

# Marjory Kinnon School

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## Volunteer Policy

February 2025

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# Marjory Kinnon School - Volunteer Policy

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Approved by the Resources Committee: February 2025

## 1. Introduction

Volunteers bring with them a range of skills and experience that can enhance the learning opportunities of children at our school. We welcome and encourage volunteers from the local community. A volunteer is an unpaid adult who provides support to our pupils.

Our volunteers may include:

- Students wishing to teach.
- Members of the local community who are studying to work in related fields.
- SMSAs attending Child Care courses.

The types of activities that volunteers could be engaged in under supervision might include:

- Hearing children read.
- Working with small groups of children.
- Working with individual children in the classroom.
- Undertaking arts and craft activities with children.
- Working with children on the computer.
- Accompanying school visits.
- Acting as readers in exams.

## 2. Becoming a Volunteer

Anyone wishing to become a volunteer will be asked to write to the Headteacher stating why they wish to volunteer and the skills they would bring. Volunteers will also be asked to submit a CV or complete an Application Form and provide a contact for a reference to be given. An induction meeting with the Headteacher, Deputy Headteacher or a member of the Senior Leadership team will also be held prior to the volunteer starting to work in the school. Before starting in school and to ensure the safety of our pupils at all times, the school has an expectation that all volunteers will sign-up to the DBS (Disclosure Barring Service) Update Service prior to joining.

Volunteers will be asked to acknowledge that they have read and understood the school's Professional Code of Conduct and the Safeguarding & Child Protection Policy.

## 3. Confidentiality

All staff members, voluntary helpers and visitors should be aware that information relating to individual children or members of staff is totally confidential. Whilst in school, volunteers may hear conversations which are of a confidential nature. These cover aspects such as children's academic progress, behaviour, or home circumstances. All information relating to individual children and staff is totally confidential and volunteers must respect this. Volunteers must not discuss any school matters with anyone outside school, or put any information about the school, staff or pupils on any social network site.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school.

## 4. Issues Affecting Children

Any concerns that volunteers have about the children they work with/come into contact with should be shared with the Class Teacher and not with the Parents of the child or any persons outside school.

## 5. Issue Affecting Adults in School

All adults in our school can expect their personal and health issues to remain confidential unless:

- It impinges on their terms of contract.
- It endangers pupils or other members of staff.
- There is a legal obligation to disclose such information.
- It is necessary to share information for legal proceedings.

Despite the duty of confidentiality, there are occasions that may justify disclosure of information. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher or their Head of School.

## 6. Child Protection/Safeguarding

The Children's Act 2004 (Section 11) places a duty on key people and bodies to make arrangements to ensure that when carrying out their functions they take account of the need to safeguard and promote the welfare of children. Marjory Kinnon School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

If a child discloses anything that is a cause for concern, this information should be shared promptly with the child's Teacher, or a member of the Senior Leadership Team. Adults should not offer unconditional confidentiality when a child makes a disclosure however, reassurance can be given that the best interests of the child will be maintained. Volunteers will be given further information and necessary training on safeguarding on joining the school.

## 7. Keeping Children Safe in Education (KCSiE)

Under no circumstances should a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity. Whilst volunteers play an important role and are often seen by children as being safe and trustworthy adults, the nature of voluntary roles varies, so schools and colleges should undertake a written risk assessment and use their professional judgement and experience when deciding what checks, if any, are required.

The risk assessment should consider:

- The nature of the work with children, especially if it will constitute regulated activity including the level of supervision (see KCSiE paragraphs 292-293 about supervision).
- What the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers.
- Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability.
- Whether the role is eligible for a DBS check and, if it is, what level is appropriate.

Details of the risk assessment (Appendix D) should be recorded.

## 8. Supervision

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Teachers retain responsibility for children at all times (including the children's behaviour and the activities they are undertaking), however this does not require volunteers to be in their direct supervision at all times. Volunteers should have clear guidance from the teacher as to how an activity is carried out and what the expected outcome of an activity is to enable them to feel confident to carry out the task they have been assigned. Volunteers are encouraged to seek further advice / guidance from the teacher in the event of any query / problem regarding children's understanding of a task or behaviour.

