

Springwood Infant and Junior School Federation

TOGETHER WE LEARN, TOGETHER WE GROW



Volunteering in Schools Policy

Non-Statutory Policy

Approved By: Governing Body
Effective Date: September 2025
Review By: September 2026

Stay Safe,
Treat Others How You Wish to be Treated,
Try Your Best and be Proud

A Safeguarding Culture

Working in Schools or Volunteering on a School Site

Safeguarding Practices: working with school site users

Policy and Procedures

It is important that any individual working or volunteering on a school site is aware of, and agrees to work within, the schools policies, procedures, and child safeguarding guidelines.

It is unlikely to be feasible to provide a full child safeguarding induction for individuals on the school site who are not directly employed by the school. It is not necessary to obtain a DBS disclosure for **people who are on site before or after school or college hours and when children are not present**, e.g. local groups who hire premises for community or leisure activities, contract cleaners who only come in after children have gone home, or before they arrive. It is best practice, however, to provide something in writing which outlines the key elements they need to be aware of, and which the individual can sign to confirm they understand and agree to abide by the school's procedures. This reinforces the key messages and makes it easier to tackle any issues if they do arise.

The federation ensure that any volunteers or those working on the school site are provided an induction and complete the Child Protection Declaration by the school. The declaration is a signed acknowledgement that the individual has seen, and agrees to work within, the school's child protection policy, including procedures for reporting concerns, pre-employment check requirements and that they have been made aware of the boundaries and behaviours that are acceptable and appropriate within the school context, and those which are not.

- **Child Protection and Safeguarding Policies**

Every school should have their own child protection and safeguarding policies, outlining their commitment to ensuring the protection of children in their care, and including aspects such as acceptable and expected behaviour, reporting structures and how to deal with concerns or allegations. The key elements of these policies are to make clear to individuals coming onto the school site, and hirers of school facilities, before they begin work, so they are aware from the very outset what is expected of them.

The federation child protection and safeguarding policies, developed by Hampshire County Council's (HCC) Safeguarding Unit, is displayed on the schools' safeguarding board, the model policies can also be accessed on the HCC website (details can be found in <http://www3.hants.gov.uk/childrens-services/schoolsandcolleges/safeguarding-children-in-education.htm>).

- **Acceptable Behaviour and Avoiding Unnecessary Contact**

Individuals should be made aware of the behaviour and boundaries that are acceptable, and those which are unacceptable, within a school context. The EPS 'Guidelines for the Avoidance of Unnecessary Contact and Unfounded Allegations' can be found on the schools' safeguarding board (which is part of the safeguarding culture) is a useful tool which outlines some 'dos and don'ts and gives guidelines on issues such as dealing with

social interaction between staff and pupils, physical intervention, and whistleblowing.

- **Reporting Concerns**

This is a really important part of a safeguarding culture so it is imperative that every organisation working with the school, or on their site, is aware of the school's reporting procedures – what sort of things might constitute a concern, and who to talk to about any concerns.

If school staff have concerns about an individual from another organisation, they should follow the school's usual reporting procedures.

During school hours any concerns or allegations must be taken seriously and reported promptly to the Headteacher and / or designated safeguarding leaders, or any other member of staff as advised in the school's child protection policy; who should then follow their usual procedures for dealing with allegations and concerns.

Should school staff not be available at the time, for example during after-school activities, the person suspecting abuse or receiving an allegation against a non-directly employed individual should contact Children's Services immediately for advice.

Hampshire Children's Services contact number, including their out-of-hours (Emergency) service is 0845 600 4555.

Decisions about whether to inform parents should be made with the involvement of the Headteacher, Investigating Officer (as appropriate) and Local Area Designated Officer (LADO) during office hours, or, if unavailable, in collaboration with Social Care or the Police.

- **Supervision**

Staff/pupil ratios, e.g. for after-school clubs, should be determined by risk assessment, taking account of the nature of the activity and the number, age and gender profile of the children involved. Persons responsible for the activities must ensure that children are always under the supervision of appropriately qualified and checked persons - further guidance on pre-employment checks including Regulated Activity can be found in the Manual of Personnel Practice. In addition, Hampshire Children's Services Health & Safety team have produced further guidance on supervision in youth work (details can be found in <http://intranet.hants.gov.uk/supervisioninyouthwork-guidance-2.doc>).

The parents of all children participating in activities should be asked to complete a consent form and provide any medical information and emergency contact details.

For organisations such as building contractors, individuals working on the school site should have no direct responsibility for the supervision of children. Schools must ensure that arrangements are in place with contractors to minimise contact with children, not only to reduce the risk to pupils, but to reduce the risk of the individual being put in a vulnerable situation.

In relation to volunteers, the Protection of Freedoms Act 2012 introduced the concept of "supervision" in relation to determining whether volunteers are eligible to be checked against the Children's Barred List. This is a separate determination from ensuring adequate supervision of pupils by those entrusted with their care and further guidance on Regulated Activity and supervision can be found in the Manual of Personnel Practice

- **Signposting**

Organisations should not display publicity material at the school or circulate information about the group's activities to other parents and children at the school without prior approval of the Headteacher.

If the school signposts an out-of-school activity, it should make clear that the school is not responsible for undertaking any vetting checks on the activity providers.

APPENDIX 1



SPRINGWOOD FEDERATION

**Child Protection Declaration for volunteers, supply staff or contractors
working on the school site**

**Springwood Infant and Junior School Federation
Child Protection Declaration**

I understand that Springwood Infant and Junior School Federation is entirely committed to safeguarding and promoting the welfare of children and young people and expects all those working and volunteering on the school site to share this commitment.

I have been made aware of the key principles of the school's Child Protection policy, including the procedure for reporting concerns, the requirement for pre-employment checks to be undertaken as appropriate, and the boundaries and behaviours that are acceptable and appropriate within the school context, and those which are not. I have been provided with a copy of the school's Code of Conduct and have read Part One (Safeguarding information for all staff) of the most up-to-date version of Keeping Children Safe in Education.

I understand that adults are in a position of trust when working with young people and that appropriate boundaries must be maintained at all times. This means that language, demeanour and content of conversations, whether in person/face-to-face or via electronic must all be professional and relevant.

Signed: _____

Name: _____

Date: _____