



QUEENS' SCHOOL

Dare to be Great

Volunteer Policy

1. Introduction

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.

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children at our school. We welcome and encourage volunteers from the local community.

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

2. Aims

The aim of the 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).

3. Volunteers

Our Volunteers include:

- Members of the Governing Body
- Members of the QPA
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students referred to us by Student Volunteer Services
- Ex-members of staff
- Local residents

Members of the governing board 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. Members of the QPA also have a code of conduct

The types of activities that Volunteers are engaged in include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art & craft activities with children
- Running after-school clubs
- Working with children on the computers
- Accompanying school visits
- This isn't an exhaustive list.

4. How to apply to volunteer

Anyone wishing to become a volunteer must write to the Headteacher. A meeting will be arranged for an informal discussion.

5. Appointment of volunteers

Volunteers are appointed by the Headteacher. The headteacher reserves the right to terminate a placement at any time.

Appointment and induction of new volunteers can take 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.

6. Safeguarding

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

- 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
- 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 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 Staff Code of Conduct

7. 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.

8. Supervision

All volunteers work under the supervision of a member of staff. Queens' staff retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking. Volunteers should have clear guidance from staff as to how an activity is carried out and what the expected outcome of an activity is. Volunteers are encouraged to seek further advice / guidance from staff in the event of any query or problem regarding children's understanding of a task or behaviour.

9. 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 school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures). If concerns relate to safeguarding, volunteers must follow the guidance in our Child Protection Policy, and inform the designated safeguarding lead (DSL).

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

10. Conduct of volunteers

Volunteers must comply with the Staff Code of Conduct

11. Expenses

Volunteers can claim expenses.

12. Insurance

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

13. 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

14. Links to other policies

- Child Protections Policy
- Staff Code of Conduct Policy
- Whistleblowing Policy

Trustee approved: January 2023

Review date: January 2026

Queens' School (Bushey) Ltd (registered number: 076506090)



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Volunteer Guidelines

Thank you very much for volunteering to help at Queens' School. The following are a set of guidelines, which we hope will help to establish a successful partnership between staff and volunteers at our school.

- If you are committed to helping on a regular basis and for any reason are unable to attend on a day when you are expected, please inform the school office in advance.
- Helping in the school that contains your own child will give you an insight into his or her education. Should you have any questions that arise out of this please direct them to the class teacher privately on a separate occasion, through Parent Information Evenings, or through the other channels that already exist within the school.
- When you are working with the children it is important to create an atmosphere that makes the children want to learn. Enthusiasm and encouragement are extremely important in helping with development.
- Should a child or children spoil an activity in which you are participating for others, please give one warning before asking the teacher or teaching assistant to intervene.
- Under the Children Act 1989 relating to child protection, if a child tells you something that you feel is of concern but you might not know the relevance of, you should discuss this privately with the teacher and no further.
- Confidentiality regarding what might be seen, heard or discussed within the class by children or adults is extremely important. School staff are bound by the rule of confidentiality that as a volunteer will also apply to you. Please do not discuss any issues that might arise in class with anyone other than the class teacher who is best placed to decide on the correct course of action.
- You may be aware that legislation requires all people working with 'vulnerable members of society', whether in a professional or a voluntary capacity, have to apply for a "Disclosure" from the Disclosure Barring Service (DBS). DBS disclosures are not 'portable' therefore, even if you have one already, you will need to complete a new form.

Thank you very much for volunteering, your time, effort and enthusiasm to help in school. You can be assured that your help is greatly appreciated and will be of genuine help to both children and staff alike.



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Volunteer Agreement

Thank you for offering your services as a Volunteer at Queens' School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement Sheet and hand it to the HR Manager via the school office.

You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy and have read the Volunteer Guidelines
- I agree to support the School's Aims and Values
- I agree to treat information I learn from being a Volunteer in School as confidential
- I understand that my Volunteer position in School is dependent on the school receiving satisfactory references
- I understand that I am required to undergo a Disclosure Barring Service check to advise the school of my suitability as a volunteer

Name	Signature	Date