



HEATON SCHOOL

**VOLUNTEERS IN SCHOOL POLICY
and Risk Assessment**

Heaton School Policy Record

VOLUNTEERS IN SCHOOL POLICY

Agreed at: Resources Committee 20.11.18

Signed and Approved by:

Headteacher ----- (Signature)

----- (Name) ----- (Date)

Chair of Committee ----- (Signature)

----- (Name) ----- (Date)

To Be Reviewed: November 2020

Designated person: J Curtis, Headteacher

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Introduction

We want our school to be open and welcoming to all who would like to support the students. However, our overriding concern is for the safety of the young people in our care. This document sets out our school's policy, which is to ensure that the students benefit from as much help and support as possible, and are provided at the same time with the best possible security.

The school has a variety of adults working on the premises at any one time.

This can be categorised as follows:

Paid full- or part-time staff employed by the school:

- teachers
- teaching assistants
- caretaker
- cleaners
- IT Technician
- dinner supervisors
- school admin staff

Other workers employed by another organisation:

- School Nursing Staff
- VI & HI Teachers
- Speech & Language Therapists
- Occupational Therapists
- Physiotherapists
- Music Therapist
- HYMS
- CCDLT

This policy sets out the arrangements for volunteer helpers only. Volunteer helpers support the school in a number of ways, including:

- supporting individual pupils
- hearing pupils read
- helping with classroom organisation
- helping with the supervision of children on school trips
- helping with group work
- helping with art or subjects involving other practical activities

Volunteer helpers are not allowed to do the following activities:

- take responsibility for all or some of the whole class
- facilitate personal care in any respect
- supervise children engaged in PE or other specialist activity

- take children off the school site without a teacher in charge.

The responsibility for the health and welfare of the child remains with the class teacher at all times.

Signing in - When helpers arrive in the school, they must sign in at the reception desk. They will be given a visitor's badge, which they should wear at all times. The signing-in sheet will give the date and time of arrival. They must also sign out, stating the time they are leaving, and return their badge before they leave.

All volunteers in school must sign a protocol – a copy of this document can be found in appendix 2.

The day-to-day monitoring of this policy is the responsibility of the Headteacher, who will report to the governors annually, stating the number of adult volunteer helpers in the school, and summarising their value to the children. This policy will be reviewed by the governing body every two years, or earlier if considered necessary.

Guidance and Template for Volunteer Risk Assessment

In line with Keeping children safe in education (KCSiE) 2018 a risk assessment must be undertaken for every volunteer. The risk assessment process should be used to agree the role to be undertaken by any volunteer. Additionally supervision arrangements should be explored and agreed both with the volunteer and their named supervisee.

The guidance states “There are certain circumstances where schools and colleges may obtain an enhanced DBS certificate **(not including barred list information)**, for volunteers who are not engaging in regulated activity. This is set out in DBS workforce guides, which can be found on GOV.UK. **Employers are not legally permitted to request barred list information on a supervised volunteer as they are not considered to be engaged in regulated activity.**

The school or college should undertake a risk assessment and use their professional judgement and experience when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity.

Annex F states “We start with a presumption of trust and confidence in those who work with children, and the good sense and judgment of their managers. This guidance applies when an organisation decides to supervise with the aim that the supervised work will not be regulated activity (when it would be, if not so supervised). In such a case, the law makes three main points:

- there must be supervision by a person who is in regulated activity
- the supervision must be regular and day to day; and
- the supervision must be “reasonable in all the circumstances to ensure the protection of children”.

The organisation must have regard to this guidance. This gives local managers the flexibility to determine what is reasonable for their circumstances. While the precise nature and level of supervision will vary from case to case, guidance on the main legal points above is as follow.

- Supervision by a person in regulated activity/regular and day to day: supervisors must be in regulated activity themselves. The duty that supervision must take place “on a regular basis” means that supervision must not, for example, be concentrated during the first few weeks of an activity and then tail off thereafter, becoming the exception not the rule. It must take place on an ongoing basis, whether the worker has just started or has been doing the activity for some time.
- Reasonable in the circumstances: within the statutory duty, the level of supervision may differ, depending on all the circumstances of a case. Organisations should consider the following factors in deciding the specific level of supervision a person will require:

- ages of the children, including whether their ages differ widely;
- number of children that the individual is working with;
- whether or not other workers are helping to look after the children;
- the nature of the individual's work (or, in a specified place such as a school, the individual's opportunity for contact with children);
- how vulnerable the children are (the more they are, the more an organisation might opt for workers to be in regulated activity);
- how many workers would be supervised by each supervising worker.

