

BCS VOLUNTEER HELPERS

1. Policy Statement

Bournemouth Collegiate School recognises the valuable role volunteers play in supporting the school in many ways. They bring skills, enthusiasm, expertise and support. Volunteers are seen by children and young people as safe and trustworthy adults and therefore BCS ensures high standards of safeguarding practice when recruiting and using volunteers in order to keep children and young people safe.

This policy in respect of the use of volunteers in school includes an information booklet and volunteer agreement with the terms and conditions for the volunteer and school/setting to abide by in this working relationship. The school follows the national guidance in relation to safeguarding and volunteers, found in Keeping Children Safe in Education September 2019 Part 3, Statutory Guidance for Schools and Colleges.

BCS is fully committed to ensuring that the application of this Volunteer Helpers policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

This policy is applicable to all volunteer helpers in both Senior and Prep Schools, including those in boarding and EYFS, and BCS seeks to implement this policy through adherence to the procedures set out in the rest of this document.

In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the Senior School and Prep School offices and should be read in conjunction with the following documents: Safeguarding Children and Child Protection Policy, Keeping Children Safe in Education statutory guidance for Schools and Colleges September 2019.

This document is reviewed annually by the Headmaster, Russell Slatford and Head of Prep School, Kay Smith or as events or legislation change requires. The next scheduled date for review is January 2021.

2. Key Personnel

Volunteer helpers in the Senior School are coordinated by Russell Slatford, Headmaster.
Volunteer helpers in the Prep School, including EYFS, are coordinated by Kay Smith, Head of Prep School.

3. Definition of a Volunteer

Volunteers can be divided into two groups, either 'occasional' or 'regular'.

- Occasional can be defined as volunteers or parents who only accompany staff and children on one off outings or trips that do not involve overnight stays, or who only help at specific one-off events e.g. a sports day, school fete, Open Morning or Early Years setting Fun Day. It would be expected that occasional volunteers would be supervised by a 'regulated' member of staff e.g. a teacher and would not be left unsupervised.

- Regular volunteers can be defined as those who help 3 or more times in a 30 day period or once a month or more or on an overnight stay. Regular volunteers will require an enhanced DBS certificate with barred list check.

4. Recruitment of Volunteers

Occasional volunteers would usually be parents or carers who come into School to help on a one off outing or occasion and would not be recruited as such to the position of volunteer. They would not be required to go through a recruitment process including the process of DBS checks, however the school would complete a List 99 (Barred list) check. An occasional volunteer would never be left in sole charge of children /young people.

Regular volunteers would be in a position of trust within the School and even though they are not left unsupervised with children /young people, they will always go through the recruitment process. The School will also take into consideration any knowledge they have of the person in their relationship with the school as a parent, grandparent, previous employee or pupil, or governor etc. when deciding if this person will be trustworthy and make a valuable contribution to the school in the capacity of volunteer.

The recruitment process will include:

- Enhanced DBS check and a barred list check;
- Informal Interview with Headmaster, Head of Prep School or nominated member of staff to include discussion about safeguarding and advise of the School's safeguarding policy including key BCS safeguarding personnel;
- Two references (one of which should, where possible, relate to involvement with children/young people)
- Completion of all relevant pre-employment documents, including declaration of disqualification, staff student relationship letter, Acceptable use of IT policy and overseas confirmation;
- Signature of a volunteer agreement;
- Where volunteers have been recruited by another organisation and work in an educational establishment, e.g. sports coaches from a local club or early year's activity provider, the school will obtain assurance from that organisation that the person has been properly vetted.

5. Disclosure and Barring Service (DBS) check

DBS Checks are checks carried out to identify whether or not individuals working in school with children are suitable to do so. This is because it is known that a small minority of people use this route to gain the confidence of children and young people before causing them harm.

If a volunteer commits a criminal offence during their time as a volunteer they must disclose this to the Head of Prep School or Headmaster in the same way that any employed member of staff should. The Head of Prep School or Headmaster will assess whether it is acceptable to continue with the volunteering role or whether it is the best interests for all concerned to no longer act as a volunteer.

6. Information for volunteers

As part of an induction process volunteers will be given verbal and written information about the school. Volunteers will be given a copy of the Volunteer Helper's handbook which includes guidance on the school's expectations and general guidance on the role of a Volunteer helper at BCS. It also clearly outlines-

- General Guidance
- School vision, aims and values

- Staff Code of conduct and dress
- Confidentiality
- Safeguarding and Child Protection
- Behaviour
- Equal opportunities
- Health and safety
- Fire Procedure
- Mobile Digital Devices
- Supervision and Mentoring
- Fire Procedures

All school policies are available on the School website or from the School office. As part of the induction process the volunteer will be expected to read through key policies.

The Volunteer will be asked to sign a volunteer agreement, which covers terms and conditions, including confidentiality.

Copies of the Volunteer Helpers Handbook can be found on Sharepoint/Admin/Compliance Documents/Handbooks