers are required to be identified and located at all times. For this reason, the following process will be adhered to:
- Volunteers will sign in and out of the building at the school office
 - Volunteers will wear a visitor's badge at all times
 - The headteacher will be made aware of where the volunteer is working.
- 8.4 Volunteers will be made aware that they must report any safeguarding concerns in line with the school's Child Protection and Safeguarding Policy. The identity of the school's DSL and any deputies will be made known to all volunteers.

- 8.5 Any safeguarding concerns or allegations raised regarding a volunteer will be dealt with in line with the Low-level Safeguarding Concerns Policy and/or the Allegations of Abuse Against Staff Policy.
- 8.6 Mobile phones should be kept in bags and on silent. Only school devices can be used to take photographs.

9 Health and safety

Volunteers will ensure that they are familiar with emergency procedures, e.g. evacuation, and of any health and safety procedures relating to the activity they will be undertaking, e.g. whilst in a cookery class.

If a volunteer notices any potential hazard which may put another individual at risk of harm, they will report this immediately to the class teacher or a senior member of staff.

10 Absence

- 10.1 Volunteers are required to inform the school office by 8:00am on the day they were due to attend if they are unable to attend at the agreed time.
- 10.2 Failure to inform the school on more than three instances may result in the volunteer being unable to attend the school on any further occasions.
- 10.3 If a volunteer is called away in the event of an emergency while volunteering, they will inform the class teacher or senior leader, and will sign out of the building before leaving the premises.

11 Confidentiality

- 11.1 All volunteers will be required to act in line with the Staff Confidentiality Policy.
- 11.2 Volunteers will not be permitted to discuss any confidential information regarding a pupil or member of staff with any other individual.
- 11.3 Information will be shared with volunteers on a need-to-know basis, and they will not have access to the school's records unless access is required to fulfil their role.
- 11.4 Any volunteer who breaches the confidentiality rules will be asked to leave the premises and will not be able to return to undertake any further activity.

- 11.5 There may be instances where a volunteer is required to pass information to a member of staff, such as if they notice a pupil being bullied or subjected to harm. Volunteers will report any concerns to a member of staff and are instructed not to notify the parents.

12 Complaints

Any complaints made in relation to a volunteer will be managed in line with the school's Complaints Procedures Policy.

13 Monitoring and review

- 13.1 The headteacher will review this policy on an annual basis and will communicate any changes to all members of staff, existing volunteers and relevant stakeholders.
- 13.2 All volunteers will be required to read this policy prior to their attendance at the school.