

## Volunteer and Visitor Policy

Policy written March 2017 – Review date July 2021

### 1 **Statement**

- 1.1 Bradford Christian school is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers and visitors to share that commitment.
- 1.2 Volunteers have an important role to play in bringing a range of skills and experience that can enhance the learning opportunities of pupils. As a school, we therefore welcome and encourage volunteers.
- 1.3 As a school, we aim to provide our pupils with a broad, balanced and enriched curriculum. We see the inclusion of volunteers and visitors input into the school's curriculum as one means of ensuring that we meet this aim. This enables our pupils to question and learn from 'experts' from various walks of life and disciplines which allows our pupils to gain a wider view of the world and gain insight into the lives of other people. We recognise the valuable contribution this makes to the core and enhanced curriculum.

### 2 **Child Protection**

- 2.1 The welfare of our pupils is paramount. To ensure the safety of our pupils, we adopt the following procedures:
  - All volunteers are required to complete an application form and following up 2 references and a short interview with the head of department form part of our volunteer recruitment process.
  - All volunteers are given a copy of the Volunteer Policy & asked to sign a Volunteer Agreement (Appendix 2)
  - The school will seek an Enhanced DBS (Disclosure and Barring Service) clearance for a volunteer before they come into school. This is not required where a volunteer is engaged in a 'one-off' activity and working alongside a teacher, e.g. helping supervise a group of pupils as part of a class visit. However, such volunteers, who will be under the constant supervision of school staff, must read and sign our Off-Site Visit Agreement (Appendix 3).
  - Any concerns a volunteer has, about child protection issues, should be referred to the designated safeguarding lead or Head Teacher who is a DSL deputy.

### 3 **Volunteers**

- 3.1 The School supports parents/carers and other adults who wish to work as volunteers in our school. Currently our volunteers include:
  - Members of the Governing Body
  - Parents/grandparents/carers of pupils
  - Ex-pupils
  - Students on work experience
  - Ex-members of staff
  - Friends of the school
- 3.2 There are two main ways of helping within Bradford Christian School: -
  - Occasional support for school events, visits or trips: these are events where parents/carers/volunteers commit to supporting an individual event. As this is classed as infrequent contact, Disclosure and Barring Service (DBS) enhanced checks are not required and permission to undertake this role is at the discretion of an SLT member. However, where such trips involve more frequent contact with pupils, such as residential trips, a DBS check will be a mandatory requirement.
  - Regular support in school. (By regular we mean two or more days a week or four times within any one month) This is when parents/ carers or other adults offer regular support to the school for a period of

time. This commitment will be discussed with a member of school's senior management team and mutually agreed duties will be defined. All regular volunteers who support school will have an induction briefing to ensure they are aware of school's key policies, administrative rules and regulations, including the school's dress code, staff conduct and confidentiality requirements. All adults who wish to help regularly will require valid Disclosure and Barring Service (DBS) clearance. Adults who do not yet have clearance will under no circumstances be left alone with a child or group of children. We aim to ensure that no person deemed unsuitable to work with children will have unsupervised access to the pupils in our school. They will be asked to sign in and wear a visitor's badge. Regular, long term helpers will have a badge made.

3.3 The types of activities that volunteers engage in, on behalf of the school, include:

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional tutor
- Accompanying school visits

This is not an exhaustive list.

#### 4.0 **Process for recruiting a volunteer**

4.1 Anyone wishing to become a volunteer, either for a one-off event such as a school visit or on a more regular basis, e.g. hearing pupils read, approaches the Head teacher, Senior member of Staff or Class Teacher directly.

4.2 Volunteers should complete the Volunteer Application Form (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help.