All volunteers will have a termly supervision meeting with the Volunteer Coordinator.

## 9. Health & Safety

The school has a Health & Safety Policy which is available on the MKS website, on Sharepoint, on Every and in the policy file in the Staff Room. Class Teachers ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation – displayed in each classroom) and about any safety aspects associated with a particular task (e.g. using cookery equipment / PE lesson).

If a volunteer attends a school trip, their emergency contact details will be requested.

Volunteers need to exercise due care and attention and report any obvious hazards or concerns on Every and to the Class Teacher, Head of School or Headteacher.

## 10. Volunteer Procedures

Volunteers are expected to sign in and out each time they are on the school premises, using the school's electronic signing in system, and to wear a lanyard at all times whilst on site.

If a volunteer is unable to come to school for some reason then they are expected to call the school office by 7.30 am or, if volunteering in the afternoon, by 12.00 pm to inform the class teacher and the Volunteer Coordinator that they are unable to attend on that day. If a pattern of non-attendance emerges then the Volunteer Coordinator will meet with the volunteer to discuss the reasons for absence. Attendance will be monitored and if the pattern continues then the school will terminate the placement.

At Marjory Kinnon we expect staff and volunteers to present themselves professionally and for parents and visitors to perceive them in this way. Information on the permissible dress code, which is appropriate for the activity in which the volunteer is engaged, is available in the Professional Code of Conduct.

## 11. Complaints Procedure

Any complaints made about a volunteer or by a volunteer will be referred to the Headteacher or Deputy Headteacher for investigation. The school has the right to take the following actions:

- To speak with the volunteer about a breach in the Volunteer Agreement and to seek reassurance that this will not happen again.
- To offer an alternative placement for a volunteer.
- To inform the volunteer that the school no longer wishes to support the placement.

## 12. Policy Review

This Policy will be reviewed every three years (or sooner if legislation changes) to assess its implementation and effectiveness.

## Appendix A - Volunteer Agreement

1. I have read the Volunteer Policy and agree to the terms as stated in the Policy.
2. I have read the Professional Code of Conduct and agree to the terms as stated in the document.
3. I will sign in and out of the premises and wear a lanyard at all times.
4. I have read and will adhere to the following policies which are available on the website:
  - Safeguarding & Child Protection
  - Equality & Diversity
  - Health & Safety

<b>Volunteer Name</b>			
<b>Signature</b>		<b>Date</b>	

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I am aware of my responsibilities towards the Volunteer and their induction/tasks. I will:

- Explain tasks carefully so that the Volunteer is clear about what we would like them to do.
- Always supervise the Volunteer “within sight of children” for mutual safeguarding.
- Share the school’s Behaviour Policy and ethos with the Volunteer to help them understand how we manage pupil behaviour.
- Treat the Volunteer with the respect and care.
- Inform the Volunteer of any changes to the school day that will affect them.
- Not ask the Volunteer to deal with difficult or challenging pupil behaviour.
- Only ask the Volunteer to complete tasks that they are confident and able to do.

<b>Class Teacher Name (Designated Supervisor)</b>			
<b>Signature</b>		<b>Date</b>	

## Appendix B - References

It is desirable that you have one satisfactory reference to start a placement at Marjory Kinnon School. Please give the name, address, phone number and email address of two referees who have known you for a **minimum of two years** in a professional capacity if possible (e.g. employer, tutor, colleague, etc.) who can vouch for your integrity and reliability.

<b>Name</b>		<b>Name</b>	
<b>Address</b>		<b>Address</b>	
<b>Tel</b>		<b>Tel</b>	
<b>Email</b>		<b>Email</b>	

In what capacity do you know these referees?

.....

.....

*The Children's Act 2004 (Section 11) places a duty on key people and bodies to make arrangements to ensure that when carrying out their functions they take account of the need to safeguard and promote the welfare of children.*

*Marjory Kinnon School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.*

### **CONSENT**

Please note that your consent will be required for a DBS police check (your signature below confirms this consent).

