



# Melcombe Primary School Volunteer and Student Policy

Reviewed by: Adam Morris

Date adopted: 2<sup>nd</sup> May 2018

Signed W. Leeming

Date 2/5/18

Wayne Leeming  
Head Teacher

Date for Review: 2<sup>nd</sup> May 2020

***Melcombe Primary School is committed to the safeguarding of children and families.***

## **Statement:**

- Melcombe Primary School believes the relationship with volunteers, students is one of mutual responsibility and commitment within which both partners have rights and responsibilities.
- It is understood that a volunteer is a person who does voluntary work at the direction and under the supervision of paid staff by choice and with no remuneration.
- It is understood that a student is a person who is completing practical course assignments or work experience at the direction and under the supervision of paid staff by choice and with no remuneration.

## **Equal Opportunities and Diversity:**

- Melcombe is committed to the development and use of procedures and practices which do not discriminate on grounds of sex, sexual orientation, marriage, race, ethnicity, age or disability and which provide genuine equality of opportunity for all employees/volunteers/students and prospective employees/volunteers/students.
- Melcombe's equal opportunities policy and safer recruitments strategies will be followed when recruiting and selecting volunteers, students and apprentices.

- Every effort will be made to match a volunteer's student's skills, talents and interests to the task.
- All recruited volunteers students will receive appropriate induction training and support from a member of staff.
- Melcombe is committed to the management of volunteers / students and will invest financial and personnel resources for this purpose where appropriate and according to budget constraints.
- All volunteers, students will be given information on legislation or policies which may affect them.

### **Health and Safety:**

- All volunteers / students will receive a health and safety briefing before commencing work on their first day.
- Volunteers / students will be required to adhere to all Health and Safety/Child protection policies and sign the statement of intent.

### **Responsibility of Volunteers / Students:**

To provide emergency contact details

- To carry out tasks in a way which, corresponds to the aims and values of Melcombe.
- To respect confidentiality in all areas and at all times both during and after any work at Melcombe.
- To be reliable.
- To work within agreed guidelines and remits, including the service level agreement.
- To comply with Melcombe's policies and procedures with an emphasis on Safeguarding.
- To fulfil the requirements of the DBS clearance procedure and Statement of Intent.
- To undertake in-house safeguarding training.

### **Expenses:**

- In general there will be no financial rewards/payments for volunteer or student working. However there may be occasions when out of pocket expenses will be paid. These must be agreed in advance of spending by the Manager (SLT only).

### **Rights of the Volunteers:**

- To know what is expected of them and be provided with necessary training.
- To know what their rights and responsibilities are.
- To be provided with a first day induction on Health and Safety and Child Protection.
- To have safe working conditions.
- To be free from discrimination.
- To withdraw/be withdrawn from voluntary/student work if it is no longer appropriate.
- To raise concerns with the Manager if they are unhappy about their treatment either by staff, users or other volunteers.



## **Melcombe Statement of Intent for Volunteers & Students**

**Melcombe Primary School is committed to the safeguarding of children and families.**

Name:

Address:

Phone Number:

Emergency Contact including phone number:

Reason for wanting to work at Melcombe Primary School:

Do you have any disabilities or medical requirements we need to be aware of:

Please give details of two referees who have given permission for us to contact them &/or act as next of kin in an emergency:

Name:

Name:

Address:

Address:

Postcode:

Postcode:

Telephone Number:

Telephone Number:

Relationship to you:

Relationship to you:

### ***Please tick:***

- ☐ I am aware that I am required to undergo an initial induction with a member of staff who is trained in safer recruitment.
- ☐ I am aware that as a volunteer, student or apprentice I am required by law to obtain DBS clearance prior to working at Melcombe Primary School.
- ☐ I agree to adhere to the confidentiality policy related to all clients and staff I come into contact with at Melcombe Primary School.

Signed:

Date:

Disclosure and Barring Service  
Volunteer / Student Request Form  
(To be completed by a member of the Senior Leadership Team)

Name of Volunteer	Full Name:
Volunteer Position	
Purpose of Volunteering / Placement	
Where will the volunteer be working?	Please tick below: Melcombe Primary School Melcombe Nursery  Please Enter: Class: _____  Line Manager: _____
Expected Duration of Volunteer Position/Placement	Start Date:  End Date:
Will the Volunteer/Student be supervised/unsupervised (Please tick)	Supervised  Unsupervised
Type of check needed Please tick (see guidance notes on Page 2)	Enhanced with barred list check (working in regulated activity)  Enhanced check only as supervised
Photographic ID (please attach to form)	Yes      No (Passport/Driving Licence/National Identity Card)
Manager SLT team	Print Name:  Signature:

\*Once the form has been completed the volunteer should report to HR/Reception to obtain a DBS application (with the completed DBS volunteer request form). Once the form has been completed the volunteer will need to bring the form back to reception so that the disclosure form and documents can be checked before being sent to the LA's DBS team. (A list of documents/evidence that an applicant/volunteer must provide is attached on page 4 which can be given to the applicant/volunteer.

\*Once the volunteer is issued with their certificate, they will need to either hand this to you so you can make a copy and return to HR for recording on the Schools Single Central Register, alternatively they can report to the school main reception so a copy of the form can be taken and given to the School's HR Officer or see the School's HR Officer directly.



## **Guidance Notes**

Please note that if the volunteer is engaging in Regulated Activity see definition below, they will require an enhanced DBS (with barred list check)

Regulated activity includes:

a) teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children,

b) Work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers;

Work under (a) or (b) is regulated activity only if done regularly. Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not. This includes:

c) Relevant personal care or health care provided by or provided under the supervision of a health care professional:

- Personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing;
- Health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

For volunteers whom are supervised but have the opportunity to come into contact with children this is not defined as regulated activity so an enhanced DBS certificate must be obtained rather than an enhanced DBS certificate (with barred list check).

In terms of supervision -

- there must be supervision by a person who is in regulated activity;
- the supervision must be regular and day to day; and
- the supervision must be "reasonable in all the circumstances to ensure the protection of children".

Supervision by a person in regulated activity/regular and day to day: supervisors must be in regulated activity themselves. The duty that supervision must take place "on a regular basis" means that supervision must not, for example, be concentrated during the first few weeks of an activity and then tail off thereafter, becoming the exception not the rule. It must take place on an on-going basis, whether the worker has just started or has been doing the activity for some time.

You should consider the following factors in deciding the specific level of supervision the organisation will require in an individual case:

- Ages of the children, including whether their ages differ widely;
- Number of children that the individual is working with;
- Whether or not other workers are helping to look after the children;
- The nature of the individual's work (or, in a specified place such as a school, the individual's opportunity for contact with children);
- How vulnerable the children are (the more they are, the more an organisation might opt for workers to be in regulated activity);
- How many workers would be supervised by each supervising worker?

In law, Melcombe Primary will have no entitlement to do a barred list check on an applicant/volunteer who, because they are supervised, is not in regulated activity



## Does the applicant qualify for a Volunteer DBS check?

In order to apply for a Volunteer DBS check, a person must not:

- Receive any payment (with the exception of travel and approved out-of-pocket expenses)
- Be on a placement
- Be on a course that requires them to do this role
- Be in a trainee position that will lead to a full-time role or qualification

Here's further guidance on the eligibility for DBS checks for volunteers;

Position applied for	Status	Reasoning
Parent helpers in schools	Eligible	This activity is entirely voluntary, unpaid and provides a service to a third party
Adoptive parents & other household members over 18 years old	Eligible	This activity is entirely voluntary, unpaid and provides a service to a third party
Medical/teaching/social work student on work placement as part of training	Ineligible	This activity is a mandatory course requirement and primarily undertaken to benefit the student
Foster carers & members of the same household over 18 years old	Ineligible	This activity is entirely voluntary but foster carers usually receive payments for these activities, therefore it is deemed that neither foster carers nor other members of the household are entitled to free checks

## The Definition of a Volunteer

The Police Act 1997 (Criminal Records) Regulations 2002 defines a volunteer as:

*"A Person who is engaged in any activity which involves spending time, unpaid, doing something which aims to benefit some third party other than, or in addition to, a close relative."*

**Therefore please note that if the volunteer is on a placement or course or working in the school for the purpose of a qualification then they will need to provide you with a copy of an existing certificate from there University/College or pay the school the £44.00 for the DBS enhanced check**

## **Documents the applicant (Volunteer) must provide**

The person going through a DBS check (the applicant) must give their employer original documents (not copies) to prove their identity.

The documents required will depend on the route the application takes. The applicant must try to provide documents from Route 1 first.

### **Route 1**

The applicant must be able to show:

- one document from Group 1, below
- 2 further documents from either Group 1, or Group 2a or 2b, below

At least one of the documents must show the applicant's current address.

### **Route 2**

If the applicant doesn't have any of the documents in Group 1, then they must be able to show:

- one document from Group 2a
- 2 further documents from either Group 2a or 2b

At least one of the documents must show the applicant's current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

### **Route 3**

Route 3 can only be used if it's impossible to process the application through Routes 1 or 2.

For Route 3, the applicant must be able to show:

- a birth certificate issued after the time of birth (UK and Channel Islands)
- one document from Group 2a
- 3 further documents from Group 2a or 2b

At least one of the documents must show the applicant's current address. If the applicant can't provide these documents they may need to be fingerprinted.

### **Continuation sheets**

The applicant can [download a DBS continuation sheet](#) for additional information they can't fit on the DBS application form.

### **Unusual addresses**

The applicant must make sure they fill in the address part of the form correctly if they have an [unusual address](#), e.g. if they live abroad, in student accommodation or a hostel.



## Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photo card - (full or provisional)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

## Group 2a: Trusted government documents

Document	Notes
Current driving licence photo card - (full or provisional)	All countries outside the EU (excluding Isle of Man and Channel Islands) All driving licenses must be valid
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man



## Group 2b: Financial and social history documents

Document	Notes	Issue date and validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, eg pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Work permit or visa	UK	Valid up to expiry date
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, eg Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, eg from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EU National ID card	-	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid