



Volunteers Policy

Sutton Courtenay Primary School
Approved by the Local Governing Body:

30 November 2023

Review date: 30 November 2026

The policy must be reviewed and updated at least every 3 years.

Purpose

At Sutton Courtenay C of E Primary School volunteer helpers are of paramount importance in supporting teaching and learning, achievements, attitudes and well-being of all our children. The role they can play in supporting staff to deliver a high quality education is invaluable.

The aim of this policy is to ensure that volunteers are seen by children as safe and trustworthy adults and that the requirements for safeguarding and safer recruitment are applied appropriately to them.

Scope

This policy supports the work of the school in promoting its mission statement, aims and values

This policy refers to those who are classified as a volunteer by the following criteria:-

- adults who assist in school and who do not receive compensation for their work
- adults who are volunteering for no benefit for studies or future employment

This policy does not cover those adults who accompany pupils on an out of school trip.

Where volunteers are doing one-off activities such as helping out on a school trip, no formal checks will be done. In these cases, only parents will be able to volunteer, and they will be under “constant supervision” of school staff.

This policy does not cover children who are on work experience.

If a school has placed a work experience child in our school with our agreement the school will provide written information outlining the requirements of the placement these placements are usually students up to the age of 16.

Related Documents

Volunteer registration form (Appendix A)

Policy

Recruitment:

All new volunteers must attend an informal interview and agree to relevant DBS checks, if they are required.

The following will apply:

- Parents can actively support the education of children by supporting the school and teachers in education in the classroom and during educational events.
- All volunteers must provide two referees.

Volunteers may be required to:

- volunteer in the classroom supporting learning
- helping with arts and craft activities
- listening to children reading

DBS Checks

As per Oxfordshire County Council’s guidelines, the school follows the following advice: -

Is the activity carried out for the purposes of the school and does it give the opportunity for contact with children?

- *Yes - If supervised, this is not a regulated activity. There is no legal requirement to obtain a DBS certificate but an enhanced DBS certificate may be obtained*
- *Yes - If not supervised, this is a regulated activity. An enhanced DBS certificate with barred list check must be obtained*
- *No - The person is not in a regulated activity, but an enhanced DBS check may be obtained.*

As it cannot be guaranteed that the volunteer would be supervised 100% of their time whilst on the school site, the school does require all volunteers to obtain a DBS prior to volunteering.

Induction:

All new volunteers must complete an induction process which will include safeguarding, fire safety, confidentiality, and guidelines of good practice when working with children. They are also required to complete a registration form.

Confidentiality and Safeguarding

All volunteers are bound by a code of confidentiality. Any information that is disclosed by or about a pupil must be reported to the class teacher or Designated Safeguarding Lead (DSL). No information about pupils should be taken outside the school. Volunteers should not speak directly to parents about a pupil's work or welfare.

Volunteers will be asked to read and sign to say they have read and understood the volunteers leaflet for safeguarding at our school.

Volunteers who are concerned about anything another adult in the school says or does should raise their concerns with the Head teacher or Designated Safeguarding Lead.

Volunteers' use of social networking sites should be used with due care and attention. In particular, use of such sites should not involve any activities or observations which may bring the school, pupils or staff into disrepute. Should this happen it would bring into question the volunteers suitability to work in the school.

Working in Classrooms/with Pupils

Volunteers must work under the guidelines of the teacher who will be responsible for ensuring that the Volunteer is familiar with the class expectations of behaviour and the specific learning support that is needed. If any recording of information is required, the teacher should ensure the volunteer is shown how to make the recording.

Monitoring and Review

This policy will be reviewed every three years.

Appendix A: Volunteer Registration Form



Volunteer Registration Form



At Sutton Courtenay C of E Primary School, volunteer helpers are of paramount importance in supporting teaching and learning, achievements, attitudes and well-being of all our children. The role they can play in supporting staff to deliver a high-quality education is invaluable.

Please can you answer the following questions, which will help us to match your volunteer application with a suitable volunteer role.

Name	
Address	
Contact Phone Number	
Contact email address	

What are your links to Sutton Courtenay CofE Primary School?	
Have you had any experience of working in a school or working with children? If yes, please describe your experience.	

By completing this registration form to be a volunteer in school you are agreeing to:

- **The school making a relevant DBS check** (please see the attached list of Identification Documents that are required – please present the relevant documents as soon as you are able in order that we can complete the DBS checking process)
- **Completing an induction process which will include safeguarding, fire safety, confidentiality and guidelines of good practice when working with children.**

IDENTIFICATION DOCUMENTS

Important: At least one document must confirm your current name, one document must confirm your current address and one document must confirm your date of birth. Wherever possible, a document below that holds a photograph should be submitted. I.D. documents printed from the Internet (e.g. Internet bank statements) are not acceptable.

Documents in a previous name can be accepted ONLY where the applicant can provide documentation supporting a recent change because of:

- Marriage/civil partnership (Marriage/civil partnership certificate).
- Divorce/civil partnership dissolution (decree absolute/civil).
- Deed Poll (Deed Poll certificate).

Can you produce one document from Group 1?

- **"Yes"**, then we need two more documents. The two additional documents can be from Group 1 or Group 2a / 2b.
- **"No"**, then please contact the person who has asked you to complete the application form to discuss other ID submission options.

GROUP 1 – Trusted Identity Credentials

- Adoption Certificate (UK)
- Biometric Residence Permit (UK)
- Birth Certificate (UK & Channel Islands) – issued at time of birth (full or short)
- UK & EU Current Driving Licence (Full or provisional) – Photo Card (includes UK/Isle of Man, Channel Islands & EU)
- Current valid Passport (Any country)

GROUP 2 - Group 2a – Trusted Government/State Issued Documents

- Birth Certificate (UK & Chanel Islands) – issued after the time of birth
- Current Driving Licence (Full or provisional) paper version – UK/Isle of Man/Channel Islands & EU)
- Non UK & EU Current Driving Licence (Full or provisional) – Photo Card All Countries **excluding** UK/Isle of Man/Channel Islands & EU)
- Fire Arms Licence (UK, Channel Islands & Isle of Man)
- HM Forces ID Card (UK)
- Marriage/Civil Partnership certificate (UK & Channel Islands)

GROUP 2 - Group 2b – Financial/Social History Documents

- Bank/Building Society Statement (UK or EEA)*
- Bank/Building Society account Opening Confirmation Letter (UK)
- Benefit Statement, eg. Child Allowance, Pension*
- Cards carrying the PASS accreditation logo (UK and Channel Islands)
- Council Tax Statement (UK and Channel Islands)**

- Credit Card Statement (UK or EEA)*
- Document (UK and Channel Islands) from Central/Local Government / Government Agency / Local Authority giving entitlement*
- EU National ID Card
- Financial Statement (UK), eg. pension, endowment, ISA**
- Letter of sponsorship from future employment provider (Non-UK / Non-EEA)
- Letter from Head Teacher or College Principal (16-19 years old in full time education) (UK)
- Mortgage Statement (UK or EEA)**
- P45/P60 Statement (UK and Channel Islands)**
- Utility Bill (UK) – Not Mobile Telephone*
- Work Permit/Visa (UK) (UK Residence Permit) (valid up to the expiry date)

Group 2b Annotation

- Documents denoted with * must be less than three months old.
- Documents denoted with ** must be issued withing the past 12 months
- Documents not denoted can be more than 12 months old.