



# Long Lane Primary School

## Engaging Volunteers in School

Date	Description
December 2021	Agreed by Full Governing Board

<b>Review Schedule</b>	Annually
<b>Next Review</b>	December 2024

Document Control

<b>Document Ref:</b>	HREV02	<b>Date Created:</b>	Feb 10
<b>Version:</b>	6	<b>Date Modified:</b>	June 2017, March 2021
<b>Revision due</b>	March 2026		
<b>Author:</b>	West Berkshire Council Human Resources	<b>Sign &amp; Date:</b>	
<b>Owning Service</b>			
<b>Equality Impact Assessment: (EIA)</b>	Date undertaken:		
	Issues (if any):		
<b>Chief Executive</b>	Sign & Date:		
<b>Corporate Director (Communities)</b>	Sign & Date:		
<b>Corporate Director (Economy and Environment)</b>	Sign & Date:		

## Change History

Version	Date	Description	Change ID
1	Feb 2010	New document	
2	Jan 2013	References to CRB amended to reflect change to DBS	
3	March 2014	General; update and reformat, make a distinction in the process for volunteers engaged for one off activities, and those engaged longer term	
4	March 2016	Revised to reflect change in law requiring Enhanced DBS check (without barred list check) for all school governors and general review.	
5	June 2017	Updated to reflect change from Governing board to Governing Board	
6	March 2021	General update and revised to make process for engaging volunteers more robust in line with keeping children safe in education including requirement to provide employment history and seeking overseas criminal record checks, to require consideration of capabilities of volunteers and clarify risk assessment requirements and add in a criminal records self disclosure form	

# Contents

---

1. Purpose .....	4
2. Applicability .....	4
3. Policy .....	4
4. Implementation.....	5
5. Roles and Responsibilities.....	5
6. Procedure for engaging volunteers .....	7
7. Induction.....	11
8. Health and safety .....	11
9. Support and supervision .....	12
10. Maintaining records of volunteers.....	12
11. Expenses.....	13
12. Dealing with problems.....	13
13. Volunteer drivers .....	13
14. Failure to comply with the Engaging Volunteers Policy and Procedure.....	15
15. Review.....	15
Additional information.....	15
Other Relevant Documentation.....	15
Appendix 1 Template volunteer application form.....	16
Appendix 2 Template volunteer agreement .....	21
Appendix 3 - Example of a Volunteer Record Template.....	23
Appendix 4 Example volunteer role description.....	24
Appendix 5 - Owner Driver Application and Self Declaration Form.....	26
Appendix 6 Criminal Records Self Disclosure Form .....	28

## 1. **Purpose**

- 1.1 This model policy and procedure has been developed for use in West Berkshire schools, with the exception of academies. It sets out the approach schools should take when recruiting and using volunteers. It is recommended that schools adopt this policy and procedure. Schools should also refer to the School Insurance Guide, available from SLA online.
- 1.2 A volunteer is a person who offers time freely to support an activity, project or programme on an unpaid basis, though out-of-pocket expenses may be payable.
- 1.3 Volunteers offer a diverse, broad range of experiences and skills which can be drawn upon and developed to have a positive impact on a range of school activities.

## 2. **Applicability**

- 2.1 This policy and procedure applies to:
  - 2.1.1 All school employees engaging volunteers to work in schools
  - 2.1.2 All volunteers engaged by the school except governors (see 2.4 below)
- 2.2 This policy and procedure does not apply to academies.
- 2.3 It does not apply to work placements or secondments, including placements of school-age children.
- 2.4 Schools should follow the advice issued by Governor Services regarding the engagement of Governors. Schools must ensure that identity, s128 and enhanced DBS without barred list checks are completed for Governors. Where a Governor also undertakes regulated activity within the school, the other pre-engagement checks set out in this document and the safer recruitment guidance for schools (available on SLA Online) should also be completed. This must include an enhanced DBS with barred list check.
- 2.5 It is the responsibility of each employee and volunteer to familiarise themselves with and adhere to this policy and procedure.

## 3. **Policy**

- 3.1 Volunteers are not employees of the school and will not have a contract of employment with the school. They do not benefit from any of the terms and conditions of employment, such as payment for work, paid holidays or paid sick leave.
- 3.2 The school will agree a role with the volunteer and there will be an expectation that the volunteer will meet the role's requirements and that the school will provide volunteer work for the volunteer. However the volunteer is free to refuse to fulfil the role and the school is not bound to provide the work. It is also expected that both the school and the volunteer will give as much notice as possible if unable to meet these expectations.
- 3.3 The school will ensure that volunteering opportunities are in accordance with its policy/policies on equal opportunities and diversity.

- 3.4 The school recognises the importance of ensuring volunteers are involved in appropriate activities with suitable safer recruitment pre-engagement checks and safeguarding measures put in place.
- 3.5 The school also recognises its duty of care to volunteers and the importance of ensuring that volunteers are given appropriate tasks or activities for the individual's capabilities and competence and given relevant health and safety information, instruction, training and supervision where required.
- 3.6 Volunteers may receive reimbursement for out-of-pocket expenses, where appropriate.
- 3.7 Volunteers will not be used to replace staff or do work that should be undertaken by paid staff.
- 3.8 Where schools insure under the Council's insurance programme volunteers will be included in the Council's current insurance arrangements for public liability and personal accident. Schools must ensure that relevant risk assessments are carried out for any tasks or activities that volunteers undertake and the controls identified in the risk assessment are put into place and followed. The school must share the risk assessment with the volunteer who should sign a copy to confirm that he/she has seen and understood it. If the school is not under the Council's insurance policy they should check with their insurer that adequate cover is in place for volunteers.
- 3.9 Personal data relating to volunteers will be held in line with data protection legislation and retained in accordance with the school's data retention schedule.

