

## Willoughby St Helena's Church of England Primary School

"To Learn is to live."

Valuing Compassion, Community, Endurance, Friendship, Hope, Thankfulness,  
Wisdom and Respect.

### Volunteer Policy, Privacy Notice and Guidelines

#### 1. Introduction

Volunteers at our school 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.

Our Volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students referred to us by Student Volunteer Services
- Ex-members of staff
- Local residents
- Friends of the school

The types of activities that Volunteers are engaged in include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with children
- Running after-school clubs
- Working with children on the computers
- Accompanying school visits

#### 2. Becoming a Volunteer

Anyone wishing to become a volunteer must meet with the Headteacher in the first instance. Volunteers should read the Volunteer Guidelines (Appendix 1).

Before starting to help in school, volunteers sign the Volunteer Agreement (Appendix 2), which sets out the school's expectations of volunteers and ask Volunteers to confirm they have received a copy of this policy.

### 3. Our school Vision.

All adults who work in our school whether a paid member of staff, or a volunteer, are expected to work and behave in such a way as to actively promote our school vision.

### 4. Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that Volunteers have about the children they work with and come into contact with should be voiced with the Class Teacher and NOT with the parents of the child or persons outside school. 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.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher.

### 5. 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 activity they are undertaking.

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. Volunteers are encouraged to seek further advice / guidance from the Teacher in the event of any query or problem regarding children's understanding of a task or behaviour.

### 6. Health and Safety

The school's Health and Safety Policy is available on request to Volunteers working in the school.

Class Teachers ensure that Volunteers are clear about emergency procedures (eg fire alarm evacuation) and about any safety aspects associated with a particular task (eg using DT equipment/accompanying children on visits).

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher in the first instance.

## 7. Safeguarding

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

- All volunteers are given a copy of this Volunteer Policy and asked to sign the Volunteer Agreement (Appendix 2)
- New Volunteers are asked to complete the New Volunteers Sheet (Appendix 3)
- To ensure the safety of our pupils at all times, all Volunteers must be cleared by the Disclosure and Barring Service (DBS). A DBS Disclosure is issued to the individual, the school is notified of the clearance by the DBS and a central record is maintained in school.

## 8. Complaints Procedure

Any complaints made about a Volunteer will be referred directly to the Headteacher for investigation. Any complaints made by a Volunteer will be referred to the Headteacher.

The Headteacher reserves the right to take the following action:

- To speak with a Volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again;
- Offer an alternative placement for a Volunteer, eg helping with another activity or in another class
- Inform the Volunteer that the school no longer wishes to use them. The full Complaints Procedure is available from the school office.

## **Privacy Notice for Governors and Volunteers**

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

We, St Helena's CE Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Mrs Judy Carter.

### **The personal data we hold**

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Copy of identification documents
- Photographs
- CCTV footage
- Data about your use of the school's information and communications system

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions

### **Why we use this data**

The purpose of processing this data is to help us run the school, including to:

- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Inform our recruitment and retention policies
- Enable ethnicity and disability monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body

## **Our lawful basis for using this data**

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds, which justify the school's use of your data.

## **Collecting this information**

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

## **How we store this data**

We create and maintain a file for each Governor/Volunteer. The information contained in this file is kept secure and is only used for purposes directly relevant to your work at the school.

Once your office as Governor/Volunteer period with us has ended, we will retain this file and delete the information in it in accordance with our record retention schedule. Our record retention schedule sets out how long we keep information about staff, governors and volunteers (a copy is available from school or available online at <https://www.gov.uk/government/publications/data-protection-toolkit-for-schools>)

## **Data sharing**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Our local authority - to meet obligations to share certain information with it, such as safeguarding concerns
- The Department for Education
- Your family or representatives
- Educators and examining bodies
- Ofsted
- Suppliers and service providers - to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Trade unions and associations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Employment and recruitment agencies

## **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## **Your rights**

### **How to access personal information we hold about you**

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for our personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please do so in writing to Mrs Sue Belton, Headteacher in the first instance.