I confirm that the information I have given above is correct. I give permission for my referees to be contacted and understand that Marjory Kinnon School reserves the right to reject a volunteer application at any stage of the recruitment process and remove a volunteer from the programme.

Signed: ..... Date: .....

**Thank you for filling out this Application Form.**

**Please return this form to:** The School Office, Marjory Kinnon School, Hatton Road, Bedfont, Middlesex, TW14 9QZ

## APPENDIX C - Volunteer Reference Request

Dear Sir / Madam,

The person named below has given your name as a referee to support their application to be a volunteer in our SEND school. I would be grateful if you could complete the form and return to me as soon as possible, as we are keen to place this volunteer. Thank you in advance for your help.

Volunteer Name	
Referee Name	
Referee Telephone	
Referee Email	
Referee Address	

In what capacity do you know the applicant?
How many years have you known the applicant? (Employers please give start/end dates of employment)
How reliable and trustworthy is the applicant?
Are you aware of any reason why it would not be appropriate for the applicant to work with special needs children? If YES, please say why.
Please give your comments on the applicant's suitability and positive qualities, and add any other information you think we should have.

Only employers and ex-employers need answer Questions 6 & 7 below:

Would you re-employ him/her in the same capacity? If NO, please say why.
If he/she has left your employment, please give his/her reasons for doing so?

Signed: ..... Date: .....

**Please return this form to:** The School Office, Marjory Kinnon School, Hatton Road, Bedfont, Middlesex, TW14 9QZ. [office@marjorykinnon.hounslow.sch.uk](mailto:office@marjorykinnon.hounslow.sch.uk)

## Appendix D - Volunteer Risk Assessment

This Risk Assessment is based on Paragraph 289 of [Keeping Children Safe in Education](#).

Name of Volunteer: \_\_\_\_\_

AREA TO CONSIDER	NOTES	LEVEL OF RISK
What work will the volunteer be carrying out?	Teaching or looking after children regularly? <input type="checkbox"/>	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>
	Providing personal care on a one-off basis in schools or colleges? <input type="checkbox"/>	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>
Will the volunteer be supervised?	Is supervision carried out by a person who is in regulated activity themselves?	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>
	Is supervision regular and day-to-day? <small>'Regular' means it takes place on an ongoing basis.</small>	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>
Is supervision reasonable in all circumstances to ensure the protection of children?	Consider the ages of the children, including whether their ages differ widely.	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>
	Consider the number of children the individual is working with?	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>
	Consider whether or not other workers are helping to look after the children?	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>
	Consider the volunteers opportunity for contact with children?	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>
	Consider how vulnerable the children are?	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>
	Consider how many volunteers would be supervised by each supervisor?	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>
How will the volunteer be working with children?  <small>A high level of risk may occur if little is known about the volunteer, no references can be provided and the individual will be working with vulnerable children.</small>	Consider the ages of the children?	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>
	The number of children that the individual is working with?	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>
	Consider how vulnerable the children are?	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>
	Consider the nature of the work?	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>
	Consider how the volunteer will be supervised?	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>
What is known about the volunteer?	What formal or informal information do you have about the volunteer? E.g. information from staff, parents and other volunteers.	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>
Are there referees that can advise on suitability if the volunteer has other employment or voluntary work?	If the volunteer is unable to provide employer references, ask for a character reference from a person of standing in the community such as a doctor or priest.  If a prospective volunteer is very reluctant to provide references, this may raise questions about their suitability.	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>

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AREA TO CONSIDER	NOTES	LEVEL OF RISK
Is the role eligible for an enhanced DBS?	There are certain circumstances where you may need to obtain an enhanced DBS without barred list check for volunteers who are not in 'regulated activity'. This is set out in <a href="#">DBS workforce guidance</a> .	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>
OUTCOME		
Summarise the outcome of the Risk Assessment, explaining what checks are required (if any) and the reasons for your decision.		