#### 4. **Implementation**

- 4.1 This policy is supported and implemented by the procedure for engaging volunteers (see section 6 onwards below).

#### 5. **Roles and Responsibilities**

- 5.1 **The Governing body** is responsible for reviewing this policy and procedure in line with changes to legislation and codes of practice.

- 5.2 Headteachers/line managers are responsible for:

- 5.2.1 Ensuring volunteer roles are clearly defined and that volunteers are not used to replace paid staff or do work that should be undertaken by paid staff.
- 5.2.2 Ensuring adherence to pre-engagement processes, particularly appropriate pre-engagement checks, and ensuring equality of opportunity for prospective volunteers.
- 5.2.3 Ensuring volunteers receive suitable and sufficient induction, including appropriate health and safety information, instruction, training and supervision and an understanding of relevant policies and procedures including safeguarding.
- 5.2.4 Ensuring volunteers are sufficiently skilled and capable of undertaking the tasks required.

- 5.2.5 Ensuring appropriate risk assessments are carried out, kept under review and that any measures identified in these are carried out.
- 5.2.6 Ensuring volunteers receive appropriate information, support, guidance and equipment and, where appropriate, have access to relevant training, meetings and/or development opportunities.
- 5.2.7 Ensuring that volunteers who drive in the course of their duties are made aware of and understand the school's driving at work policy/policies. Note: Schools can amend and adopt the Council's driving at work policy and policy guidance on the safe operation of mini buses. Both documents are available from the Crest system or from the Council's Assurance team.
- 5.2.8 Checking that volunteers who drive in the course of their duties have appropriate insurance cover and have completed an owner driver application and self declaration where they will be using their own vehicle (see appendix 5).
- 5.2.9 Confirming the details of longer term voluntary placement to the volunteer in writing.
- 5.2.10 Maintaining up-to-date records of volunteers, including records of work undertaken (see Example Volunteer Record template – Appendix 3) and copies of volunteer agreements (Appendix 2), and ensuring data is handled and protected in accordance with data protection legislation and the school's retention schedule.
- 5.2.11 Ensuring volunteers receive out-of-pocket expenses in a timely manner and ensuring a budget is available to cover these expenses.

### 5.3 Volunteers are responsible for:

- 5.3.1 Bringing original documentation into the school to show the headteacher/ line manager as required as part of the engagement process (e.g. identity documentation, DBS certificate where applicable) and to ensure safer recruitment of volunteers.
- 5.3.2 Adhering to relevant policies and procedures, including health and safety, equality and diversity, safeguarding and data protection legislation.
- 5.3.3 Complying with the school's driving at work policy/policies where driving is part of the volunteer role. Where a volunteer uses their own vehicle he/she must have a valid driving licence and appropriate insurance including business use where they are driving as part of their role. The volunteer is responsible for completing an owner driver application and self declaration (appendix 5), for ensuring that he/she is appropriately insured, that his/her vehicle is roadworthy, maintained in a safe condition, has a valid road tax and a current MOT certificate.
- 5.3.4 Complying with the school's guidelines and instructions.
- 5.3.5 Ensuring that the privacy, property and confidentiality of the school, its staff, pupils and others are respected.

- 5.3.6 Fulfilling the commitment they have made to undertake voluntary work as fully as possible, and for informing a designated contact where unable to do so.
- 5.3.7 Reporting any concerns to the line manager/supervisor.

## 6. Procedure for engaging volunteers

### 6.1 Attracting volunteers

- 6.1.1 Headteachers/line managers should identify how many volunteers will be needed, over what period.
- 6.1.2 The headteacher/line manager must consider the appropriate method of attracting volunteers from a diverse range of potential volunteers. Careful consideration should be given to advertising longer term volunteer roles. The headteacher/line manager should advertise the vacancy, considering the best means of advertising to attract a diverse range of volunteers.
- 6.1.3 Advertisements can be placed in local papers, on the Teach West Berkshire microsite, on the school website, in the school newsletter or on jobs go public; this may involve a cost. Other means of advertising include the Volunteer Centre for West Berkshire ([volunteer westberks](#)) and the [Do It website](#).
- 6.1.4 Adverts should include a safer recruitment statement, for example:

“This School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices for volunteers reflect this commitment. The successful volunteer(s) for this role will be subject to Disclosure and Barring Service (DBS) checks along with other relevant checks.”
- 6.1.5 Advertisements can also be placed in shop windows, school/club/parish notice boards, newsletters, websites etc.
- 6.1.6 Caution should be used when using word of mouth as the only means of advertising, as this will limit the opportunity to attract a diverse range of people.
- 6.1.7 There may be occasions where schools are approached directly by individuals or a volunteer bureau, requesting volunteer opportunities. In such cases, the school can engage the volunteer, but should ensure that pre-engagement checks, including an interview, and induction are carried out and supervision is put in place.
- 6.1.8 Where a school uses an external organisation to provide volunteers the school must obtain a written statement from the organisation that it has completed all pre-engagement checks required under this procedure and that they are satisfactory. A statement is required for each individual the organisation sends, and must name the volunteer and list the checks that have been completed. The school must check and

retain the statement and must check the identity of the individual when they arrive at the school.

