



THE KING'S SCHOOL

GRANTHAM

Volunteers Policy

Introduction

The King's School values the support of parents and members of the wider community who volunteer to help with school activities. Volunteers bring with them a range of skills and experience that can enhance the learning opportunities of children at the school.

Members of the Governing Body are volunteers, however, they are specifically excluded from this policy as their safeguarding and declarations are already covered in a separate policy.

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school visit, or on a more regular basis, should approach the member of teaching staff responsible for that activity directly to discuss their availability and skills. If an individual then wishes to apply to be a volunteer, they should complete the application form (see appendix) and send it to the HR Officer HR@kings.lincs.sch.uk

Safeguarding

The King's School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

It is illegal for anyone who is barred from working with children to apply for, or work in a school in any voluntary or paid capacity.

There are a number of safeguarding checks that the school must complete prior to an individual being offered a place, these are as follows:

- Volunteer Application form
- 2 references
- Completion of Enhanced DBS check if engaging in regulated activity

The school must have DBS clearance before any volunteer can work with children. Under safeguarding legislation, the school must hold a Single Central Register (SCR) that lists volunteers as well as paid staff.

Following a satisfactory clearance the volunteer will be asked to come into school for a safeguarding briefing with the Deputy Head Master who is also the Designated Safeguarding Lead (DSL).

This meeting will also provide an opportunity for both the volunteer and the school to agree the start date and frequency of the support being offered and to sign the Volunteer Agreement.

As part of the school's safeguarding procedures, all volunteers are requested to 'sign-in' to at the school office and collect a badge each time they visit the school. Regular volunteers will be allocated a school badge.

Version control

Date of adoption of this policy	May 2017
Date of last review of this policy	June 2022
Date for next review of this policy	June 2024

Volunteer Application Form

Surname and title:	Forename:
Previous names:	Date of Birth:
Home Address:	Email Address:
Home Tel No:	Mobile:

Have you lived overseas for more than 3 months in the last 5 years?	Yes No
If yes, please identify the country and dates.	
Area of work you are volunteering for:	
Relevant skills, training, qualifications or job history if applicable:	
Have you any experience of working as a volunteer with children? If yes, where and when did you gain this experience?	Yes No

Medical History Disclosure

<p>*I declare that, to the best of my knowledge, I know of no reasons, on grounds of mental or physical health, why I should not be able to safely discharge the responsibilities required as a volunteer.</p> <p>OR</p> <p>*I hereby declare the following medical conditions of which the school should be aware for my own safety and that of the children in my charge:</p> <p>*Delete as applicable</p>
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Continued on next sheet

REFERENCES

It is essential for the safety and welfare of the children in our care that we obtain as much information as possible about potential volunteers. Please give the name and contact details of 2 referees who have known you for at least 2 years. Referees should be people who know you in a professional capacity, not a friend or relative.

Name:	Name:
Address:	Address:
Telephone:	Telephone:
Email:	Email:
In what capacity do you know these referees?	

CONSENT

The King's School is committed to safeguarding and promoting the welfare of children and young people and expects all volunteers and staff to share this commitment. All volunteers and staff will be subject to an enhanced DBS disclosure when engaging in regulated activity.

Please be reminded that you have a responsibility to ensure that the information you provide to the school, and on your DBS application, is accurate and does not contain any material misstatement or omission.

I confirm that the information I have given above is correct.

I give permission for my referees to be contacted. I have completed the declaration of volunteer status to allow for the DBS application process to start.

Signed (Volunteer):

Date:



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Declaration of Volunteer Status for DBS checks

1 Full name (please print)	
2 Date of birth	
3 Position/role applied for	

The DBS (Disclosure and Barring Service) definition of a volunteer is defined in the Police Act 1997 (criminal records) Regulations 2002 as:

"Any person engaged in an activity which involves spending, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party and not a close relative."

To qualify for a free-of-charge criminal record check, the applicant must not benefit directly from the position the DBS application is being submitted for. The applicant must not:

- benefit directly from the position for which the DBS application is being submitted
- receive any payment (except for travel and other approved out-of-pocket expenses)
- be on a work placement
- be on a course that requires them to do this job role
- be in a trainee position that will lead to a full time role/qualification

It states on the DBS application form 'By placing a cross in the yes box (at section 68) you confirm that the post meets the DBS definition for a free-of-charge volunteer application. Please note that DBS may recover the application fee if box 68 is marked in error and this could result in the cancellation of your DBS registration'.

We, the applicant and employers representative confirm that the post which they have applied for meets the Disclosure and Barring Service eligibility criteria and complies with their definition of a Volunteer.

Signed (applicant)	
Signed (school representative)	
Print name (school representative)	

THE KING'S SCHOOL VOLUNTEER AGREEMENT

Name of Volunteer:	
Agreed Start Date:	
Area of Volunteering:	
Frequency of support:	
School link person:	

The named volunteer has received a safeguarding briefing by the Designated Safeguarding Lead.