4.3 Where volunteers are required for a specific area within school the following process will be applied:

- The senior leadership team will identify the need and role.
- The candidate/s will attend the school for an informal discussion with the department head to ensure the applicant is suitable for the role.
- The school business manager will complete a risk assessment for each volunteer to ascertain the level of DBS required i.e. if barred search required. (Appendix 6)
- The school will seek An Enhanced DBS (Disclosure and Barring Service) clearance for a volunteer before they come into school to volunteer, to make an informed decision when accepting volunteers to work with children. This is not required where a volunteer is engaged in a 'one-off' activity and working alongside a teacher.
- The school will make other appropriate checks and record these on the SCR e.g. S128 check and prohibited from teaching check.
- On their application form volunteers will be asked to provide the names and addresses of 2 referees to provide a reference for them. These references will be requested and scrutinised before the volunteer can begin work in the setting and any concerns addressed before a definite decision to appoint is made. These references should not come from a family member or family friend.
- The volunteer will be made aware of the role and responsibilities they will be undertaking
- If appropriate, references will be sought where the volunteer arrangement will continue on a regular basis.
- There will be a formal induction process during which the school corporate policies and documentation will be explained and issued. These will include safeguarding, child protection, Health and Safety, Behaviour Management and E safety policies along with the volunteer handbook.
- Where the volunteer works for two or more days a week or four times within any one month the volunteer will be required to complete an Enhanced DBS check and their details will be held on our Single Central Record (SCR).
- Volunteer records will be kept with the main staff records in the locked cabinet in the office.

- Before starting to help at Bradford Christian School, a volunteer will complete the Volunteer Agreement (Appendix 2), which sets out the school's expectations of its volunteer and to confirm they have received a copy of this Agreement.

## 5.0 **Volunteer Values**

5.1 Once appointed volunteers will be expected to comply with the schools mission and vision which can be accessed below:

5.1.1 **Our mission** is to provide a holistic Christian education for all and to inspire discipleship

5.1.2 **Our vision** is to be a Christian community in which everyone grows in character, faith, knowledge, understanding and wisdom.

5.1.3 Our vision is based on two Bible verses:

'That person is like a tree planted by streams of water, which yields its fruit in season and whose leaf does not wither— whatever they do prospers.' (Psalm 1 v3)

'Jesus grew in wisdom and stature, and in favour with God and man.' (Luke 2 v52)

5.1.4 How do we achieve this?

**Faith in Christ** - Through sound biblical knowledge and a belief in the power of prayer, BCS provides a discipleship opportunity for students to apply the Word of God to their lives, laying a solid foundation for a personal relationship with Jesus Christ. Everyone is committed to a lifestyle of lovingly serving others.

**Christian Education** - Our curriculum reflects our vision. We provide a holistic Christian education through passionate and dedicated staff, developing each child's whole character alongside their academic learning. BCS students develop critical thinking and problem-solving skills to be independent learners. We encourage our students to take ownership of their learning experience.

**Christian Community** - Through partnership with parents, churches and the wider community, all BCS students are loved, valued and respected. Each child is accepted, nurtured, challenged and encouraged. They are inspired to discover and develop their unique God-given abilities as they grow in confidence to see themselves the way Christ sees them.

5.2 Volunteers will have a review annually or each term as appropriate dependant on their role and frequency of time in school with either the lead teacher for that area or the SLT member responsible for that area. The review form will take the format illustrated in Appendix 4.

## 6.0 **Confidentiality**

6.1 Volunteers in school are bound by a code of confidentiality whilst volunteering in school and once they have ceased volunteering and left the school. 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 of the child/persons.

6.2 Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Head teacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

6.3 Volunteers should abide by the schools data protection policy and e-safety policy.

## 7.0 **Supervision**

7.1 All volunteers work under the supervision of a teacher or full time member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking.

7.2 Volunteers will have clear guidance from the designated supervisor as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

## 8.0 **Health & Safety**

8.1 The school has a Health & Safety Policy and this will be explained to volunteers working in the school at induction. The school business manager will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) at induction and about any safety aspects associated with particular tasks (e.g. using D T equipment/accompanying pupils on visits).

8.2 Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/Head teacher.

8.3 Volunteers are covered by Bradford Christian School's Health & Safety Statement and indemnity and Public Liability Insurance.

#### 9.0 **Complaints Procedure**

9.1 Any complaints made about a volunteer will be referred to the Head teacher or appropriate senior member of staff, for investigation.

9.2 Any complaints made by a volunteer will be dealt with in the same way.

9.3 The Head teacher or designated safeguarding lead reserves the right to take the following action: -

- To speak with a volunteer about a breach of the Volunteer Agreement, provide any clarification in terms of expectation that might be required and seek reassurance that this will not happen again.
- Based upon the facts identified in the investigation it may be necessary for the School to inform the volunteer that it is no longer appropriate for them to volunteer at the school.