## 6.2 Selecting volunteers

- 6.2.1 An appropriate selection process must be implemented to ensure that volunteers are qualified (if appropriate to the task), competent to undertake the tasks required and in order to safeguard children.
- 6.2.2 Selection processes for longer-term volunteers should mirror those for paid employees. Where the school needs to engage volunteers for longer than a one off activity (i.e. for more than helping out with a school day trip, or to help for a day with craft activities etc.) the line manager/headteacher should draw up a role description. An example role description is included at appendix three, though schools can adapt this to meet the specific needs of the school.
- 6.2.3 A person wishing to become a volunteer for more than a one off activity should be asked to complete a volunteer application form (see appendix one) and informed of the pre-engagement checks required.
- 6.2.4 The headteacher/line manager should prepare an application pack, to contain a copy of the role description, volunteer application form, the school's volunteering policy and procedure, a link to the school's child protection and safeguarding policies, details of who to return the application to and any other information relevant to the position. Where a DBS check will be required the application pack should advise applicants that if shortlisted for interview they will be required to fill out a criminal records self disclosure form (an example can be found at appendix 6), and that if successful at interview a DBS check will be required. An example volunteer application form is attached as appendix one.
- 6.2.5 The school should send out application packs on request and short list candidates from the applications returned.
- 6.2.6 Short listed applicants are required to fill out a criminal records self disclosure form prior to interview. This should be reviewed by the headteacher prior to the interview to assess whether further information on anything disclosed should be sought from the applicant at interview. The self disclosure must be kept securely and confidentially as it may contain sensitive information.
- 6.2.7 Shortlisted applicants should be interviewed by a panel of at least two people one of which must have completed the Safer Recruitment Training. Interviews should include questions to probe applicants' motivation and suitability to work with children. Applicants should be asked to explain any gaps in employment history and any reasons for leaving employment that have been omitted from the application form.

## 6.3 Pre-engagement checks

- 6.3.1 **For all volunteer work, regardless of duration**, the headteacher/line manager should assess the tasks that the volunteer will be required to perform, what supervision will be available and whether the volunteer



will be undertaking 'regulated activity' with children, as defined by the Disclosure and Barring Service. Further guidance and an explanation of regulated activity can be found in [Keeping children safe in education](#).

- 6.3.2 Where regulated activity will be undertaken, an enhanced DBS check with barred list check must be carried out (see [section 9](#) below), and overseas criminal records checks where appropriate. Schools should risk assess whether to undertake an enhanced DBS check without barred list check where the volunteer will not be engaged in regulated activity. Where a DBS check is required short listed applicants are required to complete a criminal records self disclosure form prior to interview.
- 6.3.3 The volunteer's identity should be checked. Identity checking should follow the guidelines can be found in the [DBS ID checking guidelines - GOV.UK](#).
- 6.3.4 Teacher Services System checks should be completed where relevant to the volunteering and a childcare disqualification regulations declaration where appropriate to the role (see the Childcare Disqualification Requirements – advice for schools document available on SLA Online) should also be completed regardless of whether or not the volunteer is undertaking regulated activity or the number of times they will undertake volunteering.
- 6.3.5 Where the volunteer will be driving as part of their volunteer role, a driving licence check and self declaration (appendix 5) should also be completed regardless of whether or not the volunteer is undertaking regulated activity or the number of times they will undertake volunteering.
- 6.3.6 **The school should undertake further pre-engagement checks for all successful applicants for volunteering who will be undertaking regulated activity and those not in regulated activity but who will be undertaking volunteering more than once a month.** This includes governors who will undertake regulated activity. With the exception of a medical check pre-engagement checks should mirror those required for paid employees and should include:
  - 6.3.6.1 Verifying the volunteer's identity. Identity checking should follow the guidelines can be found in the [DBS ID checking guidelines - GOV.UK](#).
  - 6.3.6.2 At least two references satisfactory to the Headteacher
  - 6.3.6.3 Enhanced DBS check, with or without barred list as appropriate
  - 6.3.6.4 Overseas criminal records checks where appropriate
  - 6.3.6.5 Driving licence check and self declaration (appendix 5) where the volunteer will drive as part of their volunteering
  - 6.3.6.6 Childcare disqualification regulations declaration where appropriate to the role (see the Childcare Disqualification Requirements – advice for schools document available on SLA Online).
  - 6.3.6.7 S128 check for governors

- 6.3.6.8 Teacher services system checks where relevant to the volunteering
- 6.3.6.9 See the Safer Recruitment Guidance for Schools (available from SLA Online) for further information on checks.

