



Empowering children to lead fulfilling lives

Manland Primary School

Safeguarding and recruitment process for Volunteers in Regulated Activity¹



Last Review by School	March 2024
Next Review by School	March 2025

¹ Regulated activity includes:

- a. **unsupervised activities:** teaching, training, instructing, caring for or supervising children, providing advice or guidance on physical, emotional or educational 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**.

The Safeguarding Vulnerable Groups Act 2006 provides that the type of work referred to as regulated activity is if “it is carried out frequently by the same person” or if “the period condition is satisfied”.

Paragraph 10 of Schedule 4 to this Act says the period condition is satisfied if the person carrying out the activity does so at any time on more than **three days in any period of 30 days** and, for the purposes of the work referred to at (a), apart from driving vehicle only for children, it is also satisfied if it is done at any time between **2am and 6am** and **it gives the person the opportunity to have face to face contact with children**.



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Volunteer Recruitment Checklist

[Office use only]

Candidate Name:	Date:
Volunteers Role Applied For:	
Date application form received:	
Date of Interview:	
Date of criminal record self-declaration form:	
Date of childcare disqualification declaration: Volunteers are only required to complete this declaration if: <ul style="list-style-type: none"> - They are working with children in EYFS (Reception class) - They are running an after school provision / club / event with children aged 8 and under 	
Date photo and address ID seen:	
Date of safeguarding meeting with DSL:	
Date of safeguarding training:	
Date reference 1 received and verified	
Date reference 2 received and verified	
Dates of period/ working or living abroad and considered:	
Date prohibition checks considered:	
Date of issue and DBS checked:	
Date of Child's Barred List check:	
Date Volunteer Risk Assessment Completed:	



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Job Description and Person Specification

Salary: Voluntary (not a paid position)

Frequency:

Purpose of Role: The Volunteer role is to support class staff in all aspects of provision of primary school education for children.

Main Duties & Responsibilities

Role	Job Description	Tick, if applies
Volunteer Reader	<ul style="list-style-type: none"> To assist in setting up equipment for the reading sessions. To listen to children read, talk with them and ask questions To assist with tidying up at the end of the reading session To follow the direction of the class teacher To ensure the safety of children at all times. 	
Swimming helper	<ul style="list-style-type: none"> To accompany pupils to, and from, their weekly swimming sessions To assist with walking the children to and from the coach To follow the direction of the class teacher To ensure the safety of children at all times. 	
Running a club or event	<ul style="list-style-type: none"> To run events or clubs for pupils, usually outside of school day hours To plan events or clubs appropriately, to ensure events comply with the health and safety safeguarding policies of the school and organisation (e.g. HSA) To assist with tidying up at the end of the event or club, to ensure school is ready for teaching purposes To follow the direction of any staff To ensure the safety of children at all times. 	
Driver	<ul style="list-style-type: none"> To convey pupils to, and from, events during the school day To deliver pupils to Manland staff, at the drop off area specified in the event letter To contact school immediately in case of any issues To ensure the safety of children at all times. 	



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Other duties and responsibilities

- Abide by health and safety guidelines and share responsibility for own safety and that of colleagues.
- Understand and empathise with the aims and values of the school and its equal opportunities policies.

Qualifications/Experience

- Knowledge or experience in a childcare setting is desirable, but not essential.
- Must be reliable.
- Must have the ability to relate well to children.
- Good interpersonal skills.
- Must be supportive, enthusiastic.
- Ability to work as part of a team, but be able to use own initiative.

Boundaries of role

As a school, we also have a responsibility to ensure that our volunteers are aware of certain obligations placed upon them through undertaking activities within the school environment. This is necessary for the school to secure the safety and welfare of pupils and to meet safeguarding requirements.

- Volunteers must not use mobile phones at any point, whilst volunteering with Manland Primary School, unless in an emergency.
- Volunteers must not make physical contact with a child.
- Volunteers must use staff toilets /adult toilets when volunteering. At no point should a volunteer use a child's toilet facility.
- Volunteers who take part in swimming lesson trips must not enter the pupil changing rooms or assist children to get dressed.
- Volunteers may be made aware of any medical conditions for children they are working with which may require immediate intervention. The volunteer will inform a member of Manland staff immediately if a child requires first aid or medication. Volunteers should not provide any first aid or medication to children, unless in an emergency.
- Volunteers must sign in and out of school and also wear a lanyard at all times whilst on site (green lanyard for volunteers in regulated activity with a DBS).
- Volunteers must regard themselves as adult role models when undertaking school activities and ensure that their conduct is appropriate to the school setting.
- Volunteers have a right to expect respect and co-operation from any pupils that they may engage with. Any concerns about pupil behaviour, even involving the volunteer's own child, should be referred to the relevant member(s) of staff.



