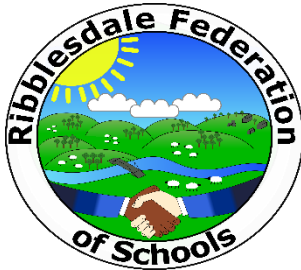


# The Ribblesdale Federation of Schools

Do Everything in Love (1 Corinthians 16:14)



## Volunteer Policy

Document Status			
Date of policy creation/review	Reasons for review	Date of adoption by the Governing Board	Date of next review
Signed and dated: 27.11.23			
Executive Headteacher	<i>C. Maddock</i>	Chair of Governors	<i>John Buckley</i>

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## 1. 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.

We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

The aim of the Ribblesdale Federation of Schools volunteer policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers

This policy has been developed in line with the Department for Education (DfE)'s statutory safeguarding guidance, [Keeping Children Safe in Education \(KCSIE\)](#).

## 2. How we use volunteers

At The Ribblesdale Federation schools' volunteers may:

- Hear children read
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT or art

This isn't an exhaustive list.

Volunteers may be:

- Members of the governing board
- Parents
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTA
- Local clergy or members of the congregation

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 policy. They are covered by our governor code of conduct.

### 3. How to apply to volunteer

Anyone wishing to become a volunteer should either:

- Approach the Executive Head teacher, other senior leaders or class teachers
- Complete the RFS Volunteer Expression of Interest and email it to the school office using the dedicated email accounts for each school setting (see appendix 1)
- Complete an application form (see appendix 2)

### 4. Appointment of volunteers

Volunteers are appointed by the Executive Headteacher or in their absence a member of the Senior Leadership Team.

The Executive Headteacher will determine which school within the Federation the volunteer will be allocated to, taking into consideration volunteer preferences. Volunteers should note that whilst a preference may be stated, the decision will rest with the Executive Headteacher.

Parents and close relatives of children who attend the school will not be permitted to work in the same class as the child they are related to, and they may be allocated to another school at the discretion of the Executive Head teacher.

Appointment and induction of new volunteers can take up to half a term and is dependent on the candidate and available spaces within the school.

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training (see below)

The Executive Headteacher reserves the right to refuse volunteers and can also terminate a placement at any time.

All volunteers are required to go through all the clearances in line with Safer Recruitment which includes, two satisfactory references, Enhanced DBS checks, Barred List Check, TRA Check (if they have ever been a teacher), Overseas Check if lived outside UK.

### 5. Safeguarding

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we're upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks with a barred list check on volunteers who:
  - Work 1-on-1 with pupils unsupervised
  - Work with groups of pupils unsupervised
  - Supervise or accompany groups of pupils on overnight residential visits
  - Meet the relevant DBS check criteria
- 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 work the volunteer will be involved in, taking advice from HR as required
- Provide safeguarding training to all volunteers **prior** to them beginning work at the school, including ensuring that they have read and understood part 1, part 5, annex b and page 100 – low level concerns, of Keeping Children Safe in Education
- Complete annual safeguarding training as directed by the DSL and Executive Headteacher
- Ensure volunteers are expected to read and understand KCSIE on an annual basis when this is updated;

- Require volunteers to agree and adhere to our code of conduct (see appendix 2) and to read, sign that they have understood and adhere to, the school's policies on:
  - Safeguarding and Child Protection
  - Low Level Concerns Policy
  - Use of mobile phones and smart technology
  - ICT and internet acceptable use
  - Online safety
  - Behaviour
  - Whistleblowing
  - Child on Child Abuse
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils, and where appropriate conduct a risk assessment
- Conduct a risk assessment to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
  - The nature of the work they will be doing
  - What we know about them
  - References from employers or other voluntary roles
  - Whether the role is eligible for an enhanced DBS check
- Volunteers who may be attending school through a specific organization e.g. NSPCC, will conduct their own DBS clearances. The school would ensure that they seek the relevant assurances regarding these checks prior to any visits to school by their designated volunteers.
- Regular school volunteers will be included on the SCR.

The school will consult with HR if they have any queries in relation to safeguarding and DBS checks.

## 6. Induction and training

All volunteers will be expected to take part in an induction process, which will be conducted by either the Executive Headteacher or a member of the Senior Leadership Team.

