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| **Central:** | Trust-wide, applicable at trust and school levels. Schools may not make any changes or adaptations |

# Volunteer Policy

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| **Approved by:** | **Estates & Safeguarding** |
| **Date:** | **September 2025** |
| **Next review date:** | **September 2026** |

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| **Adopted by school:** | **St John's CE Primary School** |
| **Date:** | **November 2025** |

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# 1. Introduction and aims

ODST 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 ODST volunteer guidance 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 guidance has been developed in line with the statutory safeguarding policy Keeping Children Safe in Education (KCSIE) from the Department for Education (DfE).

# 2. How we use volunteers

Within ODST, 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

Volunteers may be:

- Members of the local governing body
- Parents or Carers
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTA
- Local clergy or members of the congregation

Members of the local governing body (LGB) working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings), are not covered by this guidance. They are covered by our LGB code of conduct.

# 3. How to apply to volunteer

Potential volunteers may contact the school:

- By emailing the school office
- Approaching senior leaders, class teachers or heads of department
- Completing an application form (see appendix 1)

# 4. Appointment of volunteers

Volunteers are appointed by the school's Headteacher.

Appointment and induction of new volunteers can take up to 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.

The 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, if needed. 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.

# 5. 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 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. For staff regularly working with pupils, volunteers are required to complete level 2 safeguarding training through their Local Authority or the school directly. For volunteers not working with children, when supervised or on a one-off basis, other training levels will be considered including online training through the NSPCC or Smart Log.
- Require volunteers to agree and adhere to the ODST volunteer code of conduct and to read, and adhere to, the school's policies on:
    - Child Protection and Safeguarding
    - Use of mobile phones
    - Online safety, ICT and internet acceptable use
    - Behaviour
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils
- 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 who is 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.
- Details of volunteer safer recruitment processes will be recorded on the school's Single Central Record.
- Schools will hold relevant information on volunteers to provide evidence of these safer recruitment processes.
- For volunteers engaging in regular work with pupils, schools will hold records of:
    - Volunteer application form
    - References
    - Identification check
    - Risk assessment

# 6. Induction and training

Volunteers must complete appropriate training prior to beginning work at the school.

Training requirements will be determined by the headteacher.

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

# 7. 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 a senior leadership member of staff.

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 Safeguarding and Child Protection 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 ODST staff code of conduct

# 9. Expenses

The school is not obligated to cover any expenses, but volunteers can request travel and material costs as previously agreed prior to starting volunteer work. If expenses are covered, the school should follow its usual expenses claim procedures.

# 10. Insurance

Check with your insurance provider before adapting this section. Your insurance provider may cover volunteers working in some roles but not others.

The school's insurance policy [does/doesn't] 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.

# 11. 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
- For additional information. Volunteers can refer to the schools privacy notice, available from the schools office.

# 12. Monitoring and review

This guidance has been approved by the LGB and will be reviewed regularly.

There's no required review cycle for volunteer policies but changes will be made in like with Keeping Children Safe in Education and/or DFE requirements.

# 13. Links to policies

This volunteering guidance is linked to our:

- Safeguarding and child protection policy and procedures
- Staff code of conduct policy
- Behavior policy
- Safer recruitment policy

# Appendix 1: Volunteer application form

| | | | | |
|---|---|---|---|---|
| ODST Oxford Diocesan Schools Trust **Volunteer Application Form** | | | | |
| *Please ensure that you fill in all parts of the application form. Checks may be carried out to verify the information you provide on the application form. PLEASE COMPLETE USING BLACK INK OR TYPE* | | | | |
| Post applied for | | | | |
| Please return to | | | | |
| **Personal Information** | | | | |
| Surname | | Forenames | | |
| Title | Mr/Mrs/Miss/Ms/Revd/Dr/Other | | | |
| Address | | | | |
| Postcode | | | | |
| Contact Details | Home | | | |
| | Work (if convenient)( | | | |
| | Mobile | | | |
| | E-mail | | | |
| National Insurance Number | | | | |
| **Previous Employment** | | | | |
| *Please summarise your most recent employment and/or educational history over the past 2 years, starting with the most recent.* | | | | |
| Employer's name and address | From | To | Job title and summary of main duties | Reasons for leaving |
| | | | | |

| *Please use the space below to summarise your reasons for interest in the volunteer role and what attributes you could bring to it.* |
|---|
| |

