



**PRINCE REGENT**  
T R U S T

# **Volunteer Policy**

|                              |                   |
|------------------------------|-------------------|
| Date Issued:                 | Spring 2023       |
| Prepared by:                 | PRST Central Team |
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## Introduction and aims

As a Trust, it is our aim to involve parents in their children's education and to develop and maintain links with the local community.

In order to enrich the lives of the children in our schools, and to enable us to deliver the curriculum more effectively, we actively encourage the involvement of parents and volunteers from the community in the work of the schools.

We believe that volunteers provide a valuable contribution to an individual's school's work, and that they enrich the school through the breadth of their knowledge and experience.

We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

The aim of this Volunteer Policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion.
- Ensure that volunteers support the school's vision and values, and adhere to our policies.
- Provide staff, volunteers and parents with clear expectations and guidelines.
- Set a clear, fair process for recruiting and managing volunteers.

This policy has been developed in line with the Department for Education (DfE)'s statutory safeguarding guidance, [Keeping Children Safe in Education \(KCSIE\)](#).



## How we use volunteers

A volunteer will not be an employee of the Trust. He or she will not be engaged on a contract of employment nor on any type of contract for services. The engagement will be binding in honour only, there being no legal agreement between the organisation and the volunteer.

At the Trust schools, volunteers may:

- Hear children read
- Accompany on school visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT or Art
- Assist with national government initiatives

This is not an exhaustive list.

Volunteers may be:

- Members of the local governing body
- Parents
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTA

This is not an exhaustive list.

Members of the local governing body working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings), are not covered by this policy. They are covered by the Trust's Governor School Visits Policy.

## Application Process

Volunteers are appointed by the individual schools. The volunteer applicant must complete a simple application form which gives permission to obtain references and a Disclosure and Barring Scheme (DBS) check - Appendix 1.

## Appointment of volunteers

The experience, qualities, skills and needs of any volunteer will be considered when deciding about the recruitment of a volunteer in the school. Please note, there is no guarantee that a volunteer will be found an immediate placement or any placement at all elsewhere. The placement should be mutually beneficial to the school and volunteer.



Intake of new volunteers can take up to six weeks and is dependent on the candidate and available spaces within the school.

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate), satisfactory references and other appropriate safeguarding and recruitment checks, and relevant training.

Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation, if needed. The school will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.

Each school will ensure that volunteers are given suitable induction training at the beginning of their placement. The volunteer will be given a named contact person who will review the work undertaken by the volunteer and will assist the volunteer generally and particularly in the event of any problems occurring. Regular supervision of the volunteer will be provided as appropriate to the task undertaken and the needs of the volunteer. The volunteer's role, including status with pupils, will be made clear. Volunteers will be given opportunities to contribute their ideas and opinions about the work that they are engaged in. Volunteers will be given guidelines/training regarding child protection procedures.

The Headteacher reserves the right to terminate a volunteer placement with immediate effect at any time.

## Safeguarding

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we are upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks on volunteers who:
  - Work one-on-one with pupils unsupervised;
  - Work with groups of pupils unsupervised;
  - Supervise or accompany groups of pupils on overnight residential visits.
- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in.
- Provide safeguarding training, as appropriate, to all volunteers prior to them beginning work at the school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education.
- Require volunteers to agree and adhere to our Code of Conduct for Volunteers (see Appendix 2) and to read, and adhere to, the Trust's / school's policies on:
  - Safeguarding and Child Protection
  - Behaviour
  - First Aid
  - Health & Safety
  - IT Security and Acceptable Use



- Social Media
- Use of mobile phones - within the BYOD Policy
- Whistleblowing
- Ensure that volunteers without an enhanced DBS check are always supervised and are never left alone with pupils.
- Details of volunteers will be added to the school's online SCRTracker (single central record).
- Conduct a risk assessment to determine whether a volunteer who is not working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
  - The nature of the work they will be doing;
  - What we know about them;
  - References from employers or other voluntary roles;
  - Whether the role is eligible for an enhanced DBS check.

## Induction and training

Volunteers must complete appropriate training prior to beginning work at the school. Training requirements will be determined by the headteacher, or the appropriate member of staff.

**All volunteers** must have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing.

## Confidentiality

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation.

If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents.

This doesn't prevent volunteers from adhering to the trust's Safeguarding and Child Protection Policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in the Trust's Safeguarding and Child Protection Policy, and inform the school's Designated Safeguarding Lead (DSL).

If concerns are related to whistle-blowing, volunteers must follow the guidance in the Trust's Whistleblowing Policy.

## Conduct of volunteers

Volunteers must comply with the Code of Conduct for Volunteers set out in Appendix 2 of this policy.

## Insurance

All volunteers are covered as set out in the Summary of Cover provided by the Trust's membership of the DfE's Risk Protection Arrangement (RPA) for Academy Trusts.



## Data protection and record keeping

Data will be processed to be in line with the requirements and protections set out in the UK General Data Protection Regulation. The Trust's Data Protection Policy explains what information we collect and why we collect it.

We will:

- Retain records relating to volunteers in line with the Trust's Data Retention Schedule.
- Remove details of volunteers from the single central record (SCRTracker) once they no longer work at the school.