Our Induction process and training will cover:

- Health and Safety Practice and Protocols
- Safeguarding and Child Protection Procedures and Policies, including sharing any concerns
- How to share safeguarding concerns
- Allocate a mentor or buddy
- Introduce key staff in school
- Introduce the DSL/DDSLs and explain their role in school
- A tour of the school
- Timetables
- Code of conduct

## › Confidentiality

Volunteers must complete appropriate training prior to beginning work at the school:

The following training requirements must be undertaken prior to any work being undertaken in school:

- Prevent Training – Awareness or refresher course
- Read and understood KCSIE Pt 1, Pt 5 and section on low level concerns
- Completed volunteer induction and checklist completed

Training requirements will be determined by the Executive headteacher, or a member of the Senior Leadership Team. The following list may be subject to review and change, dependent of changes to annual KCSIE requirements and local advice. The above training is a minimum requirement,

**All volunteers** must have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing.

## 7. Confidentiality

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation.

If volunteers have concerns, they should raise these with the Executive Headteacher, a member of the SLT or another appropriate member of staff. They shouldn't discuss them with pupils or parents.

This doesn't prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our Child Protection and Safeguarding Policy and inform the designated safeguarding lead (DSL) or deputy DSL if the DSL is not available.

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

## 8. Conduct of volunteers

Volunteers must comply with the code of conduct which they will be expected to read and sign they have understood.

## 9. Insurance

The school's insurance policy covers volunteers in the event of an accident or emergency.

If a volunteer is working at the school through another organisation, we will also check that organisation's insurance arrangements.

## 11. Data protection and record keeping

Our privacy notice for volunteers explains what information we collect about volunteers and why we collect it. This is available on the Federation website.

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 work at our school

## **12. Monitoring and review**

This policy has been approved by the Governing Board of the Ribblesdale Federation and will be reviewed bi-annually.

This volunteering policy is linked to our:

- Child protection policy and procedures
- Staff conduct policy
- All above policies

## Appendix 1: RFS Volunteer Expression of Interest

### The Ribblesdale Federation of Schools

We warmly welcome volunteers in our schools to support with a range of activities. To ensure we meet statutory safeguarding duties and to make sure we make the most effective use of volunteers' time we ask that anyone interested completes this form below. We will then ensure volunteers have a full induction and any necessary support and guidance before beginning their voluntary work.

<b>Name</b>	<b>School children attend &amp; current class or classes they are in.</b>	
<b>Contact details</b> Email Home phone Mobile	<b>Days and times available</b>	
<b>Areas of interest – Please indicate which areas you would be interested and feel confident in supporting</b>		
<b>Hearing individual readers</b>		
<b>Working with individuals on maths fluency e.g. number bonds, times tables.</b>		
<b>Resource preparation – laminating</b>		
<b>Library – helping pupils choose and change library books</b>		
<b>Early Years (reception and nursery) small group support with pre planned activities.</b>		
<b>Other</b>		

**Thank you for taking time to complete this Volunteer Information Sheet. Please hand it to the school office. Your offer of help is appreciated and we will be in touch shortly.**





**Appendix 2: RFS Volunteer Application Form**

## Volunteer Application Form – Schools

Completed applications should be returned to the school at the following address:

**The Ribblesdale Federation of Schools**  
**School Lane**  
**Long Preston**  
**Skipton BD23 4PN**

**SECTION 1 - POST DETAILS**

**Volunteer**

**Please write in capital letters in black ink or type, do not include a CV.**

**This application form has been designed to exclude information that might lead to discrimination. Please refer to the accompanying guidance notes when completing your application.**

**SECTION 2 - PERSONAL DETAILS**

Title:	First forename:
Other forename:	Surname:
Former Surname(s):	Other names:
Address line 1:	Address line 2:
Town:	County:
Postcode:	Country:

Home Phone No.:	Resident at this address since (Date):
Mobile Number:	Work Number:
Email Address:	

**Please note correspondence regarding your application may be sent to your e-mail and/or postal address. Applicants who have not heard within 21 days of the closing date are thanked for their application and are asked to assume that it has been unsuccessful on this occasion.**

**SECTION 3 - PERSONAL DETAILS CONTINUED**

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?                      Yes                          No   

If Yes, please provide details:

If you are successful in your application would you require a work permit or visa prior to taking up employment?                      Yes                          No   

Have you ever lived and/or worked outside of the UK?                      Yes                          No   

If Yes, please provide details:

Do you hold a Certificate of Good Conduct for your time spent abroad?    Yes                          No   

If yes, please provide the country and date of issue:

Teaching staff only: Do you hold a letter of professional standing for any countries where you have worked as a teacher?    Yes                          No   

If yes, please provide the country and date of issue:

Insert your National Insurance Number:

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**SECTION 4 – SOURCE OF APPLICATION**

Where did you see the vacancy advertised? Please specify:

**SECTION 5 – SECONDARY EDUCATION**

Detail here any qualifications held (continue on a separate sheet if necessary).