| **References** | | | |
|---|---|---|---|
| *We shall require a reference from your current employer, or most recent if not currently in employment. If this is not possible, a training provider or educational provider is appropriate. Lastly, a personal friend/contact can be named as a reference. Please note that, except in very unusual circumstances, any appointment we make will be conditional upon receipt of a satisfactory reference. It is our normal practice to request references.* | | | |
| 1st Employer | | 2nd Personal | |
| Name | | Name | |
| Position | | Position | |
| Address | | Address | |
| Email | | Email | |
| In what capacity does the above know you? | | In what capacity does the above know you? | |
| | | | |

| **Disclosure and Barring Checks** | |
|---|---|
| The Oxford Diocesan Schools Trust is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts and any offer of employment is therefore conditional upon receipt of a satisfactory DBS check.<br><br>The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren't "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.<br><br>Where relevant we'll use the DBS check to ensure we comply with any appropriate Childcare Disqualification Regulations.<br>Any data processed as part of the DBS check will be processed in accordance with data protection regulations and ODST's privacy statement.<br><br>If you've lived or worked outside of the UK in the last 5 years, ODST may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course. | |
| Have you lived or worked outside of the UK in the last 5 years? | Yes/No |
| *If you have an existing DBS certificate that is portable, i.e. you have registered and paid for access to the DBS update service, please let us know.* | |

| **Declaration** |
|---|
| I agree that any offer of voluntary work with Oxford Diocesan Schools Trust is subject to satisfactory evidence of the references and a satisfactory enhanced DBS check.<br><br>In accordance with the General Data Protection Act, it is agreed that Oxford Diocesan Schools Trust may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual or computer form.<br><br>Oxford Diocesan Schools Trust is committed to the prevention, detection and elimination or fraud and corruption.<br><br>By signing this form, you acknowledge that your personal information will be data matched for these purposes in accordance with provisions made within the General Data Protection Act.<br><br>I declare that the information given in this form and in any accompanying documentation is true to the best of my knowledge and belief and give my permission for enquiries to be made to confirm qualifications, experience, dates of employment and for the release by other people or organisations of necessary information to verify the content. I understand my application may be rejected and/ or I may be released following assignment if I have given any false or misleading information or have withheld any relevant details. |

| | |
|---|---|
| Signed | |
| Date | |

# Appendix 2: Volunteer Code of Conduct

ODST Oxford Diocesan Schools Trust GOVERNANCE

**Volunteer Code of Conduct**

By signing this form, volunteers agree to the following:

## School policies

Volunteers will follow all school rules and policies, including those on:

- Safeguarding and Child protection
- ICT guidance and acceptable use of ICT
- Code of conduct
- Data protection
- Whistle-blowing

Copies of the school policies are available online or from the school office

## Professional conduct

Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the headteacher.

Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour guidance, or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.

Volunteers must conduct themselves in a professional manner at all times. This includes:

- Dressing in a way that is professional and appropriate to the work they are doing
- Refraining from using inappropriate language
- Setting an example for pupils by acting in a way that reflects the school's ethos and values
- Behaving in a way that is appropriate for the role they are undertaking
- Ensuring that comments, including those made on social media, do not bring the school into disrepute

Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged at the end of term or as a way of saying "thank you".

Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.

Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.

If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

## Safeguarding

Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection guidance. Safeguarding training will be provided to all volunteers before they begin their placement.

If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL.

Volunteers should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.

Volunteers must alert the DSL if a pupil develops an infatuation with them, and must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:

- Exchanging contact information
- Making contact with pupils outside of school, including on social media
- Arranging to meet pupils outside of school
- Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

## Health and safety

Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.
Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.
Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

Confidentiality
Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the headteacher.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.
Please sign and date below:

| | |
|---|---|
| Volunteer Name (please print) | |
| Signed | |
| Date | |

# Appendix 3: Requesting a volunteer (information for staff)

If you'd like assistance from a volunteer in your classroom, or for a specific activity or trip, fill out the form below and submit to Mrs R Sumbler (Office Manager/HR Lead)

You may want to provide more details about when staff should use this form. For instance, you may not need them to use it to request parent volunteers for school trips.

| ODST Oxford Diocesan Schools Trust | **Volunteer Request Form** |
|---|---|
| **Activity Details** | |
| Year group/class | |
| Activity details | |
| Date(s) and time(s) | |
| Is this activity … (circle one) | One-off |
| | Daily |
| | Weekly |
| | Other, please explain |
| Will there be any costs for the volunteer (such as entry fees to museums, materials, or travel)? | |
| Volunteer details | |
| How many volunteers do you need? | |
| Do you need your volunteers to have any specific skills or experience? | |
| | |
| Submitted by | |