## Monitoring and review

This policy has been approved by the Trust Board and will be reviewed every three years or more often, if necessary.





## Appendix 1: Volunteer Application Form

Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

### DATA PROTECTION NOTICE

Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You've given us your consent.
- We must process it to comply with our legal obligations.

You will find more information on how we use your personal data in the Trust's Data Protection Policy which can be found on the Prince Regent Street Trust website.

### PERSONAL DETAILS

**Name:**

**Date of birth:**

**Gender:**

**Telephone number:**

**Email address:**

**Home address:**



## DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

The Trust/school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations.

|  |   |
|--|---|
| <b>Do you have a DBS check?</b>                                |   |
| <b>If yes, what type of check do you have? (please circle)</b> | Basic DBS / Standard DBS / Enhanced DBS / Enhanced DBS with barred list information |
| <b>Date of check:</b>  |   |
| <b>Certificate number:</b>                                     |   |

## AVAILABILITY

|   | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|--------|---------|-----------|----------|--------|
| <b>AM</b>   |        |         |           |          |        |
| <b>PM</b>   |        |         |           |          |        |
| <b>Before school</b>                                    |        |         |           |          |        |
| <b>After school</b>                                     |        |         |           |          |        |
| <b>Lunchtimes</b>                                       |        |         |           |          |        |
| <b>How many hours per week/month can you volunteer?</b> |        |         |           |          |        |
| <b>Can you commit to at least 1 term?</b>               |        |         |           |          |        |



## EXPERIENCE AND QUALIFICATIONS

**Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.**

**Why would you like to volunteer at this school?**

**Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc.)**



**Do you have any relevant qualifications?**

|  |
|--|
|  |
|--|

**PREFERENCES**

What age group would you prefer to work with?

|  |
|--|
|  |
|--|

Would you prefer to work 1-on-1 or with a small group?

|  |
|--|
|  |
|--|

**REFERENCES**

**Your placement as a volunteer may be subject to satisfactory references. Please give the details of two referees who can comment on your suitability (e.g. employers, colleagues, teachers, other voluntary roles etc.).**

**Name:**

**Name:**

**Relationship to you:**

**Relationship to you:**

**Address:**

**Address:**

**Telephone number:**

**Telephone number:**

**Email address:**

**Email address:**



## DISABILITY AND ACCESSIBILITY

The Trust is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require.





## Appendix 2: Code of Conduct for Volunteers

By signing this form, volunteers agree to the following:

### Trust and school rules and policies

Volunteers will follow all Trust / school rules and policies, including those on:

- Safeguarding and Child Protection
- Behaviour
- Data Protection
- First Aid
- Health & Safety
- IT Security and Acceptable Use
- Social Media
- Use of Mobile Phones – within the BYOD Policy
- Whistleblowing

Copies of the Trust's / school's policies are available on the Trust / school websites or from the school office.

<https://www.princeregenttrust.co.uk/governance-policy/policies/>

### Professional conduct

Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the school's volunteer co-ordinator, if applicable.

Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's Behaviour Policy, or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.

Volunteers must conduct themselves in a professional manner at all times. This includes:

- Dressing in a way that is professional and appropriate to the work they are doing.
- Refraining from using inappropriate language.
- Setting an example for pupils by acting in a way that reflects the school's ethos and values.
- Behaving in a way that is appropriate for the role they are undertaking.
- Ensuring that comments, including those made on social media, do not bring the school into disrepute.

Any receipt of gifts must be in accordance with the Trust's Gifts and Hospitality Policy.

Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.



Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.

If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

## **Safeguarding**

Volunteers must be familiar with, and adhere to, the Trust's Safeguarding and Child Protection Policy. Safeguarding training will be provided to all volunteers before they begin their placement.

If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the Designated Safeguarding Lead (DSL) or deputy DSL. Please contact the individual school to obtain this information.

Volunteers should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.

Volunteers must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:

- Exchanging contact information;
- Contacting with pupils outside of school, including on social media;
- Arranging to meet pupils outside of school;

Volunteers should not take or share photos of pupils unless instructed to do so by their school supervisor.

## **Health and safety**

Volunteers must abide by the school's Health and Safety and First Aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.

Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.

Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

## **Confidentiality**

Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the Headteacher.

Failure to adhere to this code of conduct may result in the termination of the placement with immediate effect.



Please sign and date below:

Volunteer name: \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### Appendix 3: requesting a volunteer (information for staff)

If you'd like assistance from a volunteer in your classroom, or for a specific activity or trip, fill out the form below and submit to the school office.

#### Volunteer request form

| ACTIVITY DETAILS  |  |
|---|--|
| <b>Year group/class</b>   |  |
| <b>Activity details</b>   |  |
| <b>Date(s) and time(s)</b>  |  |
| <b>Is this activity ... (circle one)</b>  | One-off?<br>Daily?<br>Weekly?<br>Other?<br>If other, please explain: |
| <b>Will there be any costs for the volunteer (such as entry fees to museums, materials, or travel)?</b> |  |
| Volunteer details   |  |
| <b>How many volunteers do you need?</b>   |  |
| <b>Do you need your volunteers to have any specific skills or experience?</b>                           |  |

Submitted by: \_\_\_\_\_