Subject	Qualification	Awarding Body	Grade	Month and Year obtained (Mandatory)

**SECTION 6 – FURTHER EDUCATION**

Detail here any Further Education/Vocational/Professional Qualifications/Other Qualifications held or currently being studied (continue on a separate sheet if necessary).

School, College, University or awarding body	Subject	Qualification/Level	Grade	Date Obtained / Examination Date

**SECTION 7 – COURSES**

Please give details of recent significant in-service training courses etc. attended. (Continue on a separate sheet if necessary). *(Teaching Roles Only - Newly Qualified Teachers are invited to outline key elements of their course).*

Organising Body	Nature/Title of Course	Dates

**SECTION 8 – MEMBERSHIP OF PROFESSIONAL BODIES**

Institute	Grade of Membership, Membership Number	Enrolment date	Examination date	Expiry date

**SECTION 9 – REGISTERED COUNCILS**

Are you registered with the Institute for Learning? Yes  No

**If you have answered Yes, please provide your Registration number**

**Teaching Roles only:**

Teacher Reference Number:			
Current salary point:			
Date QTS awarded:			
Induction period completed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date of completion:	
<b>If you have answered No, please select the appropriate option:</b>	Not started <input type="checkbox"/> First formal assessment satisfactorily completed <input type="checkbox"/> Exempt <input type="checkbox"/> Please state reason:		

**SECTION 10 – EMPLOYMENT DETAILS**

Have you previously worked for or are currently working for North Yorkshire County Council? *(An employee is defined as someone who is paid directly by NYCC and does not include those working in a voluntary capacity or via an agency)*

Yes  No

Manager's name and job title:	Job Title:
Place of work:	Employment start date (Month/YYYY):
Employment end date (Month/YYYY) (if applicable):	Reason for leaving (if applicable):
Number on roll ( <i>teaching roles only</i> ):	Age Range ( <i>teaching roles only</i> ):
Employee reference number:	

#### SECTION 11 – PRESENT OR MOST RECENT EMPLOYMENT

Name of Employer:	
Local Education Authority (if applicable):	
Address line 1:	Address line 2:
Town:	County:
Postcode:	Country:
Post held:	Grade:
Number on roll ( <i>teaching roles only</i> ):	Age Range ( <i>teaching roles only</i> ):
Date of appointment (Month/YYYY):	Salary:
Notice Required:                      Weeks/Months	Telephone number:
Leave date (if applicable- Month/YYYY):	Reason for leaving (if applicable):

Summary of current job role; duties and responsibilities

## SECTION 12 – PREVIOUS EMPLOYMENT

List all your previous jobs (most recent first). Identify and account for any gaps in employment.

<b>Name of Employer:</b>	
Address line 1:	Address line 2:
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	
Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY):	Reason for leaving (if applicable):
<b>Name of Employer</b>	
Address line 1:	Address line 2:
Town:	County:
Postcode:	Country:
Post held:	

Job Role Summary:	
Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY):	Reason of leaving (if applicable):
<b>Name of Employer:</b>	
Address line 1:	Address line 2:
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	
Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY):	Reason of leaving (if applicable):
<b>Name of Employer:</b>	
Address line 1:	Address line 2:
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	
Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY):	Reason of leaving (if applicable):

**Please provide details for any gaps in your employment history (from leaving school to present) when you have not been in education, training or employment.**

**Please list dates and the reason (i.e. travel, parental leave, voluntary work, etc.)**

Gaps in employment (including dates (Month/YYYY))

### SECTION 13 – REFERENCE OF PRESENT OR MOST RECENT EMPLOYMENT

Please give the name and addresses of two referees (not relatives) one of whom should be your present employer (or last employer if not currently employed). If you are in, or have just completed, full time education, one referee should be from your School/College/University. If you have previously worked with children but no longer do so, you will be asked for a referee from that employer.