An organisation is not entitled to request a barred list check on a worker who, because they are supervised, is not in regulated activity.

KCSiE Annex G: Disclosure and Barring Service checks

These are the types of checks available to those working with children: Type of check	What the check involves	Positions eligible for this level of check
Standard check	Check of the Police National Computer records of convictions, cautions, reprimands and warnings.	The position being applied for must be covered by an exempted question in the Rehabilitation of Offenders Act1974 (Exceptions) Order 1975.
Enhanced check	Check of the Police National Computer records plus additional information held by police such as interviews and allegations. Additional information will only be disclosed where a chief police officer reasonably believes it to be relevant and considers that it ought to be disclosed.	The position being applied for must be covered by an exempted question in the Rehabilitation of Offenders Act1974 (Exceptions) Order 1975 and by provisions in the Police Act 1997 (Criminal Records)Regulations2002.*
Enhanced criminal record check with children's and/or adult's barred list information	Check of the Police National Computer records plus additional information held by police plus check of the DBS Children's Barred List plus check of the DBS Adults' Barred List.	The position must be eligible for an enhanced level criminal record check as above and be for a purpose listed in the Police Act 1997 (Criminal Records) (No2) Regulations 2009 as qualifying fora barred list(s) check.

The DFE provides the following example to help risk the required level of DBS:

EXAMPLES

Volunteer, in a specified place

Mr Jones, a new volunteer, helps children with reading at a local school for two mornings a week. Mr Jones is generally based in the classroom, in sight of the teacher. Sometimes Mr Jones takes some of the children to a separate room to listen to them reading, where Mr Jones is supervised by a paid classroom assistant, who is in that room most of the time. The teacher and classroom assistant are in regulated activity. The headteacher decides supervision is such that Mr Jones is not in regulated activity.

Volunteer, not in a specified place

Mr Wood, a new entrant volunteer, assists with the coaching of children at his local cricket club. The children are divided into small groups, with assistant coaches such as Mr Wood assigned to each group. The head coach oversees the coaching, spends time with each of the groups, and has sight of all the groups (and the assistant coaches) for most of the time. The head coach is in regulated activity. The club's managers decide whether the coach's supervision is such that Mr Wood is not in regulated activity.

Employee, not in a specified place

Mrs Shah starts as a paid activity assistant at a youth club. She helps to instruct a group of children, and is supervised by the youth club leader who is in regulated activity. The youth club's managers decide whether the leader's supervision is such that Mrs Shah is not in regulated activity.

In each example, the organisation uses the following steps when deciding whether a new worker will be supervised to such a level that the new worker is not in regulated activity:

- Consider whether the worker is doing work that, if unsupervised, would be regulated activity. (Note: If the worker is not engaging in regulated activity, the remaining steps are unnecessary. If the worker is engaging in regulated activity the remaining steps should be followed);
- consider whether the worker will be supervised by a person in regulated activity, and whether the supervision will be regular and day to day, bearing in mind paragraph 4 of this guidance;
- consider whether the supervision will be reasonable in all the circumstances to ensure the protection of children, bearing in mind the factors set out in paragraph 4 of this guidance above; and if it is a specified place such as a school; and
- consider whether the supervised worker is a volunteer.

Volunteers who, on an unsupervised basis teach or look after children regularly, or provide personal care on a one-off basis in schools and colleges, will be in regulated activity. The school or college should obtain an enhanced DBS certificate (which should include barred

list information) for all volunteers who are new to working in regulated activity. Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information). However, schools and colleges may conduct a repeat DBS check (which should include barred list information) on any such volunteer should they have concerns.

Volunteers can join the update service, it will be free for them to join and make any future checks easier to obtain.

What is Regulated Activity?

Regulated activity

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. HM Government has produced [a factual note on regulated activity](#) in relation to children: scope.

Regulated activity includes:

- a) teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational well-being, or driving a vehicle only for children;
- b) work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers.

