



# Volunteers Policy

## (Schools)

Version	Date	Reason for change
4	April 2018	Policy revised following consultation with trade unions. GDPR compliant.
4.1	June 2018	Amendment to section 1.2 and 3.1.7 to include reference to school governors

This policy sets out the terms of agreement reached by those participating in the Council's Consultation and Negotiating Framework.

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## **Section One – Introduction**

### **1.1 Policy Statement**

The Council welcomes the involvement of volunteers and the benefits which volunteers can bring to schools and the links they form with the school and the community. Volunteers can bring benefits to schools by the sharing of knowledge, skills and experience that can enhance the learning opportunities of pupils and volunteers. Volunteers can benefit themselves from volunteering in schools by gaining contacts and work experience and can find the work very rewarding.

The school recognises the importance of ensuring volunteers are involved in appropriate activities with suitable checks and safeguarding measures put in place. Volunteers may not have had work experience in the recent past and voluntary activity could lead to a reference being provided.

### **1.2 Definition of a Volunteer**

A volunteer is not an employee and therefore will not have a contract of employment with Solihull Metropolitan Borough Council or the school.

A volunteer is someone who performs tasks at the request of, or in partnership with, Solihull Metropolitan Borough Council and the school:

- Both willingly and without pay or any other form of compensation;
- The volunteer role is a gift relationship, binding only in honour, trust and mutual understanding;
- No enforceable obligation, contractual or otherwise, can be imposed on volunteers to attend, give or be set to a minimum amount of time or carry out the tasks provided. Likewise, the Council or the school cannot be compelled to provide regular work, expenses or other benefit for any activity undertaken.

Volunteers may work in a variety of areas. This Volunteer Policy must be read in conjunction with any guidance or handbooks produced for volunteers in the designated service area.

There are three main types of volunteer roles:

- 1. Individual Volunteers – for example:** work placements offering skills/experience to complete specific tasks or projects; parent/grandparent/community helpers and PTA members.
- 2. Volunteer groups that work with a member of staff –** such as groups or teams from local businesses, colleges or universities that work with the school.

Typical volunteering activities within schools may include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with small groups of children

- Working with children on computers
- Preparing resources for a future lesson
- Accompanying school visits or trips
- Escorting children on local walks
- Helping at school events, discos and fayres
- Running or assisting with an after school club
- Being a member of the PTA

**3. School Governor** - Every school has a Governing Body to represent the public in the running of schools. School Governors bring perspectives from ordinary life and work with the staff and the Local Authority to help secure the best possible education for school children.

The [School Governor Services](#) site on Solgrid contains specific advice and guidance on school governance and can assist Governing Bodies on appointing and electing governors.

### **1.3 Purpose**

The purpose of this policy is:

- To acknowledge the value of the contribution made by volunteers.
- To establish clear values for the involvement of volunteers.
- To clarify the role of volunteers and the relationship between volunteers and paid employees.
- To confirm the Council and schools commitment to involving volunteers in its work.
- To establish a framework for the recruitment and support of volunteers.

### **1.4 Principles**

The principles of this policy are:

The tasks to be carried out by volunteers will be clearly defined so that both paid employees and volunteers are clear about their respective roles and responsibilities.

Volunteers will not undertake roles and responsibilities that were formerly or are currently carried out by paid employees. Volunteers will complement existing work activity and will not be used to reduce establishment or to cover vacant posts. Where appropriate role descriptions and requirements will be produced for the volunteering role.

Agreement to using volunteers must be sought from the Headteacher prior to any recruitment activity.

### **1.5 Safeguarding**

This policy seeks to ensure that the school undertakes its statutory responsibilities with regards to the protection of children, young people and adults at risk and respond appropriately to any concerns raised.

Volunteers will be responsible for sharing this commitment and for promoting and safeguarding the welfare of any vulnerable groups with whom they come into contact.

## **Section Two - Responsibilities**

### **2.1 Responsibilities as a Headteacher/line manager**

It is the responsibility of the Headteacher/ line manager to ensure that:

- The volunteer is aware of their roles and responsibilities. Employees are aware of the reasons for the volunteer being recruited and of their roles and responsibilities.
- The volunteer is placed into a suitable role.
- Pre-engagement processes are adhered to; particularly appropriate pre-employment checks (e.g. DBS and/or Barred List Check) on the volunteer and ensuring equality of opportunity for prospective volunteers.
- The volunteer receives an induction appropriate to the role.
- A risk assessment has been completed and that any volunteering is undertaken in a safe working environment.
- Any safety related incident is reported in accordance with health and safety procedures.
- Training, support and information are available during the volunteering placement or activity.
- That volunteers do not suffer any discrimination and that, where appropriate, reasonable adjustments are made to ensure the opportunity is accessible to all.

### **2.2 The Volunteer:**

- To fulfil the agreed commitment to the, the school, including the hours required.
- To notify the Headteacher/line manager (or designated contact) giving as much notice as possible if they are unable to volunteer as agreed.
- To understand and abide by relevant policies and procedures of the school.
- To follow health and safety requirements and instructions and not endanger themselves or others during their volunteering, either inadvertently or through negligence.
- To provide original documentation into the school as required as part of the engagement process (e.g. DBS certificate)
- To ensure that the privacy, property and confidentiality of others is respected.
- To be reliable and behave professionally and with respect to the Council and school staff, other volunteers and service users.
- To report any concerns to their line manager.
- To comply with their obligations under the Managing Allegations against Employees (Children & Young People) policy.

## **Section Three – Arrangements**

### **3.1 Recruiting Volunteers**

When recruiting volunteers, managers should refer to the Council's /School's Recruitment and Selection Policy. It is particularly important that where the volunteering activity involves working with children, young people or adults at risk that any legislation or statutory guidance is adhered to, for example as provided for in the [Protection of Freedoms Act 2012](#), Keeping Children safe in Education and the [Care Act 2014](#). In these circumstances the volunteer may require a Disclosure and Barring Service (DBS) check. Please refer to

the Council's Disclosure Policy and Recruitment & Selection policy on the HR pages of the school Extranet.

### **3.1.1 Advertising the Vacancy**

Where a school needs to engage volunteers for longer than just a one-off activity (i.e. helping on a school trip), a role description and person specification should be produced or updated as appropriate. A role description example is provided in Appendix 4. It is important that as far as possible volunteer posts are advertised and/or voluntary groups made aware of the opportunities. Volunteering opportunities can be advertised through the agreed websites:

- [Sustain](#)
- [Do-it](#)
- [Volunteering Matters](#)
- [Young Solihull](#) - Solihull Council for Voluntary Youth Services (SCVYS)
- [Solihull Council website](#)
- [Solihull Active](#)
- [Millennium Volunteers](#)
- [Birmingham University Student Volunteering Centre](#)
- [Duke of Edinburgh Award Website](#)
- Parent/school groups
- [Royal Voluntary Service](#)

Potential volunteers may also contact the school looking for volunteering opportunities.

### **3.1.2 Applications**

Potential volunteers should be given a copy of the role description and asked to complete an application form. This can be prior to an informal meeting with the Headteacher/school volunteer coordinator or during the meeting. Appendix 3 provides an example of an application/expression of interest form.

Wherever possible, an assessment of the applicant's suitability for the role must be made prior to any offer of volunteering work being agreed. This can be informal and the nature of the selection method will vary depending on the type of volunteering; length of the project; access to resources/assets; level of contact with the pupils, parents and staff. The assessment may be conducted face to face or by telephone. If it is a face to face meeting it should be arranged at a mutually convenient time, preferably on site so that the volunteer can see the work environment. The meeting should allow the prospective volunteer to explain why they wish to volunteer and the skills and experience they bring. As far as possible the meeting should include exploration of:

- The nature and understanding of voluntary work
- The desires of the volunteer
- The skills/experience the volunteer possesses
- The availability of the volunteer
- The types and nature of the roles available
- The School's Code of Conduct, Whistleblowing, Health & Safety, Mobile Phone, Social Media, Managing Allegations, Behaviour Management policy and other relevant policies

- The necessary safeguarding procedures such as the requirement for references, DBS check and childcare disqualification checks (where appropriate).

### 3.1.3 Selection Procedure

Depending on the volunteering role, a record of the meeting should be kept. If the volunteer applicant is not successful the reasons should be clearly noted and they should be notified of the reasons. At this stage if an Enhanced DBS check is required the volunteer will be advised. Any recruitment and selection records should be retained in accordance with the relevant retention schedule.

