



## Volunteer Policy

Adopted by the Governing Body of  
Steeple Morden Primary School

This policy is to be reviewed: Two-yearly  
The next review date is: Summer 2023  
Review is the responsibility of: Headteacher / Governing Body  
Statutory Requirement: No

### REVIEW HISTORY

Review ratified: Approved at Full Governing Body Meeting  
on 19<sup>th</sup> May 2021

Signed:  Dated: 19 May 2021  
Headteacher

Signed:  Dated: 19 May 2021  
Chair of Governors



**Steeple Morden C of E Primary School**  
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**Headteacher: Mrs Tracey How**

## Information and Requirements for Volunteers

Thank you for expressing an interest in volunteering at our school. We really value the contribution of all our parent, student and community volunteers: We are required, as you would expect, to carry out checks on all potential volunteers working in school with children. You are asked therefore to complete and return the attached forms which explain this process and ask for the information we need.

**Following completion of the attached forms and your subsequent discussions with Mrs Seward, should you wish to commence volunteering in school then a Disclosure and Barring Service (DBS) application may also need to be completed, depending on the level of unsupervised contact.**

### Volunteer Expectations

The children's safety, health and welfare are the most important aspects of all we do. Therefore:

- Make sure you have the same expectations of behaviour as staff,
- Staff will take the lead, follow their example,
- Insist the children call you by your title and surname, even if they know you from outside school.
- Respect confidentiality. All information disclosed to you must remain confidential and not be shared outside of school. Should anyone ask you about your time in school, please remember pupils' details remain confidential.
- No adults should put themselves in the position of being alone with a child in a confined space eg make sure a door is open or that you are visible to others.
- Should a child start to tell you something that makes you feel uncomfortable, listen, do not lead the child, make notes etc, then discuss this with the class Teacher as soon as possible. If the teacher is not available, please speak to the Headteacher before leaving the school.
- Be aware a record is kept of any minor bumps or accidents as well as first aid treatment. If a child needs first aid or reassurance please see a member of staff.
- If you need help with a situation or have a concern please make a member of staff in the school office aware.

**Please sign in and out each time you visit the school and obtain a visitor's badge. Your badge should be worn at all times whilst you are in school and returned prior to leaving.**

Should the fire bells ring during your visit, walk to the rear playground and join the class you have been supporting. Do not collect personal belongings.

Kind Regards

Mrs Seward  
Teacher





## **Volunteer Helper Form**

***Thank you for offering your services to volunteer at Steeple Morden Primary School. Please answer all questions as fully as possible. All answers will be treated in strictest confidence.***

***Please return completed forms to the School Business Manager.***

Steeple Morden Primary School needs to collect personal information about you in order to process your application form. It will also form the basis of a confidential personal record in paper and electronic format including entry onto our Safeguarding Single Central Record. The data will be retained for administrative purposes.

Following completion of your voluntary role data will be held for one year and will then be destroyed/deleted under secure conditions.

In accordance with the General Data Protection Regulation (GDPR), the information provided on this form will only be disclosed to those who have a legitimate reason to see it.

The lawfulness of processing this information under the General Data Protection Regulation and the Data Protection Act is for Legitimate Purposes 6(f) and in compliance with legal obligations 6(c).

We would like to make you aware that you have the following rights regarding the data we are required to collect about you:

- To be informed about how we process your personal data. This notice fulfils this obligation
- To request access to your personal data that we hold, and be provided with a copy of it
- To request that your personal data is amended if inaccurate or incomplete
- To request that your personal data is erased where there is no compelling reason for its continued processing
- To request that the processing of your personal data is restricted
- To object to your personal data being processed

If you have any queries regarding this, please speak to Mrs Taylor, School Business Manager.



## Volunteer Helper Form

### Personal Details

First Name			
Surname			
Previous surnames:			
Date of birth:			
Address			
Postcode			
Home telephone		Mobile	
Email address			
Emergency contact name		Contact number	
Are you legally entitled to work/volunteer in this country?	Yes	No	
Have you ever lived overseas?	Yes	No	
If yes, please list details below:			
<b>Please list on a separate piece of paper if required.</b>			

<b>Have you been disqualified from working with children in an Early or Later Years settings (up to age 8).</b>	Yes	No
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Do you have any medical conditions or additional needs that we should be aware of (including emergency medication)? *Please note, this information will be retained confidentially at all and issued on a need to know basis.*

In the event of an emergency please provide the name of a person we can contact:

Name: .....

Telephone number: .....

Relationship to you: .....

Briefly state why you would like to volunteer within the school?

Relevant experience (eg education, training, employment or voluntary work)

**DBS Checks**

Following completion of this form, and your subsequent discussions with Mrs Seward, should you wish to commence volunteering in school, then a Disclosure and Barring Service (DBS) application may need to be completed.

It is also the School's policy to require all volunteers to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice. In addition, the role that you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

I consent to a Disclosure and Barring and Barred List Check being made on me if I will have regular unsupervised contact with pupils and to this form being held by the School as a record that appropriate checks have been carried out.

