William Torbitt Primary School

Volunteers Policy

Date	Review Date	Endorsed by	Link Governor
Sept 2026	Sept 2029	FGB	Turabi Ay



Article 3 The best interests of the child must be a top priority in all things that affect children.

Article 13 Every child must be free to say what they think and to seek and receive all kinds of information, as long as it is within the law.

Article 29 Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

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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 William Torbitt Primary School 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 statutory safeguarding guidance Keeping Children Safe in Education (KCSIE) from the Department for Education (DfE).

2. How we use volunteers

At William Torbitt Primary School 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

This isn't an exhaustive list.

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

This is not an exhaustive list.

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.

3. How to apply to become a volunteer

Anyone wishing to become a volunteer, either for a one-off event or on a more regular basis, should complete the 'William Torbitt Voluntary Helpers Form' [See appendix 1] and a 'Student and volunteers Health form' [See appendix 2] and send them to the Executive School Business Leader via the admin@WilliamTorbitt.redbridge.sch.uk.

Appointment and induction of new volunteers can take approximately 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 and other appropriate safeguarding and recruitment checks, and relevant training.

The Executive 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 or the School. 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.

4. 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:

- Conduct enhanced DBS checks with a barred list check on all volunteers once six week probation has been completed
- 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 code of conduct (see appendix 3) and to read, and adhere to, the school's policies on:
    - Safeguarding
    - Use of mobile phones
    - ICT and internet acceptable use
    - Online safety
    - Behaviour
    - Pecuniary interests
    - Mobility and confidentiality
    - Disqualification form
    - Privacy Notice
    - Any other relevant policies
- Conduct a risk assessment to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
    - The nature of the work they will be doing
    - What we know about them
    - References from employers or other voluntary roles
    - Whether the role is eligible for an enhanced DBS check

We legally cannot carry out a DBS check on a child under the age of 16 and 6th formers currently in education who are volunteering at our school. We will ensure that children who are volunteering are always under an appropriate level of supervision, and conduct a risk assessment to consider any potential safeguarding issues.

We will consider the following approach to safeguarding for volunteers (this list isn't exhaustive):

- The distinction between visitors and volunteers
- There is a page called 'volunteers' on the single central record (SCR) to record the details of each volunteer.

Any concerns that volunteers have about the children they work with or come into contact with should be shared with the DSL and NOT with the parents/carers of the child or any persons outside of school. Any member of staff able to provide guidance to volunteers on how to complete the relevant documentation to raise concerns. If a child discloses something, this information should be shared promptly to the DSL. All volunteers will be given safeguarding training.

Volunteers who are concerned about anything that an adult in the school has done or said should raise this matter with the Executive Head Teacher, if the issue is with the EHT then volunteers should contact the Chair of Governors.

5. Induction and training

Volunteers must complete an induction meeting and appropriate training prior to beginning work at the school.

Training requirements will be determined by the Executive Headteacher or Head of School, or the School Business Leader.

All volunteers must have level 1 safeguarding training with the DSL. Other training requirements will be based on the nature of the work the volunteer will be doing.

All volunteers work under the supervision of the class teacher to which they are assigned. Although teachers retain responsibility for children at all times, this does not require volunteers to be under their direct supervision at all times. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/guidance from the teacher in the event of a query or problem regarding a child's behaviour or understanding of a task. Volunteers must not work with children unsupervised until the school has evidence of a DBS check.

6. Health & Safety

The school has a Health and Safety Policy which is available on the school website. Class teachers should ensure that volunteers are clear about emergency procedures (e.g., fire evacuation) and about any safety aspects associated with a particular task (e.g., using cooking equipment). If a volunteer attends a school trip, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher, Executive Headteacher or Head of School or Executive Business Leader (Health and Safety Lead). All volunteers will be provided with the school's 'Safeguarding' and 'Health and Safety' leaflet on arrival at the school.

7. Confidentiality

Volunteers in School are bound by our expectations of confidentiality and must sign to agree.