### 3.1.4 Equal Selection

The Equality Act 2010 protects volunteers from discrimination. Solihull MBC and the school are an equal opportunities and disability confident employer and it will ensure that the school selects the most suitable person for the volunteering role based on merit; regardless of age, sex, race, disability, sexual orientation, gender reassignment, pregnancy, maternity, religion or belief. The school is committed to treating volunteers fairly and without unfair discrimination.

### 3.1.5 References

References will not be required for all volunteers, particularly where the volunteer is working on a one-off or short term basis. However when it is expected that the volunteer will be working on a regular basis, two satisfactory references should be obtained. The reference template in the Recruitment and Selection Policy may be used for this purpose.

For volunteers working with children, young people or adults at risk, it will be **essential** that two satisfactory references are obtained prior to the volunteering activity commencing. In these circumstances the standard reference form should be used (for posts requiring a [DBS check](#)). Open references must not be accepted. If necessary, verbal references can be accepted providing that they are followed up in writing.

### 3.1.6 Disclosure and Barring Service (DBS) checks

There are different requirements for volunteers depending on whether they are supervised or unsupervised. An enhanced DBS check with barred list information will be needed for unsupervised volunteers who teach or look after pupils regularly, or provide personal care on a one-off basis. These volunteers are considered to be in 'regulated activity'. Barred list checks (previously known as 'List 99' checks) can only be carried out on individuals in regulated activity. In schools, work counts as 'regulated activity' if done regularly, defined as:

- Frequently, i.e. once a week or more often: or
- On 4 or more days in a 30 day period.

An exception to this is personal care, e.g. helping a child to eat, drink, go to the toilet or get dressed, which is regulated activity even if it only takes place once.

Supervised volunteers who regularly teach or look after children are not in regulated activity, but have the opportunity to come into contact with children on a regular basis, and so will require an enhanced DBS check **without** a barred list check.

For example, a parent who comes into school once a week to help pupils read would need an enhanced DBS check with barred list information if unsupervised, and could have an enhanced DBS check without barred list information if supervised.

For volunteers who are not engaging in regulated activity, the school should undertake a risk assessment and use their judgement to decide whether or not to seek an enhanced DBS check, considering:

- The nature of the volunteer's work with children
- What the school knows about the volunteer
- Whether the volunteer has referees who can advise on his/her suitability
- Whether the role is eligible for an enhanced DBS check

The Headteacher should use their judgement on the level of supervision required for the volunteer ensuring it is adequate and be satisfied that no incident could take place without another adult (who has been DBS checked) observing it.

**It is unlawful to apply a 'blanket approach' to checks, i.e. undertake checks across the board without assessing each individual case as to what check is appropriate for the role.**

**For more detailed information on regulated activity please read '[Keeping Children Safe in Education](#)' document. Please also refer to the Disclosures Policy on DBS checks or contact your HR Advisor if you are unsure which check to make.**

When preferred candidates have been identified, their DBS disclosures should be processed using the E-bulk system. The DBS send the certificate to the potential volunteer. The school will receive an email stating whether the check is clear or not. If the check is clear, the volunteer can start and bring in the original disclosure certificate. If the check has some content, the potential volunteer should be asked to bring in the original certificate as soon as possible to the Headteacher and discuss the content. The Headteacher will make a decision on the volunteer's suitability to the post using a '**Positive DBS Disclosure Risk Assessment Form**' (found in the [Disclosures policy](#)) and by contacting the HR Advisor for advice. The volunteer must not start until the disclosure form is complete and a copy sent to Human Resources at SMBC.

The exceptions to this are:

- Work Experience Students or University Placements who apply via their educational establishment, as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at the school. The student will be expected to adhere to the school's confidentiality policy.
- One-off volunteers i.e. assisting with a school walk, helping on a stall at a fund raising event or a school visit will not usually require a DBS check but the volunteer will remain under the continuous supervision of a member of staff undertaking a regulated activity, usually the class teacher. Care should be taken to ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care.

If a DBS check is required this should be noted on the Role Description. The minimum age for a DBS check is 16 years old.

### **3.1.7 School Governors**

Governors of maintained schools are required to undergo an enhanced DBS check. Governors do not need a barred list check unless they engage in regulated activity in addition to their governance duties as detailed in section 3.1.6.

