

Volunteers and Students policy



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1. Introduction and aims

We are committed to working with our community to provide opportunities for further development, education and life experiences for volunteers and students in our local area.

We believe that volunteers and students 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 and students in a way that supports the school's strategic aims and vision, as well as its development plan.

The aim of the Ronald Tree volunteers and students 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 and students support the school's vision and values, and adhere to our policies

- Provide staff, volunteers and students and parents with clear expectations and guidelines

- Set a clear, fair process for recruiting and managing volunteers and students

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

2. How we use volunteers and students

At Ronald Tree, volunteers and students may:

- Play alongside the children in all areas of learning

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

This isn't an exhaustive list.

Volunteers and students may be:

Members of the governing board
Parents
Former pupils
Students on work experience
Local residents

This is not an exhaustive list.

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

3. How to apply to volunteer

By emailing the head or school business manager
Approaching senior leaders,
Completing an application form (see appendix 1)

4. Appointment of volunteers and students

Volunteers and students are appointed by the head teacher

Appointment and induction of new volunteers and students can take varying amounts of time dependent on school events, the individual candidate and available capacity 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 and students 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.

In some cases, a DBS will not be appropriate. The school has a risk assessment for such incidents (as explained below)

5. Safeguarding

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

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

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

Ensure no students or volunteers work 1:1 with students or are left alone with groups of students at any time.

Ensure no students or volunteers will conduct intimate care routines with the pupils.

Require all volunteers and students wear the appropriate lanyards at all times (Green - or Red if no DBS)

Provide safeguarding training and induction to all volunteers and students **prior** to them beginning work at the school, including ensuring that they have read and understood part 1 Annex A of Keeping Children Safe in Education

Require volunteers and students 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

Ensure that volunteers and students 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

We legally cannot carry out a DBS check on a child under the age of 16 who is volunteering at our school. We will ensure that children who are volunteering are always under an appropriate level of supervision, and conduct a risk assessment to consider any potential safeguarding issues.

We will accept DBS certificates from another, recognised organisation? For instance, a college or school

We will add details of volunteers and students to the single central record (SCR)

6. Induction and training

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

Training requirements will be determined by the headteacher, or the appropriate member of staff. We have a student champion who will monitor any student placements and identify any areas of concern.

All volunteers and students 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 and students are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation.

If volunteers and students 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 and students from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers and students must follow the guidance in our child protection and safeguarding policy, and inform the designated safeguarding lead (DSL).

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

8. Conduct of volunteers and students

Volunteers and students must comply with the the code of conduct set out in appendix 2 and student guidelines in appendix 3 of this policy.

9. Expenses

The school is not obligated to cover any expenses, but there may be occasion when they can claim expenses using our expenses claim form.

Any potential spending must be agreed with the head or SBM in the first instance.

10. Insurance

The school's insurance policy does cover volunteers and students 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 and students explains what information we collect about volunteers and students and why we collect it.

We will:

- Retain records relating to volunteers and students in line with our records retention schedule
- Remove details of volunteers and students 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 and will be reviewed regularly.

13. Links to other policies

This volunteering policy is linked to our:

- Child protection policy and procedures
- Staff conduct policy

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

PERSONAL DETAILS

Name:	
Date of birth:	
Gender:	
Telephone number:	
Email address:	
Home address:	

DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

The school 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 and students 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 privacy notices.

Do you have a DBS check? (please circle)

Yes/No

DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

If yes, what type of check do you have? (please circle)	Basic DBS / Standard DBS / Enhanced DBS / Enhanced DBS with barred list information
Date of check:	
Certificate number:	

AVAILABILITY					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
Before school					
After school					
Lunchtimes					
How many hours per week/month can you volunteer?					
Can you commit to at least 1 term?					

EXPERIENCE AND QUALIFICATIONS

<p>Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.</p>
<p>Why would you like to volunteer at Ronald Tree?</p>

EXPERIENCE AND QUALIFICATIONS

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?

PREFERENCES

Would you prefer to work 1-on-1 or with a small group?

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.).

Name:

Name:

Relationship to you:

Relationship to you:

Address:

Address:

Telephone number:

Telephone number:

Email address:

Email address:

DISABILITY AND ACCESSIBILITY

The school 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 and students

Code of conduct for volunteers and students

By signing this form, volunteers and students agree to the following:

1. School rules and policies

- 1.1. Volunteers and students will follow all school rules and policies, including those on:
 - 1.1.1. Child protection
 - 1.1.2. ICT and internet acceptable use
 - 1.1.3. Online safety
 - 1.1.4. Mobile phones
 - 1.1.5. Data protection
 - 1.1.6. Health and safety
 - 1.1.7. Equality
 - 1.1.8. Whistle-blowing
 - 1.1.9. Behaviour
- 1.2. Copies of the school policies are available on our school website or from the school office

2. Professional conduct

- 2.1. Volunteers and students must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the student champion (Lisa Clark) or to the school's volunteer co-ordinator, (Deb Thwaites)
- 2.2. Behaviour management is the responsibility of school staff. If volunteers and students 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 key workers immediately. Volunteers and students should not attempt to reprimand pupils or issue sanctions.
- 2.3. Volunteers and students 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 and students 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 and students 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 and students 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 the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

3. Safeguarding

- 3.1. Volunteers and students must be familiar with, and adhere to, the school's safeguarding and child protection policy. Safeguarding training will be provided to all volunteers and students before they begin their placement.
- 3.2. If volunteers and students 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 Deb Thwaites and the deputy is Mel Perkins
- 3.3. Volunteers and students 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 and students should ask for a pupil's consent before touching them.
- 3.4. Volunteers and students 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 and students should not take or share photos of pupils unless instructed to do so by their supervisor.

4. Health and safety

- 4.1. Volunteers and students must abide by the school's health and safety and first aid policies. Volunteers and students are not to administer first aid, except in an emergency where none of the designated first aiders are available.
- 4.2. Volunteers and students must be familiar with the school's fire safety and emergency evacuation procedures.
- 4.3. Volunteers and students 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 and students shouldn't discuss pupils with parents or other children. If parents approach volunteers and students 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.

X

Volunteer name (please print)

X

Date

Appendix 3: Student guidelines (to be shared with students)



Student guidelines

Please contact the nursery if you are unable to attend when we are expecting you

Tel 01536 514240 Email head@ronaldtree-nur.northants-ecl.gov.uk

Role of students

We ask students to remember that they are in a nursery as adults, and therefore should provide an appropriate role model for the children at all times. Our biggest responsibility is to the children and it is important that their needs are met to the best of our ability.

In the nursery we work very closely as a team. As a student we are pleased to include you as part of that team; this means sharing work with the staff, and asking for help or advice where necessary. If you are uncertain about anything, **please ask!** Any member of staff will be pleased to help, although you will have your own mentor who is there to support you throughout. When writing up observations we ask that you do not use the child's name, but use a fictional one instead. Please remember at all times to **maintain confidentiality**; you may overhear things about children regarding their learning or their home background, but these should not be repeated outside of nursery. You are in a privileged position and we expect a professional manner at all times.

It is your responsibility to share any expectations from college or university with your mentor. They will support you to complete any tasks if you keep them informed.

Safeguarding

Should you see anything that concerns you about a child or family member or member of staff, please speak to one of our safeguarding leads: Deb Thwaites or Mel Perkins. They will support you to follow our safeguarding procedures.

Dress code

Please wear clothing which is appropriate for working with young children; you may be crawling about the floor or get covered in paint or glue! We ask that you do not wear any clothes that have inappropriate slogans or reveal underwear.

Domestic duties

During the nursery day there are numerous domestic duties that need to be performed, these may include washing up, cleaning the toilets and hand basins, mopping the floor, sweeping up sand, generally tidying and preparing for the session. These duties vary and you will be required to contribute as necessary. We do not ask students to undertake any tasks which staff themselves do not perform.

First Aid

Most staff are qualified first aiders, and staff should be consulted in the case of an accident, however small. There is a first aid cupboard in the red cloakroom and the kitchen. All accidents are recorded in the accident book.

For reasons of personal safety students are not permitted to change children who are wet; this should always be done by a member of staff.

Fire Drills

If you hear the fire alarm, please follow staff instructions and leave the building as quickly and safely as possible with the children. Fire directions are displayed around the nursery. The assembly point is outside the Crescents Centre by the large green doors.

Discipline

It is obviously important within a nursery to maintain discipline and to promote good relationships between children. A sensitive approach is often needed; children are often capable of sorting out minor disputes for themselves. However if you see a child in danger of hurting themselves or others, immediate action is obviously needed.

Please remember that you should not **manhandle** a child at any time or encourage them to sit on your lap. We do not raise our voices when we speak to our children and remain calm with them at all times.

If you are unsure how to manage a child's challenging behaviour, please seek advice from a member of staff.

Timekeeping

Please be prompt in arriving at nursery. You should arrive by 8.15 to help set up the nursery. At lunchtime you will be free between 11.45 and 12.30. You may bring sandwiches or go home for lunch. At the end of the day you will be required to help tidy up, sort resources for the following day etc, as requested by staff, or as necessary for your own course requirements. You should expect to leave no later than 4pm.

Reviewed March 2025

Deb Thwaites

Headteacher