



PYRAMID
SCHOOLS TRUST

Working in partnership, so future generations achieve, belong and contribute

Volunteers Policy and Risk Assessment

Edition 1: 24/05/2023

Document Control		
Edition	Issued	Changes from previous
1	24/05/2023	New policy. Approved by the Board of Trustees.

Review Cycle: Bi-Annually

Review Date: May 2025

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 Pyramid Schools Trust 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 Pyramid Schools Trust 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

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

Volunteers should approach the relevant trust school by completing an application form (see appendix 1)

4. Appointment of volunteers

- Volunteers are appointed by the Headteacher of the relevant school.
- Appointment and induction of new volunteers can take up to 6 weeks, 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.
- The headteacher reserves the right to terminate a placement at any time.
- Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation, if needed. The school will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school. The school may use an interview process to screen.

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 school trips and overnight residential visits
- 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
- Provide safeguarding training to all volunteers prior to them beginning work at the school via Smartlog, which includes ensuring that they have read and understood part 1 of Keeping Children Safe in Education

Require volunteers to agree and adhere to our code of conduct (see appendix 2) and to read, and adhere to, the school's policies on:

- Safeguarding
- Use of mobile phones
- ICT and internet acceptable use
- Online safety
- Behaviour

We will ensure that

- volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils
- 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

6. Induction and training

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

Training requirements will be determined by the headteacher, or the appropriate member of staff.

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 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 The Pyramid Schools Trust Safeguarding Policy (school related version), and inform the designated safeguarding lead (DSL).

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 set out in appendix 2 of this policy.

9. Insurance

The school's insurance policy does cover 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.

10. Data protection and record keeping

Our privacy notice for volunteers explains what information we collect about volunteers and why we collect it. The Pyramid Schools Trust Privacy Notices can be found [here](#)

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

Appendix 1: Volunteer Application Form

Complete the application form in full.

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

Data Protection Notice

Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:

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

The Pyramid Schools Trust Privacy Notices can be found [here](#)

Personal Details	
Name	
Date of Birth	
Gender	
Email address	
Home address	
Contact number	

Disclosure and Barring Service (DBS) Information

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

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

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

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and The Pyramid Schools Trust privacy notice.

Do you have a DBS? (circle)	Yes	No
If yes , what type of check do you have?		
Type of DBS	Date of Check	Certificate number
Basic DBS		
Standard DBS		
Enhanced DBS		
Enhanced DBS with barred list of information		

What is your availability?

Time of Day	Monday	Tuesday	Wednesday	Thursday	Friday
Before School					
Morning					
Lunchtime					
Afternoon					
After school					

How many hours per week/month can you volunteer?		
Can you commit to at least 1 term?	Yes	No
Experience and Qualifications Do you have experience working as a volunteer, especially with children? If yes, please provide the details..		
Why would you like to volunteer at our school?		
Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc.)		
Do you have any relevant qualifications?		
What age group/department/etc. would you prefer to work with?		

Would you prefer to work 1-on-1 or with a small group?	1:1	Small group	No preference
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References

Your placement as a volunteer may be subject to satisfactory references. Please give the details of 2 referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc.).

Reference 1	
Name	
Relationship to you	
Address	
Email address	
Contact number	
Reference 2	
Name	
Relationship to you	
Address	
Email address	
Contact number	

Disability and Accessibility

The Pyramid Schools Trust is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:

Appendix 2: Code of Conduct for Volunteers

By signing this form, volunteers agree to the following:

1. School rules and policies

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

- Child protection
- ICT and internet acceptable use
- Online safety
- Mobile phones
- Data Protection
- Health and Safety
- Equality
- Whistle-blowing
- Behaviour

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

2. Professional conduct

- 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.
- 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.
- Volunteers must conduct themselves in a professional manner at all times. This includes:
 - Dressing in a way that is professional and appropriate to the work they are doing
 - Refraining from using inappropriate language
 - Setting an example for pupils by acting in a way that reflects the school's ethos and values
 - Behaving in a way that is appropriate for the role they are undertaking
 - Ensuring that comments, including those made on social media, do not bring the school into disrepute
- 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".
- 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.
- 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.
- 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

- 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.
- 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.
- 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.
- 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:
 - Exchanging contact information
 - Making contact with pupils outside of school, including on social media
 - Arranging to meet pupils outside of school
 - Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

4. Health and Safety

- 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.
- Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.
- 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

- 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:

:

Appendix 3: Risk Assessment Template for Volunteers working in Schools who are NOT in Regulated Activity

- This risk assessment template may be used by schools when deciding whether to obtain an enhanced DBS certificate for regular Volunteers who are NOT engaged in regulated activity.
- This would **NOT** be appropriate for Volunteers who simply assist with day-time school trips.
- Volunteers on a school trip will require an enhanced DBS

The full legal definition of regulated activity is set out in parts 1 to 3 of [schedule 4 of the Safeguarding Vulnerable Groups Act 2006](#). It's summarised in [Keeping Children Safe in Education](#) (paragraph 236 and the following page) and explained in the DfE's factual note on regulated activity in relation to children (the last document [here](#)).