#### 10.0 **Work Experience & Training Placements**

10.1 In addition, we offer work experience placements for adults in training, as well as young people wishing to have work experience in a school setting. In such cases, the vetting is carried out by the applicant's host agency. Students on placements from universities or colleges will be vetted by their place of study and a formal statement of assurance will be provided to school prior to commencement of their placement. Where secondary school students seek work experience, a statement of assurance as to their suitability will be obtained from their school and they will be supervised by a suitable adult throughout their placement (This will usually be the class teacher). Whilst these measures are strictly adhered to, we wish to assure all volunteers of our commitment to supporting their learning experience and stress that we value their contribution. All work placement students will have an induction briefing to ensure they are aware of school's key policies, administrative rules and regulations, including the school's dress code, staff conduct and confidentiality requirements. They are all asked to sign in and wear a Visitor's badge. Students on longer placements will have a badge made.

#### 11.0 **Specific Guidance for members of staff organising visits from external agencies**

11.1 The following procedures should be followed by all school staff involved in organising visits from external agencies and speakers:

- Add the visit to the visiting speakers log held in the Head teacher's office. (Format Appendix 5)
- Prior to the visit, discuss with the visitor how their session will add value to the pupils' learning experience. If possible obtain set of notes prior to or during visit to be included in the log and to assure the arranger of content.
- Ensure the visitor/external agency learning outcomes complement school's planned programmes or schemes of work and is in line with school policies. (This is particularly important in Health areas e.g. Sex & Relationships Education).
- Be confident that the visitor/external agency has the required expertise in the subject they are delivering together with the necessary experience and skills to deliver sessions that are age appropriate and factually accurate.
- Discuss and agree the aims / desired learning outcomes of the session prior to the session running, professional boundaries, including responsibility for classroom discipline.
- Inform each visitor/external agency of all relevant information to ensure the inclusion of all pupils. This may include the age and gender ratio of students, background, ethnicity and culture of students and special education needs (if applicable).
- Provide each visitor with named school contact.
- Ensure the activity meets Health and Safety guidelines.

- Staff must ensure such visitors are aware of school’s core policies such as Safeguarding and provide access to any further relevant documentation e.g. relevant risk assessments.
- All staff must inform the relevant people of the intended presence and remit of visitor: e.g. Head Teacher, office staff.
- Organise, meet and greet arrangements and classroom/assembly lay out.
- Ensure the relevant staff member/s (i.e. class teacher) is present during the session, as they are responsible for class discipline, monitoring, safeguarding and evaluation.
- Ensure the pupils are given time to reflect on what they have learned.

## 12.0 **Contractors**

12.1 Wherever possible, maintenance work carried out by external contractors is completed outside pupil access hours. However, there are times when this is not possible. In such cases delivery staff, maintenance engineers and contractors may access and carry out routine and emergency work on the school site. These visitors are required to meet school’s safeguarding requirements which consist of the following procedures:

- All contractors are required to sign and date the visitor log book. (Note: on departure, all visitors are required to enter a time of departure to meet Health & Safety requirements.)
- A school visitor badge will be issued and prominently worn. This is to assure all staff in school that contractors have completed the above procedures and therefore are known and recorded to be on site.
- A member of staff will accompany an external contractor if they are working in an area of the school with access to students.
- Where appropriate the school will inspect the contractors safe working plan and working method statement and require the contractor to comply with the school’s health and safety policy.

## 13.0 **Visiting Local Authority and National Health Service Professionals**


13.1 Visiting staff from the Local Authority and Primary Care Trust that are in a regulated activity with school do not have to comply with the aforementioned vetting procedures as their organisations have issued a statement of assurance. These statements assure school that their host organisations have obtained DBS disclosure certificates.

13.2 However, they will be asked to sign in, show proof of their identity and wear a visitor’s badge.

## 14.0 **Review**

14.1 The following guidance has been referenced in the writing of this policy:  
Keeping Children Safe in Education September 2019

14.2 This policy was written in March 2017 and will be reviewed annually. This latest review was completed in July 2020.

Formally agreed through SLT compliance:	<b>20<sup>th</sup> August 2020</b>
Signed Jane Prothero – Head Teacher	
Review Date:	<b>July 2021</b>



**VOLUNTEER APPLICATION FORM – FOR NEW VOLUNTEER**

First Name:		
Surname:		
Date of Birth:		
Address:		
Phone: Home  Mobile		
References: (You will require 2 references that will need to be provided before you begin volunteering. Please provide 2 Names and addresses of people who have agreed to act as your referee.)	1	2
<p>Have you ever been subject to any conviction, caution or bind over including those classed as spent or discharged, or disqualified from working with children or subject to sanctions imposed by a regulatory body? YES / NO If yes, please give details:</p>		
<p>What activities/ areas of the school's work would you like to help with?</p>		
<p>Are there any particular age groups/classes you would like to work with?</p>		
<p>Are there any adjustments that we would need to make to allow you to work as a Volunteer in School? (please give details)</p>		
Signed		
Dated:		

**Thank you for taking time to complete this Volunteer Application Form**  
Please hand it to the School Office, marked for the attention of the Head teacher.  
**Your offer of help is greatly appreciated and we will be in touch as soon as possible.**

## VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at school.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and hand it in at school.

You will receive a copy of it for your records. Please tick to confirm the following:

- I have received a copy of the School's Volunteer Policy
- I have received and read a copy of the school's safeguarding policy and will abide by its contents.
- I agree to support the School's Aims
- I agree to treat information obtained from being a Volunteer in School as Strictly Confidential
- I understand that an enhanced Disclosure and Barring Service (DBS) check will be undertaken
- If you already have a DBS Certificate, please hand it to the school, the number will be recorded and checks made with the issuing body.
- I have been made aware of who is my designated supervisor e.g. Class Teacher, Year Teacher, Head of Department
- I know when my review meeting with my designated supervisor is.
- I declare that I am not subject to any conviction, caution or bind over including those classed as spent or discharged. I also declare that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body

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

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

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

## 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. Bradford Christian school is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers and visitors to share that commitment.

Please read and return this appendix, and sign and return the helper's slip.

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 re 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.



**Agreement**

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: \_\_\_\_\_

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

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



**VOLUNTEER TERMLY REVIEW**

Name of Volunteer:	
Class Working In	
Volunteer happy with role?	
Any Issues?	
Discussion re performance	

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

Dated: \_\_\_\_\_

Job Holder

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

Dated: \_\_\_\_\_

Reviewing Teacher

Visiting Speakers Log

Date	Name	Organisation	Subject including Brief Description	Content of presentation agreed (Y/N)	Name of organising staff member	Delivered to:- (Primary, Y10 etc)	Presentation notes in folder (Y/N)	Made aware of H&S – Y/N

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

Name of Person .....

Is the volunteer in 'Regulated' Activity? Yes " No "

If 'yes', an enhanced DBS with Barred list check is required.

Is the volunteer not in 'Regulated' Activity? Yes " No "

If 'no', an enhanced DBS without a Barred list check *may* be obtained

Areas to consider

What is the age group of the pupils that the volunteer will work with?	
Are these pupils regarded as particularly vulnerable?	
How frequently will the volunteer be in school?	
What is the connection of the volunteer to the school?	
What motivates the volunteer to want to work in the school?	
Is the volunteer in paid employment or do they work in a voluntary capacity elsewhere with children?	
Can the volunteer provide at least one reference from someone other than a family member, including a senior person at the employment or voluntary service named above?	
What information does the school already know about the person?	
Has the person's identity been verified?	
Is the person signed up to the DBS Update Service?	
Has a check been completed on the DBS Update Service?	
Is the person aware of any reason why they should not volunteer to work with children?	
Is the school aware of any reason that the person should not work with children?	

**Decision**

- High Risk** – the person has no previous connection with the school AND cannot provide references from elsewhere.

There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school should consider whether the person's uncorroborated background would raise an unacceptable risk.

- Medium Risk** – The person can provide suitable references for other work with children (either paid or unpaid), they have a connection to the school, and no issues have come to light that would mean they would be unsuitable. There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school may wish to do so, as no enhanced DBS has been seen.
  
- Low Risk** – The person is signed up to the DBS Update Service and the checks reveal no negative information OR The person is employed or volunteers elsewhere and has a recent enhanced DBS and can provide references OR the school knows the person well (eg. may be a former employee)  
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, unless the person uses the DBS Update service, the school may decide to obtain a new enhanced DBS.

**Decision**

- Application for enhanced DBS check is not needed. State reason(s) below:

- Application for an enhanced DBS check is needed. State reason(s) below:

- Application for an enhanced DBS check and a Barred List check is needed because the person is in Regulated Activity

Headteacher (Print Name) .....

Headteacher (Signature) .....

Date .....