- 6.3.7 Volunteers are not required to complete a medical questionnaire (PEQ) but headteachers should ensure that the health of the volunteer is considered as part of risk assessments that are undertaken and that volunteers confirm that they are fit to undertake the volunteering activities they are being asked to take part in.
- 6.3.8 Volunteers should not commence the role until these checks have been received and are satisfactory.
- 6.3.9 The school should provide successful applicants with a copy of the volunteer agreement (see appendix two) and keep a signed copy securely in school files in line with the school's retention schedule (Note: this must be kept for a minimum of three years for insurance purposes).

#### 6.4 DBS checks

- 6.4.1 Where a volunteer will be engaged in regulated activity an enhanced DBS with barred list check must be carried out. Full details can be found in [Keeping Children Safe in Education](#) and in section three of the Safer Recruitment Guidance for Schools (available on SLA Online).
- 6.4.2 Where a volunteer is not undertaking regulated activity the school should complete a risk assessment to decide whether to undertake an enhanced DBS check **without** barred list check. See part three of [Keeping Children Safe in Education](#) for further guidance.
- 6.4.3 From 1<sup>st</sup> April 2016 all school governors elected or appointed must have an enhanced DBS **without** barred list check. Where a governor was appointed or elected before 1<sup>st</sup> April 2016, and an enhanced DBS **without** barred list check was not obtained, the school had until 1<sup>st</sup> September 2016 to apply for one.
- 6.4.4 **Where a governor will undertake regulated activity** at the school an enhanced DBS with barred list check must be obtained.
- 6.4.5 The DBS sends the certificate directly to the potential volunteer. The school will receive an email stating either:
  - 6.4.5.1 The check is complete with 'no content' which means that the check is clear, or
  - 6.4.5.2 The check is complete 'with content' which means that the check is not clear.
- 6.4.6 If the check is clear the volunteer can start and bring in the original disclosure certificate on their first day.
- 6.4.7 If the check has 'content' the potential volunteer should be asked to bring in the original certificate as soon as possible to the headteacher who will make a decision using a positive disclosure form. (See the

Safer Recruitment Guidance for schools via SLA Online). The DBS certificate should also be compared with the applicant's criminal records self disclosure. The volunteer must not start volunteering until the positive disclosure form is complete and has been sent to the Head of Children's Services and advice has been sought from the Head of HR.

- 6.4.8 Where a volunteer applicant has lived and/or worked outside England, Wales, Scotland, Northern Ireland, the Channel Islands or the Isle of Man for 3 or more months in the last 5 years the school should require them to obtain an overseas criminal record check(s) for each country they have spent time in (i.e. where they have lived or worked for 3 months or more). For example if someone lived in France 2 years ago for 3 months, then moved to Germany for a year they would be required to get an overseas criminal records check from France and from Germany.
- 6.4.9 Where the volunteer applicant has lived or worked outside the places listed above for 3 or more months, longer ago than 5 years, and worked with children during that time they will also be required to obtain an overseas criminal records check(s) for the relevant country/countries.
- 6.4.10 Where the volunteer applicant is charged for obtaining overseas criminal records checks the school can reimburse these as expenses. Further information on seeking overseas criminal records checks can be found on the [GOV.UK website](https://www.gov.uk).

## 7. Induction

- 7.1 Headteachers/ line managers must ensure that volunteers are given an appropriate induction and other relevant training. In deciding what is appropriate the headteacher/line manager should consider the length of time the volunteer will be volunteering, the type of activities they will be undertaking and the amount of supervision they will be given.
- 7.2 Induction for volunteers should include key policies, such as child protection and safeguarding, health and safety, data protection and the General Data Protection Regulation (GDPR), bullying and harassment, equality and diversity etc. Volunteers should read and understand at least part one of [Keeping children safe in education](#). Volunteers' understanding of these documents should be checked and they should be asked to sign to say that they have read and understood these documents.
- 7.3 Where the period of volunteering is very short and a full induction is not practical, the headteacher/line manager must ensure that measures are put in place to ensure the safeguarding of children, protect the health and safety of the volunteer, pupils, employees, others within the school and the public, to ensure appropriate awareness of confidentiality and data protection, and to ensure that other practices and procedures relevant to the volunteer work are complied with.

## 8. Health and safety

- 8.1 The school has a responsibility for the health and safety of volunteers and will provide volunteers with appropriate guidance on health and safety and carry out appropriate risk assessments. The risk assessment should cover exactly what the activity is and the controls that need to be in place. Risk assessments should

be documented and brought to the attention of volunteers and the school should check volunteers' understanding of these. The volunteer must be asked to sign a copy to confirm that they have received and understood the risk assessments. The school should keep this signed copy in line with the school's retention schedule (Note: this must be for a minimum of 3 years for insurance purposes) .

- 8.2 A volunteer should only carry out activities they are competent to undertake (and physically able to do) and use equipment they are competent and legally able to use (for example there are age restrictions on equipment such as chain saws).
- 8.3 Any appropriate training required should be to the 'industry standard' and should be documented.
- 8.4 Volunteers **MUST NOT** undertake activities that require the participation of a qualified professional, e.g. construction/building work. The activity to be undertaken must be within the capacity of the volunteer.
- 8.5 Volunteers have a duty to take care of themselves and others who might be affected by their actions. Volunteers should follow the risk assessments, health and safety information, instruction and training and the school's health and safety policies and procedures at all times. Headteachers should ensure that volunteers are aware of this responsibility and should also ensure appropriate supervision of volunteers.
- 8.6 Volunteers should report all accidents and near misses to their supervisor. These should be reported and recorded in the same way as for employees via Crest.