Signed (DSL):

Date:

Signed (Volunteer):

Date:

Risk assessment form for volunteers

Name of volunteer:	Position applied for:
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Questions	Considerations
<p>Will the volunteer be undertaking regulated activity? i.e. is the work:</p> <ul style="list-style-type: none"> • unsupervised; • undertaken once a week, four or more times in a 30 day period or overnight; and • providing an opportunity for contact with children 	<p><i>Yes / No.</i></p> <p><i>If Yes, a DBS check and Children's Barred List check must be completed before the individual undertakes any regulated activity with children.</i></p> <p><i>If no, see the section below on volunteers who will not be undertaking regulated activity.</i></p>
<p>Has the volunteer completed a Childcare Disqualification Self-Declaration Form? (see Recruitment, Selection and Disclosure Policy and Procedure for further information)</p>	<p><i>Yes / No / Not applicable</i></p> <p><i>If No, the volunteer must not undertake any relevant duties for the School until a form has been completed and confirmation received by the School that they are not disqualified from working with under eights.</i></p> <p><i>If Yes, does any information disclosed on the form disqualify the volunteer from working in a relevant role with under eights?</i></p> <p><i>If Yes - the volunteer must not undertake any relevant duties for the School. Contact the volunteer to discuss.</i></p> <p><i>If No - continue with risk assessment.</i></p>
<p>If the volunteer will be undertaking regulated activity has an enhanced DBS disclosure with Children's Barred List check been requested?</p>	<p><i>Yes / No</i></p> <p><i>If No, the volunteer must not undertake any duties for the School.</i></p> <p><i>If yes, confirm date requested.</i></p>
<p>Has the original DBS disclosure certificate been received?</p>	<p><i>Yes / No</i></p> <p><i>If No, carry out separate risk assessment to determine whether volunteer can undertake any duties for the School.</i></p> <p><i>If Yes, does it contain any criminal records information?</i></p> <p><i>Yes / No</i></p> <p><i>If Yes, carry out a DBS disclosure risk assessment to determine whether the disclosure is satisfactory in the opinion of the School.</i></p>

Questions	Considerations
Is the individual barred from working with children?	<p>Yes / No</p> <p><i>If Yes, it is an offence for a barred person to work with children or to apply to work with children. The School must inform the Police and the DBS immediately. You must contact the School's Designated Safeguarding Lead.</i></p>
If the volunteer will not be undertaking regulated activity follow the steps below to determine whether a DBS check is necessary*	
What type of work will the volunteer be undertaking?	<i>Insert details of the work to be undertaken by the volunteer.</i>
Would the work fit the definition of regulated activity above if it was undertaken more frequently i.e. if it was carried out once a week, four times or more in a 30 day period or overnight?	<p>Yes / No</p> <p><i>If Yes, it is possible to carry out an enhanced DBS check.</i></p> <p><i>If No, an enhanced DBS check cannot be carried out.</i></p>
Has formal or informal information been obtained about the volunteer from staff, parents and other volunteers from within the School community?	<p>Yes / No</p> <p><i>If Yes insert summary details of the information obtained.</i></p> <p><i>If No, consider whether information should be sought. If information is not sought record here the reasons why not.</i></p>
Does the volunteer work or carry out voluntary activities elsewhere?	<p>Yes / No</p> <p><i>If Yes, has a reference been requested and is it satisfactory?</i></p> <p><i>If No, are there any other third parties from whom a reference may be obtained?</i></p>
Based on the above information will a DBS check be requested?	<p>Yes / No</p> <p><i>If Yes, confirm date requested.</i></p> <p><i>If No, the volunteer must not have unsupervised access to children. You must also consider the level of supervision required with reference to the statutory guidance on supervision which is reproduced below.</i></p> <ul style="list-style-type: none"> <i>the supervision must be by a fully vetted member of staff;</i> <i>the supervision must be regular and day to day; and</i> <i>the supervision must be "reasonable in all the circumstances to ensure the protection of children".</i> <p><i>The following factors must also be considered:</i></p> <ul style="list-style-type: none"> <i>what are the ages of the children with whom the volunteer will be working?</i> <i>how many children will the volunteer be working with?</i>

Questions	Considerations
	<ul style="list-style-type: none"> • <i>are other individuals helping to look after children?</i> • <i>how much opportunity does the work give the volunteer for contact with children?</i> • <i>how vulnerable are the children? and</i> • <i>are there any other individuals being supervised by the supervising member of staff at the same time? If so, how many?</i>
Level of supervision:	<i>What level of supervision should the individual receive taking into consideration the responses to the above questions?</i> <i>(you must comment on how the supervision will work in practice)</i>
Assessed by	
Print name	
Signature	
Job title	
Date assessed	
Assessment approved by**	
Print name	
Signature	
Job title	
Date assessed	

***Failure to conduct a risk assessment where one is required may amount to misconduct which will be dealt with in accordance with the School's disciplinary procedure.**

****Assessment must be approved by your Head of Department, the Head or the School Business Leader.**