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- Volunteers must be mindful of confidentiality considerations and should not discuss or pass on information about individual pupils or internal school matters which they may receive or obtain while undertaking voluntary activities.
- Volunteers participating on an offsite visit, must complete an OV7B form and return it to the school office (copy attached as Appendix 3).
- Volunteers who have agreed to transport pupils in a private vehicle during school hours must complete an OV7D (copy attached as Appendix 4) and provide the following evidence to the school office, prior to the offsite visit: Driving license, Car Insurance certificate, Car Registration Document and MOT certificate.
- Should a volunteer have any concerns whilst volunteering, they must follow Manland's Child Protection Quick Reference guide. **Safeguarding concerns must only be shared with a member of the safeguarding team; Mrs Wicks, Mr Comer or Mrs Kemp.** If the DSL or Deputy DSLs are absent, please ask a member of the admin team to contact them via telephone for you.

The Headteacher and Governing Body reserve the right to determine whether any volunteer should be refused permission to participate or to continue to participate in appropriate activities where this is felt to be justified.

Safeguarding and Safer recruitment process

- All parent and carer volunteers in regulated activity at Manland Primary School must confirm they have read and understood our safeguarding guidance:

Safeguarding document	Please tick
Keeping Children Safe in Education 2023 https://www.gov.uk/government/publications/keeping-children-safe-in-education--2	
Manland's Child Protection policy manland.herts.sch.uk/download/child-protection-policy/	
The Prevent Duty https://www.gov.uk/government/publications/prevent-duty-guidance/prevent-duty-guidance-for-england-and-wales-accessible	
Child Protection in Education training (TES Develop) [School to send link to volunteer]	
Details of Manland's safeguarding team https://manland.herts.sch.uk/safeguarding/our-safeguarding-team/	
Manland's Child Protection Quick reference guide for Volunteers and Visitors Attached as Appendix 1	
Guidance for Safer Working Practices https://www.saferrecruitmentconsortium.org/	



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Behaviour Policy https://manland.herts.sch.uk/download/behaviour-policy/	
School Trip Volunteer guide Attached as Appendix 2	
Online Safety Acceptable Use Agreements for visitors, volunteers and parent/carer helpers Attached as Appendix 5	



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Volunteer Application Form

Name & Role	Contact details
Title	Address
Forename	
Surname	
Voluntary role applying for e.g. reader	Telephone number
	Email
<p>We will need to contact two people to provide a reference for you. Ideally, one reference should be someone you know in a professional capacity. References from family members or partners are not accepted.</p> <p>Please provide the contact details below of two people you would be happy for us to contact for a reference for you:</p>	
<p>Name of referee</p> <p>Relationship to you</p> <p>Email address</p> <p>Telephone number</p>	<p>Name of referee</p> <p>Relationship to you</p> <p>Email address</p> <p>Telephone number</p>
<p>Please briefly state below why you would like to volunteer at Manland Primary:</p>	
<p>Experience and qualifications applicable to the role</p>	



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Please inform us of any medical conditions you would like us to be aware of whilst you are volunteering on site:

In the event of a medical or other emergency, please provide contact details below of who you would like us to contact:

Name:

Telephone number:

If you have lived or worked abroad at any point, please provide details below (further safer recruitment checks may be required):

Please provide details of your employment history below for the last 5 years

Dates	Name of employer	Role

Date:..... Signature of applicant:.....



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Equality: Manland Primary School welcomes a diverse population of both pupils and staff. In order to consolidate and build upon this diversity, it is essential that equality of opportunity and the absence of unfair discrimination be at the core of all the School's activities. The School is committed to promoting and developing equality of opportunity in all its functions and all visitors to site are expected to follow this same commitment. Full details of our Equality Policy can be found on our school website.

Safeguarding and Safe Recruitment: The school is committed to safeguarding children and young people. All volunteers at Manland Primary are subject to pre-employment checks, including a satisfactory enhanced Disclosure and Barring Service (DBS) check.

Criminal Record Self-Declaration Form

This form must be completed by all shortlisted applicants where a Disclosure and Barring Certificate (also known as a DBS), is required. The information disclosed on this form will not be kept with your application form during the application process.

Policy statement on recruiting applicants with criminal records

This post is exempt from the Rehabilitation of Offenders Act 1974. For further information on criminal record self-declaration for roles that are eligible for standard or enhanced DBS checks please refer to [Nacro guidance](#) and the [MoJ website](#).

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not in itself, prevent a person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis, and we will take the following into consideration:

- whether the caution or conviction is relevant to the position applied for
- the seriousness of any offence revealed
- the age of the applicant at the time of the offence(s)
- the length of time since the offence(s) occurred
- whether the applicant has a pattern of offending behaviour
- the circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned
- whether the applicant's circumstances have changed since the offending behaviour.

It is important that applicants understand that failure to disclose all unspent cautions and convictions; and also, any adult cautions and spent convictions that are not protected could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from [Nacro](#).