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. These cover aspects such as the children's academic progress, behaviour or home circumstances. All information relating to individual children and staff is totally confidential and volunteers must respect this.

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

Any information that volunteers hear about the children they work with or come into contact with should NOT be shared with the parents/carers of the child or any persons outside of the school. Comments, particularly if taken our of context, can cause distress to the parents/carers of the child if not heard directly from the school. If at any time a volunteer has questions about the information they become aware of they should direct these to the class teacher or SLT.

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 and safeguarding policy, and inform the designated safeguarding lead (DSL).

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

8. Conduct of volunteers

Volunteers must comply with the staff code of conduct appendix 3.

Any complaints made about a volunteer or by a volunteer will be referred to the Executive for investigation. The school has the right to take the following actions:

• Speak with the volunteer about a breach in the volunteer agreement

• Offer an alternative placement for a volunteer

• Inform the volunteer that they are no longer required to help in school

9. Young People and Work Experience

Introducing young people to the world of work can help them understand work environment, choose future careers or prepare for employment. An appreciation of workplace risk and how to deal with it can be one of the biggest benefits offered by a work placement. Alongside this policy and the risk assessment that is completed for volunteers, the school follows the Health and Safety Executive advice on 'Young people at work: work experience'. Children and young people completing work experience can be vulnerable in terms of not knowing the expectations of boundaries and behaviour in the role of a volunteer in a school. This is particularly the case for children and young people who attended the school themselves. The Senior leadership team will ensure that young people are clear about the boundaries that need to be in William Torbitt Primary School Working Together.

10. Expenses

Volunteers cannot claim expenses.

11. Insurance

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

If a volunteer is working at the school through another organisation, we will also check that organisation's insurance arrangements.

12. Data protection and record keeping

Our privacy notice [TR/policies/privacy notice] explains what personal 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

13. Monitoring and review

This policy has been approved by the Governing board and will be reviewed regularly.

14. Links to other policies

This volunteering policy is linked to our:

- Child protection and safeguarding policies and procedures
- Staff code of conduct
- Acceptable Use policy
- Health and safety policy
- Data Protection Policy

Appendix 1: volunteer application form

Volunteer application form

Surname… …… First Name ……..

Address ……

Home tel No. …… Mobile No: ……

Date of birth …….. Email Address: ……..

Next of Kin Tel No. …… Copy of ID Documents …… ☐

Any medical conditions? ……

How well do you speak English? Fluent ☐ Little ☐ None ☐

First Language ……

Preferred Year group? ……. Strengths/skills/interests to offer? ……

Children at William Torbitt Primary School:

Names ……. Class ……..

…….. ……

…….. ……

Do you have a relative or friend employed at William Torbitt Primary School?

Name……. Relationship ……..

Name……. Relationship ……..

Days and times that you are available to volunteer:

Monday	Tuesday	Wednesday	Thursday	Friday

By signing this application form I am committing to be a volunteer at William Torbitt Primary School for at least one school term.

Supporting statement

Referees (cannot be a relative)

Reference 1	Reference 2
Name ……. Status/relationship ……. Address…… …….. …….. Tel No…….. Email ……	Name…… Status/relationship ……. Address… …… …….. …….. Tel No. …….. Email ……
Date reference sent ……. Date reference received …….	Date reference sent ……. Date reference received …….

Declaration of any criminal offences

You must disclose details of all offences, convictions, cautions or reprimands you have or any court cases pending;

Details of offence	Place and date of judgement	Sentence

Signed …… …… Print Name ……..

Date ……

Appendix 2

William Torbitt Primary School

Health Form for Volunteers and Students

Personal Details

Name DOB

Address

Telephone Number

Health History

Any pre-existing or present medical conditions (including allergies and tendencies)

__ Hay Fever __ Heart Condition __ Diabetes __ Insect Stings __ Epilepsy

__ Asthma __ Frequent Stomach Upsets __ Physical Disability __ Fainting __Other

Please give details

Current Medication

I would like to discuss the following adjustments with the school

Next of Kin Details

Name Relation

Telephone Number Telephone Number 2

Name Relation

Telephone Number Telephone Number 2

I can confirm that the above information is true, to the best of my knowledge and that I am fit to work with children.

