



NORTHAMPTON PRIMARY
ACADEMY TRUST PARTNERSHIP

NPAT VOLUNTEERING SCHOOL POLICY

Incorporating:

- a) NPAT Volunteering Opportunity Application Form
- b) NPAT Volunteers agreement
- c) NPAT Risk assessment for volunteers
- d) NPAT Adhoc Visit Volunteer Agreement Form
- e) NPAT Ad-hoc Visit Volunteer Guidelines
- f) NPAT Volunteer Disqualification Self-Declaration

Date approved by the NPAT Board of Directors:	February 2020
Chair of Directors Signature:	
Renewal Date:	February 2022

1. Introduction

- a) NPAT schools view volunteering as enriching and a value-added resource which brings mutual benefits to pupils, staff, parents, volunteers and the local community. Volunteers are also considered as being great assets for supporting classes whilst working towards their own goals of becoming accredited in teaching and learning. Volunteering provides useful work experience and skills to access better employment and training opportunities. Furthermore, it gives volunteers the chance to make a worthwhile contribution to the local community and support regeneration and social cohesion in the area.
- b) We welcome volunteers and recognise that they can bring with them a range of skills and experience; and can make an invaluable and significant contribution to enhance learning opportunities and experiences and raise achievements of pupils at our school.

2. Safeguarding

- a) Our overriding concern is for the safety and security of the children in our care. Our policy is to ensure that the children benefit from as much help and support as necessary while being ensured of the best security possible. The welfare of our children is paramount. We are committed to safeguarding pupils and expect all volunteers to share that commitment. To ensure the safety of our pupils always, all our Volunteers will be DBS cleared with the exception of those who volunteer on a very ad-hoc or one-off basis.
- b) The Headteacher has the authority not to accept the help of volunteers if he or she believes that it is not in the best interest of the children. The aims of the policy:
 - To demonstrate our commitment to working with and supporting volunteers;
 - To recognise the value-added contributions that volunteers make;
 - To ensure good quality work experience and safe working practices for volunteers;
 - To provide volunteers a framework with clear expectations, induction and guidelines for working in the School;
 - To encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion.
- c) Our volunteers may include:
 - Members of the Governing Body;
 - Parents of pupils working alongside the teachers;
 - Ex-pupils;
 - Students on work experience;
 - University students referred to us by Student Volunteer Services;
 - Ex-members of staff;
 - Residents;
 - Friends of the school.
- d) The types of activities that volunteers engage in, on behalf of the school, may include:
 - Classroom support;
 - Listening to pupils whilst they read;
 - Working with small groups of pupils to assist them in their learning;
 - Support for individual pupils;
 - Help in developing the school library;

- Undertaking art & craft activities with children;
- Supporting after-school clubs;
- Helping with art or other practical subjects;
- Helping with supervision of children on school visits;
- Helping with classroom organisation;
- Helping with group work;
- General administration / Reception duties.

e) Volunteer helpers will not be allowed to do the following activities:

- Take responsibility for all or some of the class;
- Change very young children or supervise them changing;
- Supervise children engaged in PE or other specialist activities;
- Take the children off the school site without a teacher in charge.

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

3. Process for Recruiting Volunteers

- a) Before starting to help in a school, a volunteer will complete the Volunteer application form (Appendix A) and Agreement (Appendix B), which sets out the school's expectations of its volunteer and to confirm they have received a copy of this Agreement and other relevant policies and documentation
- b) The school will review the application and identify if there is a need within the school for someone with the knowledge, skills and experience presented;
- c) An informal meeting/interview will be arranged to discuss the role and assess suitability for the role;
- d) Checks will be undertaken in line with our Safer Recruitment Policy before commencement.
- e) Upon receiving a satisfactory DBS Disclosure, the volunteer will be invited to attend an induction programme whereby school policies, procedures and documentation will be explained and issued. All information pertaining to volunteers will be treated with confidentiality and volunteer records will be kept in a central place within the school.

4. Our Vision

All Volunteers working in our schools are expected to work and behave in an appropriate manner and to actively promote the aims, ethos and vision of the school.

5. Volunteers not requiring an Enhanced Disclosure

It is recognised that some volunteers will not be regular contributors to school life and only volunteer on a very ad-hoc or a one-off basis. e.g:

- Volunteers or parents who accompany staff and children on one-off outings or trips that do not involve overnight stays;
- Those who help at specific events e.g. school fundraiser, etc. who do not have unsupervised access to children.

Very ad-hoc basis is defined as not more than two occasions in any school year. The ad-hoc volunteer should complete the Adhoc Volunteer Agreement form and be provided with the Ad-hoc Visit Volunteer Guidelines.

A record should be kept of the occasions attended.

6. Signing in / out

- a) When any helper arrives in the school they must sign in at the school office and collect a volunteer badge which must be worn always in school. Please indicate the arrival time and which class you will be visiting;
- b) Volunteers must also sign out and state the time when they are leaving the school premises.

7. Confidentiality

- a) Volunteers in school are bound by a code of confidentiality. Volunteers should maintain the confidentiality of all information which they are exposed to whilst volunteering at the School;
- b) Any concerns that volunteers have about the pupils they work with/encounter should be voiced with the class teacher and **NOT** with the parents of the child/persons outside school;
- c) Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school;
- d) Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher so that appropriate action can be taken;
- e) Volunteers who are concerned about anything in the school, which may affect their work, should raise the matter with the Headteacher or appropriate senior member of staff.

8. Parent Volunteers

It is the policy of the school to ask parents not to support in their own child's classroom, as this can be distracting for the child and perhaps can place the class teacher in a difficult situation. Helpers will be asked to support in classes where there is the most need for individual support.

9. Supervision

- a) Volunteers should be supervised by a member of staff whom they are assigned to work with;
- b) Teachers retain ultimate responsibility for children always, including the children's behaviour and the activity they are undertaking;
- c) Volunteers should be given clear guidelines on how they are expected to help, and encouraged to ask for help and support from staff if queries or problems occur;
- d) Prior to starting their volunteering role, they should be given an induction which includes an introduction to their volunteering role and responsibilities and ensures that volunteers are aware of their agreed responsibilities and are provided with regular support.

10. Health & Safety

- a) NPAT schools have a duty to ensure as far as reasonably practicable, that volunteers are not exposed to unnecessary risks to their health and act safely whilst undertaking their role in school.
- b) We demonstrate the same responsibility for volunteers as that of paid employees. However, in the light of this, volunteers have a duty of care towards themselves and to others. Volunteers must abide by the Health and Safety policies of the school and failure to adhere to the Health and Safety policies could be construed as negligence.

11. Safeguarding and Whistleblowing Policy

Volunteers will be fully trained on the trust and school Safeguarding Policy by the school leadership team so that, in the event of a disclosure being made by a child, appropriate safeguarding processes will be adhered to. This will include reference to the trust Whistleblowing Policy which ensures that staff and volunteers will be listened to should they need to declare any concerns regarding inappropriate behaviour of staff.

12. Complaints Procedure

Any complaints made about a volunteer will be referred to the Headteacher or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Head teacher reserves the right to take the following action:

- a) To speak with a Volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again;
- b) Offer an alternative placement for a Volunteer, e.g. helping with another activity or in another Class;
- c) Based upon the facts identified in the investigation it may be necessary for the school to inform the volunteer that their voluntary position will be terminated.



NORTHAMPTON PRIMARY
ACADEMY TRUST PARTNERSHIP

Application form for Volunteers
at:

**Abington Vale Primary School
and Pre School**

Important Information for applicants

This application form must be completed if you wish to be considered for a voluntary post at this school.

Abington Vale Primary and Pre School is fully committed to its duties relating to Child protection issues and all appointments are made subject to full DBS clearance.

Thank you for your application.



NORTHAMPTON PRIMARY
ALUMNI 1903 - 2023

NPAT Volunteering Opportunity Application Form

Personal Details

Full name (Including previous surnames & dates)	<input type="text"/>		
Address (including Postcode)	<input type="text"/>		
Telephone (Including STD Code)	<input type="text"/>	Emergency contact name	<input type="text"/>
Mobile phone	<input type="text"/>	Contact telephone (Including STD code)	<input type="text"/>
Email	<input type="text"/>	Contact mobile	<input type="text"/>

Application information

Type of volunteering role of interest/ Position applied for (if specified)	<input type="text"/>							
Your availability (Please tick as appropriate)	MON am pm <input type="checkbox"/> <input type="checkbox"/>	Tues am pm <input type="checkbox"/> <input type="checkbox"/>	Weds am pm <input type="checkbox"/> <input type="checkbox"/>	Thurs am pm <input type="checkbox"/> <input type="checkbox"/>	Fri am pm <input type="checkbox"/> <input type="checkbox"/>	Sat am pm <input type="checkbox"/> <input type="checkbox"/>	Sun am pm <input type="checkbox"/> <input type="checkbox"/>	Varies <input type="checkbox"/>
Please describe, below, how your experience, skills and knowledge will make you suitable for a volunteering role								
<div style="text-align: right; padding-right: 50px;"><i>Please continue on a separate sheet if you wish</i></div>								

What do you hope to gain from volunteering?

How did you hear about volunteering with the school?

Declaration of Interest in private enterprise/code of conduct

Volunteers must not allow personal and/or private interests to influence their conduct as volunteers. The school requires all volunteer applicants to inform the Head Teacher if they have any current employment and also if they, their partners or close relatives have an interest in a private enterprise. If the school considers that there is conflict of interest (as a result of the information disclosed) you will not be considered for a volunteer role. Non-disclosure of a possible conflict of interest could also result in any volunteer agreement being terminated. Please detail any such information in the space provided below.

Please continue on a separate sheet if you wish

Signed

Date

Vetting checks

I understand that a volunteer role which involves working with children will require me to give details of any criminal convictions I may have. I confirm that I will provide the information requested on the questionnaire given to me at the point of interview and understand that I may be required to apply for a Disclosure and Barring Service check at the appropriate level.

Disqualification and Disqualification by Association

I confirm that I am not disqualified from working with children in Early or Later Years settings (up to age 8). I understand and accept that I must inform the Headteacher immediately if I become disqualified.

Signed

Date

References

If you have been employed in the past five years, at least one reference should be obtained from your last employer. If not, give the names of people who know you well. No referee should be a relative/partner/spouse.

Referee One

Name

Address

Tel

In what capacity do you know referee one?

Referee Two

Name

Address

Tel

In what capacity do you know referee two?

Other Details

Do you need a work permit to work in the UK?

Yes No

Can you confirm if you have lived or worked overseas in the past 10 years

Yes No

Do you have any disabilities we need to be aware of?

Yes No

Are you related to staff at any of the NPAT schools?

Yes No

If you have answered 'yes' to any of the above questions, please give full details below.

Declaration

I declare that the information I have provided is a complete and true statement.

I understand that any offer of volunteer work is conditional on this declaration and if my application is incomplete, untrue, or inaccurate, then the school shall be entitled to withdraw any offer of volunteer work.

Signed

Date



Appendix B

VOLUNTEERS AGREEMENT

Issued to: **Date:**.....

All NPAT schools encourage and welcome volunteers. This agreement sets out the relationship between a volunteer and the School.

This agreement is not intended to be a legally binding document and may be cancelled at any time at the discretion of either party. Neither party intends any employment relationship to be created either now or in the future. You are not bound to work by this agreement, neither is the School bound to provide work. However, once you have accepted a placement you will be expected to follow the guidelines in this agreement, which will be explained to you before you begin the assignment.

Pre-commencement checks

We require you to provide details of two referees. We will also require you to be checked by the Disclosure and Barring Service. You will not be charged for the DBS unless your role is for personal development reasons.

Medical clearance may be required if you declare a medical condition which should be taken into consideration by the Head Teacher or where you will be required to undertake a role that involves a significant level of physical activity.

What you can expect from us

The School will provide you with:

- An introduction to the school and your volunteering role within it.
- Training related to your responsibilities as a volunteer. We hope that you will take advantage of this to improve and maintain your skills.
- A mentor/supervisor who will supervise your volunteering and with whom you can discuss your work.
- A regular review of your volunteering role. This will normally be carried out by your supervisor
- Personal accident insurance to cover you while you are fulfilling authorised volunteer work.
- Reimbursement of your mileage expenses at the HMRC mileage rate if you are a volunteer driver using your vehicle to transport people or equipment as part of your role. Journeys should be agreed in advance with your supervisor.

What we expect from you

Availability

We will discuss with you the amount of time that you are willing to commit to volunteering, when you will be available each week, and how your availability will fit in with our needs. If, for any reason, you will not be attending as we have agreed, we would be grateful if you could let us know as soon as possible so that a substitute can be found or different arrangements can be made. If we have no work for you we will let you know as soon as possible.

Confidentiality

In the course of your volunteering you may come across confidential information about the school, its pupils, staff and third party clients. You must respect this confidentiality and not use the information for your own benefit or disclose the information, except where required or permitted to do so by law.

Performance

If for any reason your performance is unsatisfactory and there is no reasonable explanation, your services may not be used in the future.

Policies

You will abide by all statutory regulations including child protection, health and safety, anti-discrimination, confidentiality and data protection which are outlined in the School's policies. These can be found on our website and in the main school office.

Health and Safety

Although you are not regarded as an employee of the School you are required to comply with the Health and Safety at Work Act 1974. The School attaches the greatest importance to health and safety and provides a safe working environment. You should ensure that you do not put yourself, or others, at risk.

Equal Opportunities

The School is committed to a policy of equality of opportunity and ensures that no person receives less favourable treatment than any other person on any grounds and is not disadvantaged by conditions or requirements which are not justified in terms of the job to be done. There is an obligation on all volunteers to ensure that they comply with the School's equal opportunities policies in their dealings with pupils, employees and members of the public.

Ideas and problems

You may have ideas for the better performance of your duties or of ways in which we can meet our objectives as a School. Please discuss these with your supervisor. If you run into problems when performing your duties you should discuss any complaint or problems with your supervisor who will also discuss with you any issues that he/she may have with your work.

If you would like to change the arrangements for your volunteering or move to a different kind of volunteering, that too should be raised with your supervisor.

Termination

Either you or the School can terminate this agreement with or without notice at any time.

FORM OF ACCEPTANCE

I agree to abide by the Volunteering Agreement outlined above (please tick)

I confirm that I have received and read the documents below, understand them, have been given an opportunity to discuss them with my Headteacher/line manager and undertake to work in accordance with them.

- | | |
|--|--|
| Volunteering in school policy | <input type="checkbox"/> (please tick) |
| Safeguarding and Child protection policy | <input type="checkbox"/> (please tick) |
| Code of Conduct for all Staff | <input type="checkbox"/> (please tick) |
| General Data Protection Regulations | <input type="checkbox"/> (please tick) |
| Keeping Children Safe in Education 2019 | <input type="checkbox"/> (please tick) |

I have had a discussion with the Headteacher or class teacher about my reasons for volunteering and
(If necessary, please speak to the office staff to arrange an appointment)

(please tick)

School

Volunteer

Signed:

Signed:

Job Title:

Print Name:

Date:

Date:

Appendix C Risk Assessment for Volunteers (as noted in KCSiE 2018)

This risk assessment should be completed when considering whether a person applying to be a volunteer at the school should be asked to apply for an enhanced DBS certificate.

Name of person applying to be a volunteer: _____

Will the person be in 'Regulated' activity? Y N
If yes, an enhanced DBS with Barred list check is required

Will the person not be in 'Regulated' activity? Y N
If no, you may still obtain an enhanced DBS without Barred List Check if you wish

Considerations to be taken into account:

Have you verified the volunteer's identity?	
Does the volunteer hold a current enhanced DBS (check if barred list or not)	
Is the volunteer signed up to the DBS Update Service? Has a check been completed? Is it clear?	
How often will the volunteer be in school?	
What are the reasons given by the person for wanting to volunteer at the school?	
Does the person have any connection with the school?	
Which age range/ year group will he/she be working with?	
Is the person currently employed? Is the job linked to working with children?	
Does the person work elsewhere with children as a volunteer? E.g. Sunday school, other schools?	
What does the school already know about the volunteer? E.g. parent, family member	
If they have lived/worked abroad in the past 10 years, has the volunteer provided a certificate of good conduct	
Can the volunteer provide at least one reference (preferably two) from someone who is not a family member, is their current or past employer (if no longer working) or from any other voluntary sector they are working with Do the references state that the referee believes the person is suitable to work with children?	
Is the volunteer aware of any reason they cannot work with children?	
Is the school aware of any reason why the volunteer should not work with children?	

Decision made following risk assessment (guidance to support this decision is overleaf)

Application for an enhanced DBS application with Barred List Check IS required because the person is in Regulated Activity

Enhanced DBS application (without a Barred List Check) **IS** required (not in regulated activity)

Reasons for this decision: _____

Enhanced DBS application (without a Barred List Check) is **NOT** required (not in regulated activity)

Reasons for this decision: _____

Headteacher: (name)	Chair of Governors: (name)
Signed:	Signed:
Date:	Date:

Guidance to support the decision made

	HIGH RISK
The person has no previous connection to the school, cannot provide a CGC (if relevant) AND cannot provide references from anyone other than family. They do not currently work and/or do not work in a voluntary capacity elsewhere. <i>There is no statutory reason for this person to have an enhanced DBS certificate. However, the school should consider whether the lack of corroborated evidence raises an unacceptable risk.</i>	
	MEDIUM RISK
The person can provide a CGC (if relevant) The person can provide suitable references for other work with children (paid or voluntary). References state they have no concerns about the person working with children. <i>There is no statutory reason for this person to apply for an enhanced DBS certificate. However, the school may wish to do so as no enhanced DBS has been seen</i>	
	LOW RISK
The person can provide a CGC (if relevant) The person is signed up to the DBS Update Service and checks are clear and/or the person has a recent enhanced DBS certificate and references state there are no concerns for his/her suitability to work with children and/or the person is well known by the school <i>There is no statutory reason for this person to have an enhanced DBS but the school can decide to obtain a new enhanced DBS (unless the person is signed to the update service and so this is no necessary)</i>	



Appendix D Adhoc Parent Volunteer Agreement Form

Insert School
Logo Here

Dear Parent,

Thank you for agreeing to accompany us on our school trip – without your help, we would not be able to offer our children opportunities such as these and so we are extremely grateful for your time.

In order to make sure that our children are kept as safe as possible and in order to minimise as much risk as possible, our teachers have spent a considerable amount of time planning this trip. In order to help them, please could you confirm **(by signing the end of this form and returning it to the School Office before your trip)** that during our visit you are willing and able to:

- Arrive 10 minutes before the planned trip departure time to take part in the school briefing.
- Please make sure you have given your contact details (i.e. your mobile number) to the trip leader before you leave the classroom.
- Follow any instructions from the trip leader (or another member of staff in their absence) at all times.
- Stay within eye-sight of a member of the school staff when you are responsible for a small group of children.
- Agree to and follow the parent volunteer guidelines – which are attached to this form. You will also be given a copy on the day.
- Help the children to follow their code of conduct – which you will hear in the briefing.

And also that you:

- Have never to your knowledge been included on any children’s barred records.
- Have never to your knowledge been included on any child protection registers.
- Have never to your knowledge had any convictions for criminal activity. If yes – please state the nature
-
- Know of any other reasons that might affect the health, safety or well-being of any child why you should not accompany us on a school trip.

Signed Date.....

Name.....

Please note that all information will be treated with the utmost confidence.

Appendix E Ad-hoc Visit Volunteer Guidelines

Insert School
Logo Here

Thank you for helping with this school visit.

Here is a list of guidelines for the day that might help you:

- Please arrive at school slightly earlier to attend the visit briefing
- Please make sure you have given your contact number to the group leader and that you have a copy of theirs
- Please follow the group leader's instructions at all times
- Please speak to the group leader immediately if you have any concerns about the health or safety of a pupil during the visit. This could be of a medical, safeguarding or behavioural nature
- Please do your best to ensure the health and safety of the school trip
- Please make sure you are on time for any rendez-vous

When you have a small group of children, these are your responsibilities

Do

- Follow the trip leader's instructions throughout the day
- Make sure you know how to contact staff in an emergency
- Get to know the names and faces of the children in your group at the start of the trip
- Let the children in your group know your name (e.g. Mrs. Kirkley, Mr. Smith)
- Ensure your group stays together (and walks in pairs if younger)
- Carry out frequent head counts
- Make sure that your children are in your eye-sight at all times
- Make sure that you keep within eye-sight of the group leader at all times
- Make sure that seatbelts of the children in your group are done up on the coach
- Make sure that if taking public transport your group of children enter and exit the bus/tube carefully and are seated as quickly as possible
- Make sure you are extra vigilant when helping children to cross-roads
- Make sure the children behave sensibly during lunchtime and do not share food
- Remind children (at intervals during the day) that they are responsible for their belongings
- Make sure the children stay in their group at all times (regular head counts are useful)
- Make sure that children walk and don't run

Don't

- Separate from your groups AT ANY TIME
- Take children to the toilet or away from the group on your own – let the teacher know and they will organise this
- Buy food for any children – some may have allergies or dietary issues
- Buy gifts for any children
- Administer any medicines to children (including Calpol, cough sweets etc)
- Avoid carrying hot drinks whilst the children are around
- Give your child any more attention than any of the other children in your group

Please remember in an emergency there is a plan and procedure to follow. The trip leader will be able to tell you what to do.

Thank you for all your help!

Appendix F Volunteer Disqualification Self-Declaration

**Insert School
Logo Here**

**Disqualification under the Childcare Act 2006
September 2018**

This requires schools to ensure that persons working in relevant childcare settings are not disqualified from doing so under [the Childcare \(Disqualification\) Regulations 2009](#) (and as amended August 2018).

A person may be disqualified for one of these reasons:

1. Having certain orders or other restrictions placed upon them;
2. Having committed certain offences.

In order that the School is able to ensure that it does not knowingly employ a person who is disqualified, you are asked to complete and sign the self-declaration below.

If you fail to complete and return the form, this will be regarded as a disciplinary matter for staff, which may result in dismissal and, in the case of volunteers, will mean that you can no longer work at the school.

A disqualified person is not permitted to continue to work in a setting providing care for children in an early years or later years provision, unless they apply for and are granted a waiver from OFSTED.

Name		Post	
Please circle one option for every question			
Section 1 – Orders or other restrictions			
Have any orders or other determinations related to childcare been made in respect of you?			YES / NO
Have any orders or other determinations related to childcare been made in respect of a child in your care?			YES / NO
Have any orders or other determinations been made which prevents you from being registered in relation to childcare, children's homes or fostering?			YES / NO
Are there any other relevant orders, restrictions or prohibitions in respect of you as set out in the Schedule 1 of the Regulations?			YES / NO
Are you barred from working with Children (Disclosure and Barring)?			YES / NO
Are you prohibited from Teaching?			YES / NO

Section 2 – Specified and Statutory Offences

Have you ever been cautioned*, reprimanded, given a warning for or convicted of: <i>(Only declare cautions received from 6 April 2007 onwards)</i>	
<ul style="list-style-type: none"> • Any offence against or involving a child? (A person under the age of 18)? 	YES / NO
<ul style="list-style-type: none"> • Any violent or sexual offence against an adult? 	YES / NO
<ul style="list-style-type: none"> • Any offence under the Sexual Offences Act? 	YES / NO
Any other relevant offence? <small>Further information is available from the school office.</small>	YES / NO
Have you ever been cautioned, reprimanded, given a warning for or convicted of any similar offence in another country?	YES / NO

Section 3 – Provision of Information

If you have answered YES to any of the questions above, you should provide details below. You may supply this information separately if you so wish, but you must do so without delay.	
Details of the order, restriction, conviction, caution etc.	
The date(s) of these	
The relevant court(s) or body(ies)	

Section 4 – Declaration

In signing this form, I confirm that the information provided is true to the best of my knowledge and that I understand:			
<ul style="list-style-type: none"> • My responsibilities to safeguard children; • That I <u>must notify</u> my Headteacher immediately of anything that affects my suitability including any cautions, warnings, convictions, orders or other determinations made that would render me disqualified from working with children. 			
Signed			
Print Name		Date	

Please return this form to the School Business Manager. All information provided will be treated with the upmost confidentiality and is subject to the provisions of Data Protection legislation.