Work under (a) or (b) is regulated activity only if done regularly. Some activities are always regulated activities, regardless of frequency or whether they are supervised or not. This includes:
c) relevant personal care, or health care provided by or provided under the supervision of a health care professional:

- personal care includes helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability;
- health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

Heaton School Risk Assessment of Volunteers in School

RISK ASSESSMENT FOR : Students, Work Experience and Volunteers at Heaton School	
Date: Various through-out the year	
Location: Heaton School and occasional offsite visits	Contact: Heaton School 0161 432 1931
Assessor: Jonathan Curtis	Date of Assessment: September 2018
Those at Risk: Student / work experience person Volunteer Students and staff at Heaton School Other people/ visitors within the school environment	
Emergency Contact Numbers: School 0161 432 1931	
Equipment & Medication: Student/volunteer must inform Assessor and class teacher they are working with of any medical needs such as allergies. Students/Volunteers informed who first Aiders are and where First Aid kits are located in school. Students/volunteers must seek medical attention from First Aid staff within school following any accident or incident.	

Upon arriving at school, all Volunteers / Students will be given an introductory tour, have dress code, mobile phone code, health and safety protocol and safeguarding procedures explained.

They will also complete a volunteer induction form and given student/volunteer guidelines by a member of the SMT.

PRIOR TO COMMENCING ANY VOLUNTEERING / PLACEMENT ALL STUDENTS OR VOLUNTEERS MUST COMPLETE AN INDIVIDUAL RISK ASSESSMENT AND SIGN A VOLUNTEERS CODE OF CONDUCT WITH A MEMBER OF THE LEADERSHIP TEAM.

Identified Hazard/Risk	Actions to reduce risk	Action to be taken if risk occurs
Transport getting on and off minibus car park area	students/volunteers to make their own way to and from school If driving to school students/volunteers need to park on the roads surrounding the school and sign in at school reception upon arrival.	students/volunteers need to ensure they arrive at school safely and at agreed time.
Toilets	students/volunteers need to use staff toilets near the staffroom	N/A

Fire	students/volunteers will to be told of fire alarm procedures for the areas they will be working in within school, where to assemble and shown what to do in case of an emergency	All students/volunteers need to check they understand fire drill procedures and ensure they sign in/ out of school each time they enter/ leave the building
Students/volunteers not following professional guidelines or school expectations	Any disciplinary issues to be dealt with by Ruth Martin, Anne Fahy, Karen Meese, Jonathan Curtis.	Volunteer to be immediately removed from class. Contact organiser /named person from the student's school/ college/place of education Placement may be immediately terminated if deemed appropriate by SLT
Medication	To be notified to mentor and SLT on completing Volunteer code of conduct / student registration	Medication only on site if necessary and must be locked away.
Staff to children ratio (allocation of children to staff)	students/volunteers must be supervised at all times with children	students/volunteers must always have a member of staff with them if they are with children If volunteer finds themselves alone with students they must press the alarm/call for help immediately.
Hazards/accidents arising from the activities.	<p>Students/volunteers must not lift, pick up, carry or manoeuvre children under any circumstances.</p> <p>Students/volunteers who are over 18 must be trained and assessed by a member of staff to push wheelchairs and closely supervised. Volunteers/students must be given an induction training in how to push wheelchairs safely by Sue Kitchen or Debbie Watson. A record of who DW and SK have signed off will be kept in the volunteer induction file.</p> <p>Students/volunteers should be given key information about the pupil they are supporting.</p> <p>Students/volunteers must say if they don't feel comfortable pushing a pupil in a wheelchair.</p>	students/volunteers will be spoken to by SMT if they do not follow our guidelines

Mobile Phones	Students/volunteers must not use mobile phones to make / receive calls or use any of the applications/ functions whilst on the school premises to ensure safety of our children	Students will be reported to their organiser from the student's school/ college/place of education Students/volunteers will be spoken to by our SMT
Confidentiality / Safeguarding / GDPR	All students/volunteers will be made aware of the school policies around Safeguarding and GDPR. All students/volunteers will sign the student's/volunteers agreement prior to starting their placement to confirm that they are aware of and have understood school's policies. No information regarding Heaton School and its staff or pupils may be shared on any form of Social Media	Students will be reported to their organiser from the student's school/ college/place of education students/volunteers will be spoken to by our SMT Placement may be immediately terminated if deemed appropriate by SLT

APPENDIX 1

Heaton School - Individual Volunteer Risk Assessment

This risk assessment should be completed for all volunteers.

Name of volunteer

Nature of volunteering work
Please describe the planned supervision arrangements for the volunteer <i>(Please note it is recommended that family members do not supervise other family members and that friends do not supervise friends)</i>
Is the volunteer expected to undertake any regulated activity Y / N If Yes then DBS must be sought.
Principle Supervisee will be (Ensure they are aware of their duties and the expectations of this duty)

Considerations

Age(S) of pupils to be supported	
Additional needs and vulnerabilities of pupils to be supported	
Frequency volunteer will be on site	
Does the volunteer undertake any other un/paid work with children	
Have any references been sought?	
Has the identity of the volunteer been verified?	
Is the volunteer signed up to the DBS update service?	
Is the volunteer aware of any reason why they should not work with children?	

Volunteers who, on an unsupervised basis teach or look after children **regularly**, or provide personal care on a one-off basis in schools and colleges, will be in regulated activity. Any volunteering activity requiring overnight stays and support should be considered as regulated activity.

The school or college should obtain an enhanced DBS certificate (which should include barred list information) for all volunteers **who are new to working in regulated activity**. **Existing volunteers in regulated activity do not have to be re-checked** if they have already had a DBS check (which includes barred list information). However, schools and colleges may conduct a repeat DBS check (which should include barred list information) on any such volunteer should they have concerns.

Having considered the above information it has been determined that the volunteer named in this document requires the following level of DBS check.

Level of check to be applied for:

Additional notes

(Please add any additional notes you feel are necessary here)

The volunteer is aware of the reasons why we have reached the decision to request a DBS check and the level of check, they are also aware that under certain circumstances we may be required to complete rechecks or change the level of DBS check if activities change.

The volunteer will have a safeguarding induction before they commence their activities, a record of this will be made and held **insert information here**

Signature of person completing assessment:

Date:

This assessment will be reviewed (insert date) _____

Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity



VOLUNTEER APPLICATION FORM

Heaton School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. Anyone who is working as a volunteer may be required to complete a DBS disclosure prior to commencing voluntary work.

Personal Details

Name

Title

Contact address

Email address

Home Telephone Number

Mobile Telephone Number

Area/Activities of interest

Health

Do you have any health problems or disability of which we should be aware?

Please delete as appropriate Yes / No

If Yes, please give details _____

References Please supply the names and addresses of two character referees

Name Address, email and telephone number if possible

1

2

Criminal Convictions

Do you have any criminal convictions or any pending ? Yes / No (Please delete as appropriate).

If yes please give details.(A prior or pending criminal conviction may not prevent you from volunteering but failure to disclose relevant information may result in an unsuccessful application.)

Personal Declaration:

I hereby apply to become a volunteer with Heaton School. I also agree to abide by all school Health & Safety, Child Protection/Safeguarding policies together with guidelines and risk assessments and understand that I have a responsibility for my own and others Health & Safety while volunteering with the school.

Signed _____ Date _____

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at Heaton School . Your offer of help is greatly appreciated and we hope that you will both gain from and enjoy your experience here.

Name of volunteer _____ Name of Supervisor _____

Date voluntary work will commence _____ Date voluntary work will end _____ Outline of main tasks/activities that the volunteer will be involved in _____

Please read and sign both copies of this volunteer agreement, return one to your supervisor and retain one for your records.

Declaration

I have read a copy of the school's Volunteer Policy and agree to adhere to this at all times I agree to abide by the school's policies and procedures I agree to work only as directed by school staff.

Signed _____

Print Name _____

Signed _____ (member of school staff)

Position _____

Date _____

Disclosure and Barring Service Applicant's Details



Volunteer Code of Conduct

Thank you for volunteering at Heaton School. We value your time and skills, and it is important for our young people to meet and work with a variety of adults. You are essential in helping the school achieve the best it can for the children.

Safeguarding our children is of paramount importance at Heaton School because they are so vulnerable. Equally we have a responsibility to protect staff and it is important that we all follow a code of conduct in relation to our children. Please read the following and sign at the bottom if you wish to continue volunteering.

DONT'S

- Don't ever be left on your own with a child or children. Sometimes staff are so busy they might not realise – you must tell them that you cannot be left on your own with children.
- Never go into the children's bathrooms. The staff toilets are at reception.
- Use your mobile phone anywhere but the staff room. Turn it off whilst with children.
- Never agree to make a child a "friend" on social networking sites or give them your contact details.
- Do not encourage children to be physically demonstrative – they are growing up and need to learn how to behave appropriately.
- Dress appropriately remembering that our children are growing up and need help to behave appropriately.

DO'S

- Move out of the way if there is an incident, staff will be dealing with it and you should not get involved
- Talk to someone if you have seen something that you didn't understand or have concerns about
- Tell a member of staff if a child says something to you that concerns you.
- Ask staff about the appropriate way to manage a child's behaviour or how to talk to them.
- Enjoy yourself!

I agree to adhere to the volunteer's code of conduct

Signed..... Date.....

Print Name

Senior Leadership signature.....