



Broom Barns School Stevenage.

Volunteers at Broom Barns School Protocol and guidance

Introduction and aims

We believe that volunteers provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience.

The aim of the Broom Barns Primary School regular volunteer protocol is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum and promoting community cohesion
- Ensure that volunteers support the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents/carers with clear expectations and guidelines
- Ensure that volunteers are provided with a role profile, to aid understanding of their duties and responsibilities
- Set a clear, fair process for recruiting and managing volunteers

This protocol has been developed in line with the statutory safeguarding guidance Keeping Children Safe in Education (KCSIE) from the Department for Education (DfE). Volunteers play an important role and are often seen by pupils as safe and trustworthy adults. The school is committed to ensuring a robust safeguarding procedure in the appointment of volunteers. KCSIE defines a volunteer as 'any person engaged in an activity which involves spending time, unpaid, doing something which aims to benefit some third party and not a close relative'.

How we use volunteers at Broom Barns Primary School

Volunteers may:

- Hear children read
- Accompany school visits
- Support specific curriculum areas, such as ICT or art

Volunteers may be:

- Members of the governing board
- Parents and carers
- Students on work experience
- Local residents

This is not an exhaustive list. Members of the governing board working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings) are not covered by this protocol. They are covered by our governor code of conduct.

How to apply to volunteer

Those who would like to regularly volunteer at school, should contact the office who will pass the information onto the relevant person.

The process will be:

- Speak to the school office
- Enhanced DBS authorised (If a volunteer is part of the update service, the school will need to complete an online status check with your consent)
- Once their application has been processed, they will be required to meet with a Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DSL) prior to beginning their volunteering for further safeguarding training including:
- Sign a parent volunteer agreement after meeting with DSL.

Volunteer status and selection

Volunteers are not employees of Broom Barns Primary School and are not engaged on a contract of employment or a contract for services. Broom Barns Primary School is not under any obligation to provide a volunteer with work and the volunteer shall be under no obligation to carry out any work. This protocol does not represent a legally binding contract between Broom Barns Primary and a volunteer. The volunteering arrangement can be cancelled at any time at the discretion of either party. Volunteers shall not be entitled to receive any payment or any other benefits for any voluntary

work carried out, including training on any area that is outside the volunteer's remit. All volunteer placements are conditional upon the completion of an enhanced DBS check and other appropriate safeguarding checks, and relevant training. Consideration may be made to the impact their volunteering in school may have upon their own child.

Safeguarding

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection. To ensure we are upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks with a barred list check on volunteers who are carrying out regular, activity within school.
- 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 activity the volunteer will be involved in.
- Consider the results of the references and assess these on a case-by-case basis with regard to any concerning content of the references.

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.

Adults who volunteer on a one-off basis, e.g. on a school trip where they are supervised with children, are classed as visitors and will not require a DBS.

Once an application has been approved and the processes covered in section 3, volunteers will be added to the Single Central Record (SCR).

All volunteers must have safeguarding training, which will be provided by the school. Other training requirements will be based on the nature of the activity the volunteer will be doing.

All volunteers will be provided with a point of contact within the school who they can go to if they have any questions or issues they need to discuss.

Induction and training

Once the enhanced DBS has been authorised, volunteers will require further training from a DSL/DDSL and /or other members of staff where appropriate to include:

- Training around part 1 of KCSIE
- Parent volunteer agreement (phone protocol, confidentiality, safeguarding)
- Guidance on their role within school

Confidentiality

Information about pupils, parents/carers and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents/carers or staff with those outside of Broom Barns Primary School.

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

This does not prevent volunteers from reporting safeguarding concerns or disclosures, as per the school's safeguarding protocol.

If concerns relate to safeguarding, volunteers must follow the guidance in our parent volunteer agreement and child protection and safeguarding protocol and inform the DSL/DDSL.

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

Conduct of volunteers

We ask all volunteers to agree and adhere to the parent volunteer agreement.

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 volunteer at our school You can find our privacy notice for volunteers on our website.

We hope you will enjoy working with us at Broom Barns we value the help and support