Name of Volunteer		Start Date	
Person conducting risk assessment			

Is the Volunteer going to be working in Regulated Activity ¹ ? [tick one box]		
Yes	☐	<i>You must obtain an Enhanced DBS certificate with Barred List check and you do not need to fill out this risk assessment further</i>
No	☐	<i>You may choose to obtain an Enhanced DBS certificate without a Barred List check, based on this risk assessment and your professional judgement</i>

Factors to Consider	Description	Guide to Risk Score 1=Low risk 2=Moderate Risk 3=High risk	Risk score
Will they have direct contact with children?		1=No Contact 2=Some Contact 3=Regular Contact	
Frequency of working directly with children?		1=Never/rarely 2=Occasionally 3=Frequently	
Age range of the children?		n/a	
Any contact with children particularly vulnerable?		1=No Contact 2=Some Contact 3=Regular Contact	
Assisting with any personal care?	(If "yes" the Volunteer is Regulated Activity , tick box A above)	1=No Personal Care 2=Some Personal Care= Regulated Activity	
What tasks will they be doing?		1=low risk/simple tasks 2=moderate risk/more complex tasks 3=high risk/complex tasks	
Frequency of working in the school?		1= Occasionally 2=2-3 times a term 3=weekly+	
Will they be working with children outside of school hours when?	(Work between 2am and 6am is Regulated Activity , tick box A above)	1=None 2=Occasionally 3=Frequently 2-6am=Regulated Activity	
Will they be working with children off school premises? Where? When?			
Is the school a residential setting?			
What is the association of the Volunteer with the school?			
How well does the school know the history of the Volunteer?			
What do you believe is their			

reason for volunteering?	
Can the volunteer provide a relevant reference from someone they have worked or volunteered for?	
Can the volunteer provide a reference from someone who knows their work with children?	
Does the volunteer have a history of paid or voluntary work with children?	
Does the Volunteer have a recent DBS certificate from another role?	
Is the Volunteer currently signed up to the DBS update service?	
Are there any known or suspected concerns around working children?	
Any other factors to be taken into account?	

Total Risk Rating [total up the risk scores for each factor]			
Overall Risk level [tick one box – refer to guide below]	<i>High</i>	<i>Medium</i>	<i>Low</i>

Guide to assessing risk level

(remember this is only a rough guide and individual schools should determine their own risk levels)

Guide to assessing risk level

(remember this is only a rough guide and individual schools should determine their own risk levels)

>30	Low Risk. A score of less than 30 points suggests the volunteer is well known to the school, has probably got some experience of previous work with children and can provide a reference and is generally working on school premises and within normal school hours with children who are not deemed particularly vulnerable. They may be a previous employee, governor or volunteer and/or well known to staff or colleagues. They may hold a recent DBS certificate which has been seen or a portable DBS <i>Action: there is no legal requirement to carry out a further DBS check but if the person doesn't hold a portable DBS they may wish to consider carrying out an enhanced DBS check with NO Barred List check</i>
30-40	Moderate Risk. A score between 30-40 points suggests the volunteer has some connection with the school, perhaps as a parent and may have done some similar voluntary work in the past. No particular issues have come to light and there are no concerns over their suitability. The person has provided suitable references. They may work regularly with children where occasionally some of these children are deemed vulnerable. They do not have recent or portable DBS check <i>Action: there is no legal requirement to carry out a further DBS check however the school may wish to consider carrying out an enhanced DBS check with NO Barred List check</i>
41+	High Risk. A score of above 40 points suggests that the volunteer has no previous connection with the school and is not known to staff at the school and cannot provide relevant references as to their suitability to work with children. They do not hold a current DBS or portable DBS check or they may be expected to work directly with children who may be particularly vulnerable or off school premises and out of hours. <i>Action: there is no legal requirement to carry out an enhanced DBS check, however it is recommended that the school consider carrying out an enhanced DBS check with NO Barred List check.</i>

Agreed action:			
Enhanced DBS Check NOT required		Enhanced DBS Check IS needed?	
Comment / reason for DBS decision:			
Name of person signing off risk assessment:			
Role:			
Signature:			
Date:			