Further information on the recruitment of school governors can be found on the [Solihull Governor Services](#) site on solgrid.

### **3.1.8 PTA members and parents helping at school events**

PTA members do not need DBS checks as a matter of course. Whether a check is needed, and what level of check, will depend on the specific activities an individual is engaged in.

Schools should use the general guidance on volunteers (outlined in section 3.1.6) to determine whether a parent volunteer should have an enhanced DBS check with or without barred list information.

A parent who comes to help at one or two school events a year, however, would not need a DBS check, as the activity is not 'regular' and the presence of school staff at the event would mean it counts as 'supervised'.

The school may consider it necessary to carry out an enhanced DBS check on a PTA member who undertakes supervised work in school that brings them into contact with pupils on a regular basis

### **3.1.9 Maintaining records of volunteers**

A designated person in the school should maintain records of volunteers. Details of the volunteers should be recorded by the school and if the volunteer is in regular contact with children, they should also be entered onto the single central record with details of the checks undertaken, for inspection by Ofsted.

### **3.1.10 The Childcare (Disqualification) Regulations 2009 checks**

Volunteers and casual workers who are directly concerned with the management of a childcare provision, or who work on a regular basis, whether supervised or not, in relevant childcare, are within the scope of the legislation and are covered by this guidance.

For further details please read the Recruitment & Selection policy and the Statutory Guidance document '[Disqualification under the Childcare Act 2006](#)'.

### **3.1.11 Induction**

All volunteers should receive an induction when starting their volunteering role. This induction will be appropriate to the volunteering role. Appendix 1 provides a sample Induction checklist.

### **3.1.12 Support**

Support will be made available to the volunteer. Depending on the nature of the volunteering role this may include allowing the volunteer to explore their personal development and training needs, set individual objectives and review and evaluate their individual performance. Support sessions can take place in a group setting if that is appropriate.

Volunteers should also be invited to attend any staff activities whether socially or work related, as appropriate, so that they feel part of the team and that their contributions are valued.

### **3.1.13 Training**

The Council is committed to providing appropriate ongoing training which develops the individual and enhances their skills. Volunteers will be actively encouraged and supported to take up training and opportunities relevant to their role.

### **3.1.14 Hours of Work**

The number of hours and working pattern should be agreed on appointment and stated in the Volunteer Agreement, as appropriate.

## **3.2 Confidentiality**

There may be occasions where volunteers will have access to confidential information about the school, its employees, pupils and parents. Volunteers must be made aware of their responsibilities and the consequences of disclosure. Any concerns that volunteers have about the pupils they work with/come into contact with, should be voiced with the designated supervisor and NOT with the parents/carers of the child.

Volunteers will be asked to sign a disclosure as part of their Volunteers Agreement or depending on the service area, may be required to sign a separate Confidentiality Agreement. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher or the Designated Safeguarding Lead.

## **3.3 Health and Safety**

The school has a responsibility for the health and safety of volunteers. The level of responsibility depends on the level of control that the manager / volunteer co-ordinator have during the various activities. It is expected that all school staff and volunteers will ensure they provide a duty of care to themselves and others at all times whilst carrying out activities. The school will ensure that all volunteers are made aware of their responsibilities under this and any other Council/school Health and Safety Policy. Volunteers should not act outside of their authorised area of work. Volunteers should report all accidents in accordance with school policy and procedures and/or the relevant Volunteers Handbook/guidance. The volunteer should be made aware of emergency procedures (e.g. fire alarm procedures) and about other safety aspects associated with particular tasks or visits.

### **3.3.1 Risk Assessments**

A risk assessment will need to be produced prior to the volunteer's first day. On their arrival, they will need to be made aware of such risk assessment and taken through in order for them to understand. Existing risks should be reviewed or new risk assessments created to ensure that they cover the volunteer.

Risk assessments created for school trips using the [Educational Visits policy](#) should be shared with volunteers helping on that trip before the event.

### **3.3.2 Providing Protective Equipment and use of tools and equipment**

Where protective equipment and/or other tools/equipment is provided by the school/Council to undertake the volunteering task or activity; volunteers must be given instruction in its proper and correct use by a member of staff. Failure to do so may compromise the school/Council's insurance liability.

