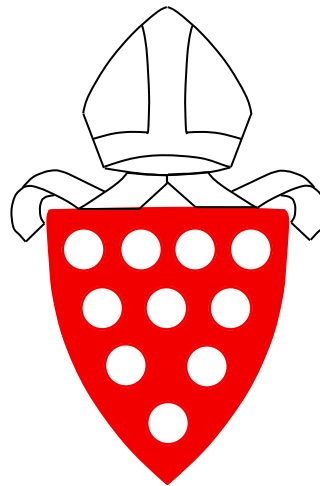


Jesson's CE (VA) Primary School

September 2023

Volunteer Policy



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Volunteer Policy

We encourage voluntary help in school as it adds to the quality of education of children. However, we will vet the suitability of volunteers and if we do not consider a person to have an understanding or commitment to confidentiality and child welfare they will not be allowed to do any voluntary work in school.

Volunteers are not allowed access to the staff room for confidentiality reasons.

Volunteers who are not DBS checked will under no circumstances to undertake regulated activity, be allowed to work alone with children or be left unsupervised. In practice that means that they cannot hear readers in the corridor without supervision, they cannot withdraw groups to work outside the classroom and they absolutely cannot be allowed to be involved in personal care including changing soiled clothes or toileting. Walking through a busy corridor is allowed if it is en route to another place where they are working but there is no right to roam the school, they are to be told the areas of school that they are allowed and not allowed in.

Volunteers will be given a document before they begin work asking them to read section 1 of Keeping Children Safe in Education, our Safeguarding Induction Training (level 1) and our Volunteer Guidelines including confidentiality and professional behaviour.

If we judge the person suitable i.e. have had experience of working with children previously or a childcare qualification, have a good understanding of Keeping Children Safe and have gained our trust (although no trust is absolute) we will allow them to engage in regulated activity but we will ask for a DBS check and check the barred register.

For new volunteers we will ask for a DBS check (even if not in regulated activity).

We will not automatically check existing volunteers engaged in non-regulated activity unless there is a reason for concern. P25 because they will already have been checked.

It is not our policy to check volunteers who engage in personal care because we do not allow volunteers to do this.

It is our policy to undertake a Risk Assessment on all volunteers see appendix.

Contractors

It is our policy to ensure that all contractors have the correct level of DBS check. This depends on their activity in school. If a contractor is confined to work behind barriers or fencing in a demarcated "compound" or is at a time when children are not present on site i.e. unlikely to come into contact with children it is our policy not to ask for a DBS check. This is on the proviso that they have been briefed by the Site Manager and are supervised by the Site Manager during the course of their work. Compound boundaries should be marked

on a scale drawing and some form of physical barrier or boundary should be visible to contractors and children e.g. fencing.

If a contractor is working in and around where children are we judge that they cannot always be supervised as the majority of their work is likely to be unsupervised so we insist that they have a DBS check. All people self-employed are subject to a DBS check as they cannot supervise themselves.

It is school policy that we check the identity of all contractors and their staff on arrival at the school and ask them to sign in.

Work Experience and adults supervising this

It is school's duty to ensure that all children are safe from harm. The school will ensure that all work experience students or pupils from Secondary schools are briefed before they start work and told about due "distance" and reasonable physical contact with children, what to do if a disclosure is made to them, professional behaviour and the need for confidentiality. They will all be asked to read out Safeguarding Induction Training.

If an adult supervising work experience is coming into school we will judge whether they are engaging in unsupervised or supervised work, whether it is regulated activity or whether it is frequently (at least one a week or on more than 3 days in 30 or overnight). It is not school policy to run our own checks on University Lecturers or staff engaged in ITT or Qualified and employed teachers from other schools. We will simply ask the employer to ensure that their employed have the appropriate level of checks.

For pupils over 16 engaged in regulated activity we will ask their educational institution to provide a DBS check. However, it is very unlikely that regulated activity will be undertaken in such circumstances.