## 9. **Support and supervision**

- 9.1 Headteachers/line managers should ensure that appropriate support and supervision is available. Volunteers who have not had an enhanced DBS check with barred list check must never be left unsupervised with children.
- 9.2 Every volunteer should have a nominated person who will be a contact point for the volunteer to go to with queries or problems.
- 9.3 Supervisors of longer-term volunteers should also provide feedback to the volunteer so he/she knows how he/she is performing. As the volunteer will not be paid for undertaking their role it is particularly important for the supervisor to openly recognise and value the contribution the volunteer is making.
- 9.4 The supervisor is also responsible for ensuring appropriate training and development activities are undertaken and recorded.

## 10. **Maintaining records of volunteers**

- 10.1 A designated person in the school should maintain records of volunteers. Volunteer agreements should be kept securely on file.
- 10.2 Details of all volunteers selected for volunteering within the school should be recorded on the Volunteer Record spreadsheet. (An example can be found in appendix three, although schools can adapt this to reflect their own particular needs).

10.3 Details of volunteers in regular contact with children should also be entered onto the **single central record** of pre-employment checks for inspection by Ofsted.

## 11. **Expenses**

11.1 Volunteers are unpaid, however the school may reimburse volunteers for out-of-pocket expenses.

11.2 Where expenses are to be paid, this should be discussed and agreed before the volunteer starts. Mileage rates should not exceed the West Berkshire Council casual user rate.

11.3 It is important that volunteers are not financially out-of-pocket and that expenses are paid promptly. The Headteacher should ensure that an appropriate budget is available to cover this expenditure.

## 12. **Dealing with problems**

12.1 The volunteer should raise any problems that he/she has with his/her supervisor in the first instance. Where the matter is not resolved and the volunteer wishes to raise the matter formally he/she should write to the headteacher.

12.2 If a volunteer's performance falls below the required standards, his/her supervisor should take steps to address this.

12.3 Instances of misconduct must also be managed professionally. This includes situations that occur outside the volunteering role, but which may impact on the role. However, it must be remembered that volunteers are not bound by an employment contract.

12.4 Where it is alleged that a volunteer has engaged in activity that has harmed or may have harmed a child, has possibly committed a criminal offence against or related to a child or has behaved towards a child or children in a way that indicates that he/she may pose a risk of harm to children, schools should follow the actions set out in part four of [Keeping Children Safe in Education](#). The school should seek advice from the Local Authority Designated Officer (LADO) via the Contact and Advisory Service (CAAS) and its HR adviser.

12.5 Where appropriate, allegations of harm will be reported to the DBS for consideration for inclusion on the barred lists.

## 13. **Volunteer drivers**

13.1 Volunteers who drive as part of their role must comply with the school's driving at work policy/policies and if driving a minibus the school's safe operation of minibuses policy. (Note: schools can obtain the Council's driving at work policy and policy and guidance on safe use of mini busses from the Crest system and adapt these for their own use.)

13.2 Volunteers must have a valid driving licence and insurance where they are driving as part of their role.

13.3 Volunteers who will be transporting equipment or people using a vehicle provided by the school must have an appropriate valid driving licence for the category of vehicle they will be using. The Headteacher must ensure that the volunteer will

be covered by the school's insurance for the vehicle prior to the volunteer using the vehicle.

- 13.4 Where a volunteer will be using their own vehicle they must have appropriate business insurance cover and show the school their insurance policy. They must have a valid MOT for the vehicle they will be driving and ensure that it is maintained and road worthy.
- 13.5 Volunteers who will drive their own cars as part of their duties, should be asked to complete a self-declaration form (appendix five – Owner Driver Self Declaration Form).
- 13.6 Where volunteers will be transporting children in a WBC vehicle, they should also complete a DVLA licence check in accordance with the school's Driving at Work Policy (available from Crest). To complete this the volunteer is required to:
  - 13.6.1 Log onto the DVLA View Driving Licence service – [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence) in order to generate a unique one-time access code for their record.
  - 13.6.2 Forward the access code and the last 8 digits of their driving licence number to the school
  - 13.6.3 The school will need to access [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence) with the details provided and save a screen print of the licence details - the view of the driving licence will be date and time stamped and provides a snap shot of the record at that time. Each code will only be valid for 21 days and cannot be redeemed after this period.
  - 13.6.4 If the service is not working, the volunteer should call the DVLA on 0300 790 6801 to help generate a one-time access code.
- 13.7 **It is strongly recommended that volunteers do not transport children in their own vehicles.** However where schools decide to permit this the volunteer should also complete a DVLA licence check as described in 16.6 above.
- 13.8 Volunteers who transport children in any vehicle must ensure that they comply with child car seat safety when transporting children. See [Child car seats: the law - GOV.UK](#) for more information.
- 13.9 The headteacher must ensure that appropriate risk assessments have been completed, including the driver risk assessment and consideration of the safeguarding risk if volunteers are transporting children. Headteachers are advised to ensure that a second adult will be present in the vehicle if children are being transported.
- 13.10 Schools should identify in the risk assessment an alternative driver to cover in emergencies. This will enable the school to carryout all required checks in good time.
- 13.11 Further information can be found in the School Insurance Guide – available from SLA online.
- 13.12 The volunteer must report any vehicle accidents to the school. The school must record this on Crest. The volunteer must also report any motoring offences or

police cautions to the school. The school will not pay any fines accumulated by the volunteer.