If a volunteer chooses to use their own tools or equipment, then they must be advised that they do so at their own risk and the Council will not be held liable for any loss, injury or damage incurred.

### **3.3.3 Reporting of Accidents and Incidents**

Where a volunteer is involved in an accident or incident in the course of completing their voluntary work, standard school procedures will apply. The Headteacher should liaise with the volunteer, and an accident form should be completed and emailed to Corporate Governance at SMBC. The accident form is available on the [H&S Extranet](#).

### **3.3.4 First Aid**

Volunteers will need to be made aware of first aid arrangements as part of the Induction process.

The volunteer should be informed if any child in their group has medication/ needs/allergies. If medication needs to be administered, this will be undertaken by a trained member of staff.

## **3.4 Insurance**

Private Motor Insurance – It is the duty of the school to ensure that all volunteers using their car for Council activities are covered by business use on their motor vehicle insurance policy. The policy must indemnify the Council/school against third party liability.

Loss, injury or damage incurred during the course of volunteer duties will only be covered by the Council/school's employee and public liability insurance in circumstance where an appropriate Volunteer Agreement is in place.

The insurance will not cover unauthorised actions or actions outside of the volunteering agreement.

The Council/school's insurance arrangements will also not normally cover activities where volunteering is undertaken independently but on behalf of the Council or the school. (e.g. where SMBC staff are not "on-site"). Volunteers in this instance should arrange their own insurance cover.

If any doubts regarding Insurance arrangements then please refer to the Council's Insurance Section for further advice.

### **3.5 Mileage and Expenses**

Volunteers are unpaid. However the Council may reimburse volunteers for travel and subsistence expenses incurred during the course of their volunteering activities on behalf of the school. Where expenses are to be paid, this should be discussed and agreed before the volunteer starts. Volunteers will be required to keep proof of such expenses e.g. receipts, mileage records etc. in order to be reimbursed in accordance with the [Council's Travel and Subsistence policy](#).

No other payment should be made to volunteers otherwise the person's status and rights could be changed. Payment of a flat rate would require permission from HMRC. Where volunteers receive more than the actual amount that they were out of pocket (i.e. making a profit), no matter how small, there can be implications in terms of affecting welfare benefits, implying the existence of an employment contract or making the volunteer liable for taxation. Further information is available on [Gov.uk](#).

### **3.6 Disputes**

The school will normally try to resolve any problems informally. Where there is a dispute between the volunteer and their supervisor, this should initially be directed through the Headteacher for a three way discussion to resolve the issues. If the issues are not resolved, a neutral person, agreed by both parties, will be appointed to mediate. Advice can be sought from your HR Advisor.

### **3.7 Cessation of volunteer agreement**

Both the volunteer and the school have the right to end the volunteering agreement at any time. Wherever possible the agreed notice period (i.e. one weeks' notice) should be given by either side.

# Appendices

## Appendix 1 – Example Induction Checklist

### INDUCTION CHECKLIST for VOLUNTEERS

In order that the volunteer is inducted into the school, this checklist may be used by the Headteacher/supervisor.

<b>Name:</b>		
<b>Role title:</b>		
<b>Work location:</b>		
<b>Supervisor:</b>		
<b>Volunteer's contact details:</b>	Phone:	Email:
<b>Phone number:</b>		
<b>Emergency contact details:</b>		
<b>Date volunteer sessions commenced:</b>		
<b>Connection to the school (e.g. parent/carers etc)</b>		

*NB: Draw up a local induction timetable for the volunteer involving members of the team, setting out topics, dates, times and duration of sessions. Copy of the timetable to be given to all those involved.*

		<i>Date completed</i>
1	<b>INTRODUCTION</b>	
	<ul style="list-style-type: none"> <li>• manager/ supervisor/ colleagues</li> </ul>	
2	<b>TOUR OF SCHOOL</b>	
	<ul style="list-style-type: none"> <li>• security/signing in arrangements</li> <li>• storage and security of personal belongings;</li> <li>• location of toilets, rest room/kitchen(s)/water/catering facilities;</li> <li>• location of fire exits, assembly points (ensuring that the individual is aware of the fire evacuation procedures).</li> </ul>	
3	<b>HEALTH AND SAFETY</b> details of	
	<ul style="list-style-type: none"> <li>• Fire Wardens are (show notice board where list is displayed);</li> <li>• First Aiders are, where First Aid Kits are located and how to report accidents;</li> <li>• Risk Assessor(s) is/are and their location(s), and when/how risk assessments are carried out;</li> <li>• Health &amp; Safety Officer(s) is/are (refer to website where appropriate);</li> </ul>	
4	<b>WORKING CONDITIONS</b>	