**Please note your referees should ideally be a previous line manager or someone in a position of authority.**

Title:	First forename:
Surname:	Job title:
Address line 1:	Address line 2:
Town:	County:
Postcode:	Country:
Telephone number:	Email address:
Relationship to you:	Do you give permission for referees to be contacted prior to an offer of employment being made?  Yes <input type="checkbox"/> No <input type="checkbox"/>

### SECTION 14 – REFERENCES

Title:	First forename:
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Other forename:	Surname:
Address line 1:	Address line 2:
Town:	County:
Postcode:	Country:
Telephone number:	Email address:
Occupation:	
Relationship to you?	Do you give permission for referees to be contacted prior to an offer of employment being made?  Yes <input type="checkbox"/> No <input type="checkbox"/>

#### SECTION 15 – DECLARATIONS AND CONSENTS

Are there any reasonable adjustments that you would require to enable you to participate in the interview/assessment event if you were selected to attend?

Are you related to any member or employee of the County Council? Yes  No

If you answered 'Yes', please provide details

Are you related to a member of the School Governing Body? Yes  No

If 'Yes', please provide name(s) & relationship:

I understand that canvassing of any Governors, Members or Officers of North Yorkshire County Council in connection with this appointment will disqualify me.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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**Has any previous employer expressed concerns and/or taken any action, whether informal/ formal (including suspension from duty) on the following: (Include any investigations or actions taken by your professional body)**

<b>Capability or work performance</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please provide details:		
<b>Disciplinary</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please provide details:		
You are only required to declare live disciplinary sanctions unless they relate to safeguarding (see below)		
<b>Safeguarding</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please include details of any allegations which have been made against you and how these have been categorised. Any disciplinary sanctions relating to safeguarding must also be declared, including those which have expired for disciplinary purposes.		
Are there any dates when you would not be available for interview in the near future?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please provide details:		
Please state the date on which you could take up duty if appointed		
Do you hold a current driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Driving licence number		
Driving licence type	Paper <input type="checkbox"/>	Photo <input type="checkbox"/>

Date valid from (DD/MM/YY)	
Issue Country	
What type of licence is it? (eg full, provisional, HGV, PSV)	
Do you have use of a car?	Yes <input type="checkbox"/> No <input type="checkbox"/>
I declare that the information contained in this application form is correct and understand that the school/Council will request to see proof of qualifications at the time of interview.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I consent to the school and North Yorkshire County Council recording and processing the information detailed in this application. North Yorkshire County Council will comply with their obligation under the Data Protection Act 2018.	Yes <input type="checkbox"/> No <input type="checkbox"/>

**SECTION 16 – SUPPORTING EVIDENCE**

**Please ensure that you have read carefully the job description and person specification for the role that you are applying for. In this section you are required to detail how your knowledge, skills and experience evidence that you meet the requirements for this post as detailed in the person specification and advertisement. Shortlisting and appointment to this post will be based on your ability to meet these requirements.**

**If you submit this form via email you are declaring that the information stated is true and accurate. If you are invited for interview you will be asked to physically sign your application.**

I understand that it is an offence to apply for this role if I am barred from engaging in regulated activity relevant to children.

I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose will be judged as serious misconduct which may result in withdrawal of an offer of employment, dismissal or may be a criminal offence.

Signature: .....Dated:.....

Please return all completed applications to the school address

**SECTION 17 – EQUAL OPPORTUNITIES MONITORING**

North Yorkshire County Council is committed to equality in employment. The Council’s aim is to ensure equality for all existing and prospective employees. In line with this North Yorkshire County Council are required to publish work force data.

In order to assist the Council with this aim please provide the information below in monitoring recruitment procedures for which your co-operation would be appreciated.

The information will not form part of our short listing, and will be separated from your application form upon receipt. The information provided will be used for statistical and monitoring purposes and to help us to develop our policies and practice and will be treated confidentially and be subject to the provisions under the current Equality Legislation and Data Protection Act.

Applicant name	
Post applied for	
Closing date	

Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to disclose <input type="checkbox"/>
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**Please note: the categories below are taken from the 2001 Census. The Council is required to use this format for its monitoring exercises.**

What is your ethnic group?	White British <input type="checkbox"/> White Irish <input type="checkbox"/> White Other <input type="checkbox"/> Mixed: White and Black <input type="checkbox"/> Mixed: White and Black African <input type="checkbox"/> Mixed: White and Asian <input type="checkbox"/> Asian or Asian British <input type="checkbox"/> Asian or Asian British: Indian <input type="checkbox"/>
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	Asian or Asian British: Pakistani <input type="checkbox"/> Asian or Asian British: Bangladeshi <input type="checkbox"/> Asian or Asian British: Other Asian <input type="checkbox"/> Black or Black British: Caribbean <input type="checkbox"/> Black or Black British: African <input type="checkbox"/> Black or Black British: Other Black <input type="checkbox"/> Chinese or Other Ethnic Group <input type="checkbox"/> Other <input type="checkbox"/>
Please specify	
Do you consider yourself to have a disability as described by the Equality Act 2010?  You are disabled under the Equality Act if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities. Further information is available here: <a href="http://www.gov.uk">Definition of disability under the Equality Act 2010 - GOV.UK (www.gov.uk)</a>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of birth*	

\* For successful candidates only, this information will be used as part of pre-employment vetting checks to assist in the confirmation of identify.