#### 14. **Failure to comply with the Engaging Volunteers Policy and Procedure**

14.1 This document provides staff and others with essential information regarding engaging volunteers and sets out conditions to be followed. It is the responsibility of all to whom this policy and procedure document applies to adhere to these conditions. Failure to do so by employees may result in disciplinary action. Failure to do so by volunteers may result in volunteering ceasing for the individual(s) concerned.

#### 15. **Review**

15.1 This model policy and procedure will be reviewed to respond to any changes and at least every 5 years.

## **Additional information**

---

### **List of Appendices**

Appendix 1	Volunteer application form
Appendix 2	Volunteer Agreement
Appendix 3	Volunteer Record Template ( <i>please note, this is an example template, containing minimum information. Where schools consider additional information should be recorded, additional columns can be inserted</i> )
Appendix 4	Volunteer Role Description
Appendix 5	Owner driver application and self declaration form
Appendix 6	Criminal Records self-disclosure form

## **Other Relevant Documentation**

---

Safer Recruitment Policy  
Safer Recruitment Guidance for Schools  
[Keeping Children Safe in Education](#)  
Schools' Insurance Guide  
Driving at work policy  
Policy guidelines on the safe operation of minibuses  
[Child car seats: the law - GOV.UK](#)



CONFIDENTIAL

# Application form

For volunteering in West Berkshire schools



Volunteering preferences and availability							
What area/s are you interested in volunteering in							
When are you interested in volunteering	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Daytime							
Evening							

Your personal details			
First name(s)		Last name	
Address		Home number	
		Mobile number	
		Work number	
		Email	@
Postcode		Preferred contact method	please select...

Relevant training or qualifications (please give details and dates of any training you have undertaken or qualifications you hold that are relevant to the volunteering you would like to do)



**Please provide details of any professional bodies that you are a member of that are relevant to the volunteering you would like to do**

<i>Professional body</i>	<i>Membership level</i>	<i>Date awarded</i>

**Current or most recent employment and volunteering**

Name and address of employer			
Job Title			
Start date		End date (if applicable)	
Reason for leaving (if applicable)			
Key duties			

**Previous employment** (please list all employment and account for any gaps in employment)

Employer's name and address	Dates	Post held and duties	Reason for leaving

## Supporting statement (please give details of why you are interested in volunteering)

## Referees

Please provide contact details for at least two referees who are able to comment on your suitability volunteering in the school.

- The first referee **MUST** be your current or most recent employer (or your course tutor if you are currently in, or have just left, full time education).
- If your current or most recent employment does not involve working with children, your second referee should be the employer/ volunteer supervisor with whom you were most recently employed to work with children or organisation where you have volunteered in a role working with children (if any).
- References from friends and relatives are not normally acceptable.

Current and/or previous employers will be asked about any disciplinary offences (whether or not the sanction has expired) or concerns which relate to your suitability to working with children

We reserve the right to contact any of your previous employers.

	<i>Referee 1</i>	<i>Referee 2</i>	<i>Referee 3</i>
Full name			
Position			
Address			
Telephone			
Email			

Volunteering will be subject to receipt of satisfactory references and any additional pre-volunteering checks.

If successful, the Headteacher or Chair of Governors will contact your referees in order to verify the authorship of the reference.

**Note to Headteachers – include the following information on criminal records self disclosures and DBS checks where the volunteer applicant will be undertaking unsupervised regulated activity or if not in regulated activity where the school requires an enhanced DBS without barred list is required.**

## Criminal records self disclosures and Disclosure Barring Service Checks

[Insert name] school is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share these values. We will ensure that all our volunteer recruitment and selection practices reflect this commitment.

The volunteering you are applying for is 'exempt' from the Rehabilitation of Offenders Act 1974, **so if you are shortlisted for interview** you will be required to declare':

- All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974
- All spent adult cautions (simple or conditional) or spent convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)

The amendments to the Exceptions Order provide that certain 'spent' convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

You can find information about filtering in the [DBS filtering guide - GOV.UK](#)

If you need further advice on whether or not conviction or caution needs to be declared you can find guidance on the Ministry of Justice website and/or seek advice from the [NACRO](#) website and from NACRO's [What do I need to disclose guidance](#).

If you are successful in your application for this volunteering role you will be required to have a DBS check of the appropriate level (standard, enhanced or enhanced with barred list) and other pre-engagement checks. Details can be found in the school's volunteering policy and procedure which was included in the application pack.

### DBS Barred List declaration

**Note to Headteachers – include the following information on the DBS barred list and the 'yes/no' tick boxes where the volunteer applicant will be undertaking unsupervised regulated activity .**

#### **DBS barred lists**

It is a criminal offence to apply for or accept a position (paid or unpaid) working with children and vulnerable adults if you are excluded from such work by virtue of inclusion on the DBS barred list. A copy of the DBS Code of Practice is available on the gov.uk website.