	<ul style="list-style-type: none"> <li>• <a href="#">Children's Safeguarding</a> and <a href="#">Adults Safeguarding</a> – how to voice concerns;</li> <li>• Job related risk assessments which should include reference to safe working arrangements for minimising risks associated with lone working, emergency evacuation, manual handling, school trips etc;</li> </ul>	
	<ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Safeguarding Policy / Managing Allegations</li> <li>• Sickness absence reporting procedure;</li> <li>• Lunch procedures/break times;</li> <li>• Dress Code</li> <li>• No Smoking Policy</li> <li>• Behaviour Policy</li> <li>• Use of e-mails, the Intranet, Internet and social media</li> <li>• Use of personal mobile phones</li> <li>• Handling and disposal of confidential information</li> <li>• How to complete expense claim forms and VAT receipts, log mileage (if applicable)</li> </ul>	
5.	<b>TRAINING</b>	
	Identify and advise of any training and learning activities <u>Details:</u>	
6.	<b>CHECKS and VOLUNTEER AGREEMENT</b>	
	<p>Ensure that volunteer has :</p> <ul style="list-style-type: none"> <li>• Provided ID, as necessary</li> <li>• DBS checked and references obtained (where applicable)</li> <li>• If the volunteer is required to either drive a Council vehicle or use a car as part of their role, manager/ volunteer coordinator needs to check: <ul style="list-style-type: none"> <li>• Driver's License</li> <li>• Insurance Certificate (if required to drive own car ensure that they are covered for business use)</li> <li>• MOT Certificate</li> </ul> </li> <li>• The volunteer agreement has been issued and signed by both parties</li> </ul>	
7.	<b>REVIEW</b>	
	Outcomes/ Action Points:	

<b>INDUCTION COMPLETED</b>		
<b>Volunteer's Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Line Manager's Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Inducted by (Name:</b>	<b>Signature:</b>	<b>Date:</b>

## Appendix 2 - Sample Volunteer Agreement

Name of School:

Name of Volunteer:

Name of Headteacher or Supervisor:

***This post as a volunteer is offered to you on the basis that you undergo a satisfactory DBS check and that satisfactory references are received [delete, if not applicable].***

As a volunteer within our school, where possible you will be expected to:

- Volunteer during the days and times shown below:

e.g.	Day:	Time:
	Day:	Time:
	Day:	Time:

- To undertake the specific duties outlined by the school.
- Inform the school office if you will be unable to attend or will be late for a session.
- Work within the policies and procedures of Solihull Council and the school as detailed within your induction, including the Code of Conduct.
- Undertake the Basic Introduction to Child/Adult Safeguarding training and any other mandatory/specific training required by the service/team/project or role.
- Undertake additional training appropriate to the role where necessary.
- Provide at least one week's notice should you wish to cease the volunteering role.
- The volunteering is unpaid.

As a volunteer you can expect the following from the school:

- To be provided with an induction.
- To be provided with any necessary training and support to fulfil your role.
- To be fully informed of any developments or changes within the school which may affect the volunteering role.
- To be notified as soon as possible of any changes to the volunteering activity including where you are not required to attend a particular session.
- To receive regular supervision.
- To be given written notice of a period of at least one week should the school wish to terminate your volunteering role.
- To be reimbursed for actual 'out of pocket' travel and subsistence expenses, where appropriate and in accordance with financial procedures.
- To provide you with a safe workplace and ensure you have a basic understanding of health and safety.

Signed: \_\_\_\_\_ (Headteacher) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Volunteer) Date: \_\_\_\_\_

## **Appendix 3 – Example - Volunteer Expression of Interest Form**

### **DATA PROTECTION FAIR PROCESSING NOTICE**

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'fair processing notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we engage to volunteer at our school.