Signed Date

VOLUNTEER AGREEMENT

Thank you for offering your services as a Volunteer at William Torbitt Primary 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 in at School. You will receive a copy of it

for your records.

- I have received a copy of the School's Volunteer Policy.
- I agree to treat information I learn from being a Volunteer in School as confidential.
- I have read and understand the school's policy and procedures for child protection and safeguarding.
- I agree and have signed the school's Acceptable Use Policy.
- I agree and have signed the confidentiality agreement.
- I agree and understand the staff code of conduct.
- I have completed induction with a school senior leader.
- I understand that I am required to undergo a Disclosure and Barring Service check if my volunteering becomes regulated.

If you already have a DBS Certificate and are subscribed to the DBS Update Service, please show your

certificate to the School and sign a consent form for an online status update check.

Signed:

Name:

Date:

Staff Code of conduct

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1. Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow.

By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the Teachers' Standards.

School staff have an influential position in the school, and will act as role models for pupils by consistently demonstrating high standards of behaviour and working within the School Handbook.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its pupils.

2. Legislation and guidance

:

We are required to set out a staff code of conduct under regulation 7 of The School Staffing (England) Regulations 2009.

In line with the statutory safeguarding guidance 'Keeping Children Safe in Education', we should have a staff code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

3. General obligations

Staff set an example to pupils. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat pupils and others with dignity and respect
- Show tolerance and respect for the rights of others
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards

4. Safeguarding

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect.

Staff will familiarise themselves with our safeguarding policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Our safeguarding policy and procedures are available in the staff room and from the school office. New staff will also be given copies as part of their induction.

5. Staff/pupil relationships

Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access
- Others can see in to the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of school hours if possible.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to pupils are not acceptable.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to the Executive Headteacher or Head of School.

6. Communication and social media

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, staff could consider using a first and middle name instead of their full name to limit the possibility that pupils may be able to find them and set public profiles to private.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

Staff should follow school's e-safety policy, safeguarding policy, staff handbook and AUP.

Staff should not post anything on social media that could bring the school, staff or pupils into disrepute.

7. Acceptable use of technology

Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils.

We have the right to monitor emails and internet use on the school IT system.

8. Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information will never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm. Please follow the school safeguarding policy.

9. Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities.

Staff will not accept bribes. Gifts that are worth more than £30 must be declared and recorded on the gifts and hospitality register.

Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

10. Dress code

Staff will dress in a professional, appropriate manner.

Outfits will not be overly revealing, and we ask that tattoos are covered up.

Clothes will not display any offensive or political slogans.

Jeans, denim or denim look is not allowed.

Shoes without backs and flip flops (even with backs) are not allowed. Staff wearing open toe shoes or high heels do so at their own risk. We recommend flat shoes or a low heel.

Staff taking PE lessons should wear active wear and trainers for the lesson.

11. Healthy Living

We encourage staff to model a healthy lifestyle.

Smoking

Smoking and the use of e-cigarettes (vaping) is not permitted anywhere on the school grounds.

If a member of staff chooses to smoke during the school day, they must leave the school premises and move away from the perimeter of the school. Staff should also consider any lingering smell on clothes or breath and take action accordingly e.g. chewing a mint and applying a body spray.

Food and Drink

If a member of staff chooses to buy fast food, sweets, fizzy drinks etc. (foods not permitted for children in their packed lunches) they should not consume these foods in front of children. Hot drinks should always have a lid when being carried through the school or drunk in classrooms.

12. Conduct outside of work

Staff will not act in a way that would bring the school, or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media. Staff should bring any concerns of this nature to the Executive Headteacher.

13. Monitoring arrangements

This policy will be reviewed every 2 years, but can be revised as needed. It will be ratified by the full governing board.

14. Links with other policies

This policy links with our policies on:

- Staff disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
- Staff grievance procedures
- Safeguarding
- Gifts and hospitality
- E-safety