**Signature:** .....      **Name: CAPITALS** .....

**Date:** .....

## **References**

The school will undertake references in line with recommended guidelines. In compliance with GDPR guidelines we would like to make you aware that we will collect the following data when requesting references as a minimum:

- The referees' relationship with you
- Details of your current post/volunteer role
- Performance and conduct
- Any disciplinary action, or allegations, which may include "time expired" and relate to the safety and welfare of children
- Details of any child protection concerns/enquiries
- Whether the referee has any reservations as to your suitability to work with children, if so, the school will seek further information in this regard.

By signing the below, I consent to my named referees being contacted in accordance with the above.

**Signature:** ..... **Name: CAPITALS** .....

**Date:** .....

*Ideally these should be professional references within the past five years, however, if you cannot provide these then personal references will be acceptable.*

<b>Reference 1</b>		<b>Reference 2</b>	
<b>Name</b>		<b>Name</b>	
<b>Address</b>		<b>Address</b>	
<b>Telephone number</b>		<b>Telephone number</b>	
<b>Email address</b>		<b>Email address</b>	
<b>How does this person know you?</b>		<b>How does this person know you?</b>	

**Confidentiality Agreement**

***Whilst in school, it is possible that you may come into contact with confidential/sensitive information. This may be concerned with people with whom you have dealings with outside of this setting, parents, children, staff, and other individuals representing the school. Please remember that any information you are privy to whilst at this school is confidential and must remain so.***

***If you have concerns regarding a breach of sensitive information or indeed feel there is a matter which needs to be brought to the attention of the Headteacher, please contact the office as soon as possible.***

Below is a form acknowledging your agreement of the above. Please ensure this is returned as soon as possible. *The school views any breach of confidentiality as a very serious matter and will take appropriate action in the event of any such breach.*

**CONFIDENTIALITY STATEMENT – STEEPLE MORDEN PRIMARY SCHOOL**

I have read, acknowledged and agree to abide by the above confidentiality statement.

Name: caps ..... Date: .....

Signature:.....

## **Steeple Morden Primary School - Volunteers' Code of Conduct**

### **Objective, Scope and Principles**

*This Code of Conduct is designed to give clear guidance on the standards of behaviour all school volunteers are expected to observe. As a member of a school community, each volunteer has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.*

#### **1. Setting an Example**

1.1 All volunteers who work in schools set examples of behaviour and conduct which can be copied by children, volunteers must therefore, for example, avoid using inappropriate or offensive language at all times and be mindful of their conversations in school than children can overhear.

1.2 All volunteers must, therefore, demonstrate high standards of conduct in order to encourage our children to do the same.

1.3 All volunteers must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

1.4 This code helps all volunteers to understand what behaviour is and is not acceptable.

#### **2. Safeguarding Children**

2.1 All volunteers have a duty to safeguard children from physical abuse, sexual abuse, emotional abuse and neglect.

2.2 The duty to safeguard children includes the duty to report concerns about a pupil, colleague or other member of the school community to the school's *Designated Senior Person* (DSP) for Child Protection.

2.3 The school's DSP is: Headteacher, Tracey How  
The deputy DSP is: Emma Harwood/Pauline Luebcke

2.4 Volunteers have access to the Child Protection Policy and Whistleblowing Policy on induction and updates will be provided at the annual update meeting.

2.5 Volunteers should treat children with respect and dignity and must not seriously demean or undermine children, their parents or carers, or colleagues. You should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of pupils, embarrassing or humiliating pupils, discriminating against or favouring pupils.

2.6 Volunteers must take reasonable care of children under their supervision with the aim of ensuring their safety and welfare.

#### **3. Honesty and Integrity**

3.1 Volunteers must maintain high standards of honesty and integrity in their work.

#### **4. Conduct outside of Work**

4.1 Volunteers must not engage in conduct outside work which could seriously damage the reputation and standing of the school, in particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable. Any such conduct will result in the volunteer being deemed unfit to continue in the role of school volunteer.

## **5. E-Safety and Internet Use**

5.1 Volunteers must exercise caution when using information technology and be aware of the risks to themselves and others. You must not engage in inappropriate use of social network sites which may bring you, the school or school community into disrepute.

5.2 Volunteers should exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others.

5.3 Appropriate contact with children should only be made via school, never outside unless the volunteer is a family member or friend, in the first instance. The role of volunteer must not be used to formulate relationships with children and their families outside of school.

5.4 Volunteers are strictly prohibited from using their own cameras/phones to take pictures of children in school. Mobile phones should be left in the school office on arrival.

## **6. Confidentiality**

6.1 Volunteers may, at some point, witness actions which need to be confidential ie, a conversation or an incident between children. It must not be discussed outside the school, including with the pupil's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate authority to deal with the matter. However, volunteers do have an obligation to share with the school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil. Volunteers must never promise a pupil that they will not act on information that they are told by the pupil.

6.2 Volunteers must ensure that all school related matters are treated confidentially and information regarding school, individual children or staff members must not be disclosed outside school. Volunteers are required to sign a confidentiality agreement as part of the induction process and we take breaches of confidentiality very seriously. In the event of such a breach the school will determine whether it is appropriate for the volunteer to continue in this role.

## **7. Dress and Appearance**

7.1 All Volunteers must dress in a manner that is appropriate to a professional role and promoting a professional image. Volunteers should dress in a manner that is not offensive, revealing or sexually provocative. Volunteers should dress in a manner that is absent from political or other content.