All information supplied on this form may be held and used as detailed:

#### **The personal data we hold on you**

We process data relating to those we engage to volunteer at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Home address and contact details
- Emergency contact numbers
- Relationship to the school details
- Disclosure & Barring Service (DBS) check information

#### **Who is collecting the information and will hold it**

The school office collect the information from this form and create and maintain a file for each volunteer, which may also be held on the school's IT system (which includes email). The information contained in this file is kept secure in the school office and is only used for purposes directly relevant to your volunteering post.

Once your volunteering post with us has ended, we will delete the file and the information in it in accordance with our record retention guidelines.

#### **Why we are collecting the information and for what purpose it will be used**

The purpose of processing this data is to help us run the school, including to:

- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Assess and confirm an individual's suitability to volunteer in our school
- Allow better planning of lessons and schools trips/events
- Communicate with your next of kin in an emergency situation

#### **Third parties it may be shared with and why**

The school will also collect personal data about you from third parties, such as information from criminal records checks. The school will seek information from third parties only once a volunteer post offer has been made and will inform you that it is doing so.

Your information may also be shared with other council services and partner organisations to ensure our records are kept accurate. We may also need to share your information for the prevention and detection of fraud and/or other crimes or as the law requires. For further information about how we use your information please refer to the Council's Privacy Statement on [www.solihull.gov.uk](http://www.solihull.gov.uk) or contact [recordsmanagement@solihull.gov.uk](mailto:recordsmanagement@solihull.gov.uk)

## VOLUNTEER EXPRESSION OF INTEREST FORM

Thank you for indicating an interest in volunteering with our school. If you would like further information or would like to meet with us for a chat about volunteering, please complete and return this form to the school office.

First name	
Surname	
Home address	
Telephone (Home)	
Telephone (mobile)	
Email address	
Emergency contact name and contact number	
Connection to the school: (e.g. parent/carer)	

Please tell us (in a few brief notes) why you would like to volunteer with us.

Which of the following volunteer roles are you interested in? [Insert relevant service/activity roles]

<input type="checkbox"/>	Children's activities volunteer	<input type="checkbox"/>	Library activity volunteer
<input type="checkbox"/>	Code Club volunteer	<input type="checkbox"/>	Reading group volunteer
<input type="checkbox"/>	Working with groups of pupils to enhance their learning	<input type="checkbox"/>	Assisting with school trips
<input type="checkbox"/>	Reading with pupils	<input type="checkbox"/>	Assisting with school discos and fayres
<input type="checkbox"/>	Other (please detail)	<input type="checkbox"/>	PTA member
<input type="checkbox"/>		<input type="checkbox"/>	

Which days of the week / times can you volunteer?

Are there any particular age groups/classes you would like to work with?

Thank you for your interest, we will be in touch with you soon and look forward to meeting you.

---

Please return this form to the school office **or** email to (Insert office email address)

## Appendix 4 – Example of Volunteer Job Description

# **[insert service] Volunteering**



## *[insert role]* volunteer

### Purpose

### Duties/What's involved?

### Skills and experience required

### Special Conditions (e.g. DBS check is required)

All volunteers undertaking regulated activity in schools are required to be DBS checked.

### What's in it for me?

### Training and support

All volunteers undertake a welcome and induction session. Support and training is provided, relevant to the volunteer role.

### Time commitment

To be able to commit to regular sessions, as agreed with the line manager / Headteacher.

### Location and supervision

Location – [insert]

Supervision – [insert]

## Appendix 5

### **Off-Site Visits Volunteer Agreement**

School trips are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper; you will have an important role to play in the success and safety of this school trip.

Please read and return a signed copy of this appendix.

This is part of our school's risk assessment planning and safeguarding arrangements.

#### **Role of the Volunteer Helper**

- To be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the Leader of the school trip
- To stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the school trip
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- To contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour

#### **Working alongside school staff**

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of school staff
- Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help to explain the areas of interest
- Follow guidance from the school staff

#### **What is not permitted**

- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of the volunteer on the school trip
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties
- Volunteer helpers are not permitted to take photographs of pupils
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets – before, during or after the school trip

#### **First Aid**

You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless you are the Parent/ Carer of the child

who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and first aid box(es) will be carried by staff.

### **Emergencies**

You are expected to inform a member of staff as soon as possible.

If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

### **I have read the Volunteer Policy**

**I agree to the terms and conditions as stated in the policy**

**I will support the young people in enjoying the trip and actively contribute to the smooth running of the event.**

**I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_