## APPLYING FOR A JOB WITH NORTH YORKSHIRE COUNTY COUNCIL

### IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

#### Data Protection

The information that you state on this application form will be used by the school and the Council to consider you for a job vacancy. To find out about how we use your personal data for the purposes of recruitment please see our Privacy Notice at [www.northyorks.gov.uk/working-us](http://www.northyorks.gov.uk/working-us).

#### Rehabilitation of Offenders

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and will require that you have an enhanced Disclosure and Barring Service criminal records check for work with children, with a barred list check if you work in regulated activity. The Exceptions Order 1975 as amended, means that some convictions and cautions are 'protected' so do not need to be disclosed.

Should you be shortlisted, you will be asked to disclose details of your criminal history, in line with DBS filtering rules, prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

Please also see the policy statement on the Recruitment of Ex-offenders below.

#### Information in Support of your Application

Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed, both through your application form and at interview.

As part of the application process, you may have been asked to demonstrate within this application form how you meet some or all of the criteria or key competencies outlined in the person specification. Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them by giving **specific and detailed examples** which include a focus on outcomes and on your own contribution to the scenario. Try to use different and varied examples wherever possible.

When completing these sections, do not forget the skills and experience you have gained outside full-time work. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job.

#### Canvassing

You must not try to influence an elected Council Member, any council employee or a member of the school governing body, to act in your favour, as this will disqualify you. If you are related to a Councillor, a Council employee or a governor you must indicate this in the relevant section of the application form.

## Policy Statement on the Recruitment of Ex-offenders

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), this school complies fully with the DBS [code of practice](#) and undertakes to treat all applicants for positions fairly.
2. This school undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. This school can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Police Act Regulations as amended) this school can only ask an individual about convictions and cautions that are not protected.
4. This school is committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
5. This school has this written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
6. This school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Candidates are selected for interview based on their skills, qualifications and experience and criminal record information is only requested from short-listed candidates.
7. A disclosure is only requested from the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that a DBS certificate will be requested in the event of the individual being offered the position.
8. This school ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
9. This school also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
10. At interview, or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.



11. This school makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request.
12. This school undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

(Source [www.gov.uk](http://www.gov.uk))

## **Appendix 3: 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. Child protection and Safeguarding
- 1.1.2. ICT and internet acceptable use
- 1.1.3. Online safety
- 1.1.4. Mobile phones and Smart Technology
- 1.1.5. Data protection
- 1.1.6. Health and safety
- 1.1.7. Equality
- 1.1.8. Whistle-blowing
- 1.1.9. Behaviour
- 1.1.10. All safeguarding policies

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 a member of the Senior Leadership Team.
- 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.
- 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 at the end of term 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 supervisor 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 DSL is Catherine Maddocks and the Deputy DSLs are Rachel Mounsey, Helen Haynes (Giggleswick), Shaun Wiseman (Long Preston), Nicola Devereux and Claire Cawood (Hellifield)
- 3.3. Volunteers should refrain from physical contact with pupils and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.
- 3.4. Volunteers must alert the DSL if a pupil develops an infatuation with them, and 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
- 3.5. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

### **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 headteacher.

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

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Volunteer name (please print)

X

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Volunteer signature

X

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Date

### Appendix 3: requesting a volunteer (information for staff)

If you'd like assistance from a volunteer in your classroom, or for a specific activity or trip, fill out the form below and submit to the school office.

#### Volunteer request form

ACTIVITY DETAILS	
Year group/class	
Activity details	
Date(s) and time(s)	
Is this activity ... (circle one)	One-off? Daily? Weekly? Other? If other, please explain:
Will there be any costs for the volunteer (such as entry fees to museums, materials, or travel)?	
Volunteer details	
How many volunteers do you need?	
Do you need your volunteers to have any specific skills or experience?	

Submitted by: