



The High School  
Leckhampton

## Volunteers Policy

**Reviewing Member of Staff:** Mrs Lindsay Nottingham  
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### 1. Introduction and Aims

We believe that volunteers provide a valuable contribution to the 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 The High School Leckhampton 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’s statutory safeguarding guidance, [Keeping Children Safe in Education](#).

### 2. How we use Volunteers

At The High School Leckhampton volunteers may:

- Hear children read
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT or Art
- Support specific school events, such as the school production or Sports Day

Volunteers may be:

- Members of the governing board
- Parents
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTA
- Local clergy
- Members of the 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 our governor code of conduct.

### **3. How to Apply to Volunteer**

Interested parties are required to email the Operations Manager (Lindsay Nottingham) [ln@hsl.gloucs.sch](mailto:ln@hsl.gloucs.sch) with your full name and your relationship with the school.

Candidates will then be sent an application form to complete and return, as set out in *Appendix 1*.

### **4. Appointment of Volunteers**

Volunteers are appointed by the Headteacher.

Appointment and induction of new volunteers can take up to 6 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) and other appropriate safeguarding and recruitment checks, and relevant training.

The Headteacher reserves the right to terminate a placement at any time.

Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation, if needed.

Where relevant 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.

### **5. Safeguarding**

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

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

- a. Conduct enhanced DBS checks with a barred list check on volunteers who:
  - Work 1-on-1 with pupils unsupervised
  - Work with groups of pupils unsupervised
  - Supervise or accompany groups of pupils on overnight residential visits.

- b. 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.
- c. Provide safeguarding training 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.
- d. Request that volunteers to agree and adhere to our code of conduct and to read, and adhere to, the school's policies on:
  - Safeguarding
  - Use of mobile phones
  - ICT Acceptable Use
  - Online safety
  - Behaviour
- e. Ensure that volunteers without an enhanced DBS check are always supervised and are never left alone with pupils.
- f. Conduct a risk assessment to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check.

## 6. 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.

## 7. 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 school.

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

If concerns relate to safeguarding, volunteers must follow the guidance in our Child Protection and Safeguarding Policy and inform the designated safeguarding lead.

If concerns are related to whistleblowing, volunteers must follow the guidance in the Balcarras Trust Whistleblowing Policy.

## 8. Conduct of Volunteers

Volunteers must comply with the Code of Conduct for Volunteers as set out *Appendix 2*.

## 9. Insurance

The school's insurance policy does cover volunteers in the event of an accident or emergency.

## 10. Data Protection and Record Keeping

Our privacy notice for volunteers explains what information we collect about volunteers and why we collect it.

We will:

- Retain records relating to volunteers in line with our records retention schedule
- Remove details of volunteers from the single central record (SCR) once they no longer work at our school.

## 11. Monitoring and review

This policy has been approved by The High School Leckhampton Governing Body and will be reviewed every three years.

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### ***Rights Respecting School Statement***

*The contents of this policy have been reviewed taking into account The High School Leckhampton's responsibilities as a Rights Respecting School. In particular, our commitment to the following articles of the Convention of The Rights of The Child:*

**Article 28: (Right to Education):** *The Convention places a high value on education. Young people should be encouraged to reach the highest level of education of which they are capable.*

**Article 29: (Goals of Education):** *Children's education should develop each child's personality, talents and abilities to the fullest. It should encourage children to respect others, human rights and their own and other cultures. It should also help them learn to love peacefully, protect the environment and respect other people.*

## Appendix 1: Volunteer Application Form.

Please complete the application form in full.

### 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 1 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

### Personal details

**Name:**

**Date of birth:**

**Gender:**

**Telephone number:**

**Email address:**

**Home address:**

### Disclosure and Barring Service (DBS) information

The High School Leckhampton 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? (Please circle)</b>	Yes/No
<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>	

<b>Experience and qualifications</b>
<b>Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.</b>
<b>Why would you like to volunteer at The High School Leckhampton?</b>

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

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<b>Preferences</b>	
What age group would you prefer to work with?	
Would you prefer to work 1-on-1 or with a small group?	

<b>Disability and accessibility</b>
<p>The High School Leckhampton is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.</p> <p>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:</p>

<b>In case of an Emergency</b>
Contact Name:
Contact Telephone Number:

## **Appendix 2: Code of Conduct for Volunteers**

**By signing this form, volunteers agree to the following:**

### **1. School rules and policies**

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

- Child protection
- ICT Acceptable Use
- Online safety
- Mobile phones
- Data Protection
- Health and Safety
- Equality
- Whistleblowing
- Behaviour

### **2. 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 Operations Manager

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 teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.

Volunteers must always conduct themselves in a professional manner. 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

Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged at the end of term or as a way of saying "thank you"

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 favors 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.

### **3. Safeguarding**

Volunteers must be familiar with, and adhere to, the school'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).

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 alert the DSL if a pupil develops an infatuation with them, and 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
- Making contact 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 supervisor.

### **4. 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.

### **5. 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. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

The High School Leckhampton – Volunteers Policy

Please sign and date below:

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

X  
\_\_\_\_\_  
Volunteer signature

X  
\_\_\_\_\_  
Date