### **Your other rights regarding your data**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact Mrs Sue Belton, Headteacher, in the first instance.

### **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact Mrs Judy Carter, our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to : Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection office, Mrs Judy Carter.

This notice is based on the Department for Education's model privacy notice for the school workforce, amended to reflect the way we use data in this school.

<https://www.gov.uk/government/publications/data-protection-and-privacy-notices>

## Appendix 1 – Volunteer Guidelines

Thank you very much for volunteering to help at St Helena's CE Primary School. The following are a set of guidelines, which we hope will help to establish a successful partnership between staff and volunteers at the school.

- Teachers work hard to plan lessons and direct learning in advance. If you are unsure of the purpose of the activity you have been asked to assist with please clarify it with the teacher or teaching assistant at the start of the session.
- If you are committed to helping on a regular basis and for any reason are unable to attend on a day when you are expected, please inform the teacher or the school office in advance. Similarly, if your help is not required on a particular day (due to a trip or other school activity) then the teacher will provide you with advance note of this.
- Helping in the school that contains your own child will give you an insight into their education. Should you have any questions that arise out of this please direct them to the class teacher privately on a separate occasion, through Parent/Teacher evenings, or through the other channels that already exist within the school.
- When you are working with the children it is important to create an atmosphere that makes the children want to learn. Enthusiasm and encouragement are extremely important in helping with development.
- Should a child or children spoil an activity in which you are participating for others, please give one warning before asking the teacher or teaching assistant to intervene.
- Under the Children Act 1989 relating to child protection, if a child tells you something that you feel is of concern but you might not know the relevance of, you should discuss this privately with the teacher and no further.
- Confidentiality regarding what might be seen, heard or discussed within the class by children or adults is extremely important. School staff are bound by the rule of confidentiality that as a volunteer will also apply to you. Please do not discuss any issues that might arise in class with anyone other than the class teacher who is best placed to decide on the correct course of action.

You may be aware that legislation requires all people working with 'vulnerable members of society', whether in a professional or a voluntary capacity, have to apply for a "Disclosure" from the Disclosure and Barring Service (DBS). DBS disclosures are not 'portable', unless you have applied for the DBS Update Service. Details of how you apply are available at the school office.

Thank you very much for volunteering your time, effort and enthusiasm to help in school. You can be assured that your support is greatly appreciated and will be of genuine help to both children and staff alike.

Yours sincerely

Mrs SM Belton

Headteacher.

## Appendix 2 - Volunteer Agreement

Thank you for offering your services as a Volunteer at St Helena's CE Primary School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement Sheet and hand it to the school office.

You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy and have read the Volunteer Guidelines
- I agree to support the School's Aims and Values
- I agree to treat information I learn from being a Volunteer in School as confidential
- I understand that I am required to undergo a DBS check before I can start to volunteer within school.

Signature:

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Name:

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Date:

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### **Right to Work in the UK**

All volunteers will be required to produce original documentation that proves their right to work in the UK.

Do you have the right to work in the UK?

Yes

No

**Overseas Check**

Are you a foreign national or a UK resident who has lived or worked abroad for more than three months in the last five years?

Yes

No

## Appendix 3 - Volunteer Information Sheet

Name of Volunteer:

Address:

Telephone Number:

What Skills / areas would you like to help with in school?

Are there any particular age groups / classes you would like to work with?

Do you have any disabilities / other needs we need to take into account when working as a volunteer in school? (please give details)

Thank you for taking time to complete this Volunteer Information Sheet.

Please hand it to the school office.

Your offer of help is appreciated and we will be in touch shortly.

School email: [admin@st-helenascofe.lincs.sch.uk](mailto:admin@st-helenascofe.lincs.sch.uk)

School Website : [www.st-helenascofe.lincs.sch.uk](http://www.st-helenascofe.lincs.sch.uk)