Are you included in the list of people barred from working with children maintained by the Disclosure and Barring Service (DBS) under the Safeguarding Vulnerable Groups Act 2006?

Yes

No

### Teacher Sanctions and Childcare Disqualification Regulations Declaration

**Note to Headteachers – include the following sections for volunteer applicants whose role will include working in a capacity where the childcare disqualification regulations apply.**

#### **Childcare Disqualification Regulations**

If the position you are applying for comes under these regulations you will also be required to complete a separate declaration form as part of the recruitment process.

**Note to Headteachers – include the following sections for volunteer applicants where the volunteer role will include teaching.**

#### **Teaching prohibition and restrictions**

Are you subject to any conditions or prohibitions placed on you by the Secretary of State for Education ?

Yes

No

Do you have any sanction or restriction that is still current that was imposed by the GTCE before its abolition in March 2012?

Yes

No

Are you subject to any teaching prohibitions or restrictions in any other country in which you have worked?

Yes

No

If yes to any of the teaching prohibition and restrictions questions, please give details:

I declare that the information I have given in this application is correct and complete.

I understand that data is collected as part of the volunteer application process. Data will be held securely and accessed by and disclosed to individuals for the purpose of volunteer recruitment and, where you are offered and undertake volunteering work with the school, for the purpose of managing the volunteering relationship.

In submitting this form I give my authority for use of my personal data for the purposes outlined above.

Signature		Date	
-----------	--	------	--

## Equal opportunities

[Name] school supports the principle of equal opportunities and opposes all forms of unlawful and unfair discrimination. It aims to ensure that the human resources, talents and skills available throughout the community are considered when volunteering opportunities arise

First name(s)		Last name	
	/ /	Sex	please select...
	please select...	Are you a carer?	please select...
How do you describe your ethnic background?	please select...		
What is your religion or belief?	please select...		
What is your sexual identity?	please select...		

## Equality Act 2010 – Disability

The definition of disability, as outlined in the Equality Act 2010 is as follows: “A physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities.”

We guarantee to interview disabled applicant who meet the essential requirements for the post.

Under the definition above, do you consider yourself to be disabled?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
--	------------------------------	-----------------------------	--

Please list here any reasonable adjustments you may require to enable you to take part in volunteering activities:

## Appendix 2 Template volunteer agreement

### Template Volunteer Agreement

Volunteers are an important and valued part of the School. We hope that you enjoy volunteering with us and feel fully part of the School team.

This agreement is binding in honour only. It is not intended by the parties to be a legally binding agreement nor is it intended to create an employment relationship between us.

This agreement tells you in brief what you can expect from the school and what the school would like from you, as follows:

#### **[Insert name of] school will:**

- Introduce you to how the school works and your volunteering role within it
- Provide you with training to enable you to undertake the role
- Provide you with a supervisor who will supervise your volunteering and with whom you can discuss your work
- Pay your out-of-pocket expenses promptly, where it is agreed expenses are to be paid.
- Consult with you and keep you informed of changes that affect you
- Provide you with a safe workplace and ensure you have a basic understanding of health and safety issues
- Treat you with dignity and respect
- Indemnify volunteers against Third Party claims under the school's Public Liability Policy, while the volunteer is carrying out their duties

#### **Volunteers will:**

- Undertake the voluntary role outlined in the Volunteer Role Description and give as much warning as possible where unable to attend as arranged
- Follow the School's rules and procedures, including health and safety, confidentiality, child/adult safeguarding and equality and diversity.
- Advise their car insurance company if using their private car in the course of the volunteer duties, or carrying any West Berkshire Council /school equipment in their private car.

*Note: This agreement does not constitute a legally binding contract of employment*

I accept the voluntary role, as outlined in the Role Description, and confirm I am fit to undertake the duties as described.

Signed ..... (Volunteer) Date  
.....

Print name .....

Signed ..... (Supervisor) Date  
.....  
Print name .....

### Appendix 3 - Example of a Volunteer Record Template

*(To be created as an Excel spreadsheet)*

*Schools may wish to include additional data columns, to reflect the particular needs of the school*

First Name	Last Name	Address Line 1	Address Line 2	Address Line 3	Post code	Contact Tel Number	Contact Email	Date of Birth (if necessary)	Volunteer reports to...	Dates of volunteering activities	Details of Volunteering activities
Joe	Bloggs	Address	Address	Newbury	RG14	000000			A Smith	1/2/13 – 4/2/13	Assisted with swimming lessons (this needs to list the specific activities undertaken)

## Appendix 4 Example volunteer role description

Example Volunteer Role Description – this can be amended to suit the needs of the school.

<b>Contact telephone number:</b> <b>Contact email address :</b>
<b>Volunteering Opportunity title :</b>
<b>Description of Role:</b>  Please provide details of the nature and key responsibilities of the opportunity
<b>Preferred skills/qualifications/experience :</b>  Please insert, where required. If there is a legitimate minimum age requirement (e.g. where volunteers will be required to drive a minibus), please include details.
<b>Training/Support:</b>  Please provide details. For example, would the volunteer be required to undertake training before undertaking the role? Would training be available as part of the role?
<b>Disclosure and Barring Service (DBS) Check requirement:</b>  All volunteers undertaking regulated activity in Schools, (including Governors) are required to have an enhanced DBS check with barred list check. Governors and volunteers not undertaking regulated activity are required to have an enhanced DBS check without barred list check <i>[delete second sentence if not applicable]</i>
<b>Additional Checks:</b> Criminal records self disclosure Interview Identity Qualifications relevant to the volunteering to be undertaken Subject to receipt of at least 2 satisfactory references. Childcare disqualification check (where relevant to the volunteering) Overseas criminal record checks (where appropriate) Teacher prohibition and sanction checks (where relevant to the volunteering role)
<b>NB all relevant risk assessments must also be completed</b>
<b>Time Commitment:</b>  Please insert details of when you require volunteers and any start/end dates, where applicable.
<b>Location:</b>  Please insert
<b>Expenses:</b>



Please advise what out-of-pocket expenses the volunteer will be able to claim, where applicable

**Named contact:**

Please include details of a contact person who can provide further advice/information for potential applicants. Include name, telephone number and email address. You may also wish to include details of the application process in this section.

## Appendix 5 - Owner Driver Application and Self Declaration Form

	Please print answers in the boxes below
<b>Volunteer name</b>	
<b>Vehicle Registration No</b>	
<b>Make/Model (optional)</b>	
<b>Date of first registration</b>	
<b>MOT expiry date</b>	
<b>Tax expiry (month/year)</b>	

It is our duty before you use your vehicle on school business to remind you that you must have the appropriate documentation for yourself and the vehicle before driving it on the public highway. This includes:-

- Appropriate insurance including business cover
- Valid road tax
- Current MOT test certificate, if required.

In addition, you are responsible for the basic roadworthiness of the vehicle before each journey which means checking that:-

- all tyres are properly inflated
- the condition & level of tyre wear is within legal limits
- brakes are working effectively
- the vehicle's lights are working properly

If transporting children you are responsible for ensuring that child car seat safety is complied with. Children **MUST NOT** be transported if required child car seats are not available. See <https://www.gov.uk/child-car-seats-the-rules>

These basic legal requirements are aimed at ensuring the health and safety of you, your passengers and other road users and any failure to observe these responsibilities could potentially lead to prosecution.

**PLEASE REMEMBER – We want to ensure your safety but you carry the final responsibility for the roadworthiness of your vehicle when driving on school business.**

### **Volunteer Declaration**

I understand and confirm that whilst in my care and being used on school business that the vehicle to which this declaration is applicable will be kept and maintained to the best of my ability in a legal and roadworthy condition. I understand that I have a responsibility to be fit to drive and that this includes the eyesight standards as required by DVLA. If I have doubts about my fitness to drive or suspect I may not meet the DVLA eye sight standards, I will use some other form of transport and consult my Doctor before driving.

I will also make sure that the vehicle as detailed on this form;-

- Will not be used on any business journey, if any warning light which could indicate a problem with the safe operation of the vehicle is displayed.
- Is serviced in accordance with the manufacturer's instructions

- Meets all the requirements in terms of basic roadworthiness

If I use a different vehicle on school business, then this will be registered using a duplicate of this form (this excludes temporary replacement vehicles as a result of maintenance, servicing or following breakdown).

I understand that the details declared on this form are required for the school to comply with health and safety regulations and may be subject to audit at any time. A false or incomplete declaration may result in your volunteering being terminated immediately.

I understand that the confidentiality of the data supplied will be carefully preserved by all the parties concerned.

<b>Signed</b>	
<b>Date</b>	
<b>Contact telephone number</b>	

## Appendix 6 Criminal Records Self Disclosure Form

# Model criminal records self-disclosure form for schools

## Criminal record self-declaration form for jobs exempt from the ROA

This form must be completed by all shortlisted applicants for jobs, activities or posts that are eligible for standard or enhanced DBS checks (with or without barred list check).

### Policy statement on recruiting applicants with criminal records

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent conditional cautions and convictions; and also any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.

For further information on criminal record self-declaration for roles that are eligible for standard or enhanced DBS checks please refer to [Nacro guidance](#), [MoJ guidance](#) and [DBS guidance](#).

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not in itself, prevent a person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- whether the caution or conviction is relevant to the position applied for
- the seriousness of any offence revealed
- the age of the applicant at the time of the offence(s)
- the length of time since the offence(s) occurred
- whether the applicant has a pattern of offending behaviour
- the circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned
- whether the applicant's circumstances have changed since the offending behaviour.

It is important that applicants understand that failure to disclose all unspent conditional cautions and convictions; and also any adult cautions and spent convictions that are not protected could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from [Nacro](#).

**Criminal record self-declaration form ROA Exceptions Order (standard or enhanced DBS checks)**

<b>Full name</b>			
<b>Post applied for</b>			
Do you have unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If you are not sure whether your caution(s) or conviction(s), should be disclosed please contact <a href="#">Nacro</a> for further advice.			
If you have answered yes please provide details of your criminal record in the space below.			
<b>DECLARATION</b>			
I declare that the information provided on/with this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at			
[insert name of school]			
<b>Signed:</b>		<b>Date:</b>	

**Please return this form to:** [insert name and email address]