



# **DOWNSVIEW PRIMARY SCHOOL**

## **Volunteer Policy**

**Originator:** Meghan Pugh

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Downsview Primary School  
Biggin Way  
Upper Norwood  
London  
SE19 3XE

Telephone: 020 8764 4611  
Email: [sec1@downsview.croydon.sch.uk](mailto:sec1@downsview.croydon.sch.uk)  
Webpage: [www.downsview.croydon.sch.uk](http://www.downsview.croydon.sch.uk)

## Introduction

Volunteers at Downsview Primary School bring with them a range of skills and experience that can enhance the learning opportunities of the children at our school. We welcome and encourage volunteers from the local community.

Our volunteers include:

- Members of the Governing Board
- Parents of pupils
- Pupils
- Ex members of staff
- Local residents

The types of activities that volunteers are engaged in under supervision include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children in the classroom
- Undertaking science or Design and Technology related activities with children
- Accompanying school visits
- Supporting in the Early years

## Becoming a Volunteer

Anyone wishing to become a volunteer, on a regular basis, should speak to the Deputy Head or Head Teacher.

Those wishing to volunteer on a one-off basis (i.e. for a school outing) should speak to the relevant class teacher. Where a volunteer, normally a parent, is engaged in a one-off activity e.g. helping to supervise a group of children as part of a class visit, no formal checks are carried out on these volunteers. However, these volunteers, who are under supervision of school staff, will not be allowed to carry out such duties as escorting children to the toilet or leading a small group of children without a member of the school's staff.

Anyone who wishes to volunteer on a regular basis will be required to complete the Volunteer Application Form (Appendix 1) which includes their contact details, type of activities they would like to help with and the times they are available to help. They will also be required to undergo a DBS check. Non UK citizens will be asked to show they have permission to volunteer in the UK.

Prior to placement, volunteers will be required to attend a short meeting with the Deputy Head Teacher. Before starting to help in school, volunteers should complete the Volunteer Confidentiality Contract (Appendix 2), which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

## Induction Training

Regular volunteers and students on placements are required to attend a rigorous induction process prior to placement. This will include meetings with the Headteacher, Deputy Head Teachers and Senior Assistant Head to go through the school's safeguarding procedures and will also confirm the clear guidelines set out in this policy and the school's expectations. The volunteer will be given a copy of the Volunteer Policy, the school's Code of Conduct and the Safeguarding and Child

Protection Policy. Induction will also be an opportunity for volunteers to raise any questions they have.

### Supervision

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the teacher as to how an activity is carried out/what the expected outcome of an activity is. Volunteers are encouraged to seek further advice or guidance from the teacher in the event of any query or problem regarding children's understanding of a task or behaviour.

### Confidentiality

Volunteers in school are bound by a Confidentiality Contract. Any concerns that volunteers have about the children they work with or come into contact with should be raised with the class teacher. They should never be raised with the parents of the child or of any other child or any other person outside school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Head Teacher, Deputy Head Teachers or Senior Assistant Head teacher, who are the Designated Safeguarding Leads.

### Health & Safety

The school has a Health & Safety Policy, which can be found on our website. The Site Manager ensures that all volunteers are given a short health & safety induction. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher or senior management.

### Public Liability Insurance

Volunteers are covered under the school's Public Liability Insurance scheme on site and when accompanying classes on visits.

### Complaints Procedure

Any complaints made about a volunteer will be referred to the Head Teacher or Deputy Head Teacher for investigation. Any complaints made by a volunteer will be referred to the Head Teacher or Deputy Head Teacher.

### Data Protection

Our Privacy Notice for Volunteers explains what information we collect about volunteers and why we collect it. A copy will be made available at induction. We will retain records relating to volunteers in line with our Retention Schedule.

## Appendix 1: Volunteer Application Form

Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

### Data protection notice

Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You've given us your consent
- We must process it to comply with our legal obligations

### Personal details

<b>Name:</b>	
<b>Date of birth:</b>	
<b>Gender:</b>	
<b>Telephone number:</b>	
<b>Email address:</b>	
<b>Home address:</b>	

### Disclosure and Barring Service (DBS) information

Downsview is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and Downsview's Volunteer Privacy Notice.

<b>Do you have a DBS check? (please circle)</b>	Yes/ No
<b>If yes, what type of check do you have?</b>	Enhanced DBS / Enhanced DBS with barred list information



**Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc)**

**Do you have any relevant qualifications?**

### Preferences

What year group would you prefer to work with?	
Would you prefer to work one-on-one or with a small group?	

### Disability and accessibility

Downsview is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:

## Appendix 2: Code of Conduct for Volunteers

### Code of Conduct for Volunteers

By signing this form, volunteers agree to the following:

#### 1. School rules and policies

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

- 1.1.1. Safeguarding and Child protection
- 1.1.2. Online Safety, Media, Devices and Acceptable use
- 1.1.3. Data protection
- 1.1.4. Health and safety
- 1.1.5. Diversity and Inclusion
- 1.1.6. Whistleblowing
- 1.1.7. Behaviour

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

#### 2. Professional conduct

- 2.1. Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the Head Teacher/Deputy Head Teacher.
- 2.2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's Behaviour Policy, 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 unless they are trained to do so.
- 2.3. Volunteers must conduct themselves in a professional manner at all times. This includes:
  - 2.3.1. Dressing in a way that is professional and appropriate to the work they are doing
  - 2.3.2. Refraining from using inappropriate language
  - 2.3.3. Setting an example for pupils by acting in a way that reflects the school's ethos and values
  - 2.3.4. Behaving in a way that is appropriate for the role they are undertaking
  - 2.3.5. Ensuring that comments, including those made on social media, do not bring the school into disrepute
- 2.4. Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged during the holidays or as a way of saying "thank you".
- 2.5. 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.
- 2.6. 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.
- 2.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their Class Teacher or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

### 3. Safeguarding

- 3.1. Volunteers must be familiar with, and adhere to, the school's Safeguarding and Child Protection Policy. Safeguarding training will be provided to all volunteers before they begin their placement.
- 3.2. 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. The DSLs are Ms Meghan Pugh, Miss Emma Ricketts, Ms Caroline Hussey and Mrs Nikki Gray.
- 3.3. Volunteers should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate.
- 3.4. Volunteers 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:
  - 3.4.1. Exchanging contact information
  - 3.4.2. Making contact with pupils outside of school, including on social media
  - 3.4.3. Arranging to meet pupils outside of school
  - 3.4.4. Alerting the DSL if a pupil develops an infatuation with them
- 3.5. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor but never on their personal device.

### 4. Health and safety

- 4.1. 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.
- 4.2. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.
- 4.3. Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

### 5. Confidentiality

- 5.1. 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 Head Teacher.

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:

X

\_\_\_\_\_  
Volunteer name (please print)

X

\_\_\_\_\_  
Volunteer signature

X

\_\_\_\_\_  
Date