Please note that, if you are unsuccessful, this disclosure form will be securely destroyed within 6 months of your application.



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Surname:		Forename:	
Post applied for:		Date:	
NI Number:		Teacher Ref No. <i>If applicable</i>	
Date of QTS: <i>If applicable</i>			
<p>Manland Primary School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. For this post, pre-employment checks will be carried out, references will be sought, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.</p>			
Do you have any unspent conditional cautions or convictions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you have any spent adult cautions (simple or conditional), or spent convictions, which are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you have any criminal convictions or relevant service discipline convictions received within the Armed Forces Justice System (e.g. through Summary Hearing or Court Martial) where it would be considered an equivalent offence in England and Wales?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Have you ever been barred from working with Children or disqualified from working in Childcare?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are you subject to any sanctions in the EEA?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<u>Teaching Posts Only:</u> Are you or have you ever been prohibited from teaching or sanctioned by the GTCE?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<u>Management Posts Only:</u> Have you been prohibited from the management of an independent school (s128)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
If you have answered YES to any of the questions above please provide full details;			
<p>Please complete and sign the declaration below: I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file.</p>			
<p>DECLARATION I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Manland Primary School however failure to disclose may result in an offer of employment being withdrawn.</p>			
Signed:	Date:		



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Childcare Disqualification Declaration

Will this role involve:

- working with children in EYFS (Reception class) YES/NO
- running an after school provision / club / event with children aged 8 and under YES/NO

If you have answered Yes to either of the questions above, please complete the form below:

School	Manland Primary School		
<p>Please do not complete this form if you do not work in the relevant settings as outlined in the Childcare Disqualification Regulations</p> <p>The Childcare Disqualification Regulations require organisations that provide care for pupils in certain age ranges and settings to ensure that staff and volunteers working in those settings are not disqualified from doing so under the “Disqualification under the Childcare Act 2006”.</p> <p>Reference: https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006</p> <p>A person may be disqualified through:</p> <ol style="list-style-type: none"> 1. Having been included on the Disclosure and Barring Service (DBS) Children’s Barred List 2. Having been found to have committed certain violent and sexual criminal offences against children and adults which are referred to in regulation 4 and Schedules 2 and 3 of the 2018 Regulations (note that regulation 4 also refers to offences that are listed in other pieces of legislation) 3. Having certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2018 Regulations 4. Having refusal or cancellation of registration relating to childcare, or children’s homes, or being prohibited from private fostering, as specified in Schedule 1 of the 2018 Regulations 5. Having been found to have committed an offence overseas which could constitute an offence regarding disqualification under the 2018 Regulations if it had been done in any part of the United Kingdom <p>The above list is only a summary of the criteria that lead to disqualification. Further details about the specific orders and offences, which lead to disqualification, are set out in the 2018 Regulations.</p> <p>If you work in the relevant setting, you are required to sign the declaration below confirming that you are not disqualified under those Regulations. You do not have to disclose convictions, cautions, reprimands or final warnings that are “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)</p> <p>If you fail to complete and return the form, this will be regarded as a disciplinary matter, which may result in dismissal and if you are a job applicant the offer of employment will be withdrawn. In the case of volunteers (where required to sign) it may mean that you can no longer work at the school.</p> <p>A disqualified person is not permitted to continue to work in a relevant setting, unless they apply for and are granted a waiver from Ofsted.</p> <p>Reference: http://www.ofsted.gov.uk/resources/applying-waive-disqualification-early-years-and-childcare-providers</p>			
Name		Post	



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Please circle one option for every question

Section 1 – Disqualification Criteria – when responding to the following questions about your cautions or convictions, please bear in mind that you only need to provide details of any convictions that are relevant to the childcare disqualification legislation – see link below.

Have any orders been made in respect of you in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2018 Regulations?	YES / NO
---	----------

Have you been found to have committed certain violent and sexual criminal offences against children or adults which are referred to in regulation 4 and Schedules 2 and 3 of the 2018 Regulations?	YES/NO
--	--------

Have any orders been made which prevents you from being registered in relation to child care, children’s homes or fostering as specified in Schedule 1 of the 2018 Regulations?	YES/NO
---	--------

Have you been found to have committed an offence overseas, which would constitute an offence regarding disqualification under the 2018 Regulations if it had been done in any part of the UK? These are summarised in the following document: https://www.legislation.gov.uk/ukxi/2018/794/contents/made	YES / NO
---	----------

Are you barred from working with Children (Disclosure and Barring Service (DBS))?	YES / NO
---	----------

Are you prohibited from Teaching?	YES / NO
-----------------------------------	----------

Are there any other relevant offences in respect of you as set out in Schedule 1 of the 2018 Regulations? See link above for further details.	YES/NO
---	--------

Section 2 – Provision of Information

If you have answered YES to any of the questions above you should provide details below in respect of yourself. You may supply this information separately if you so wish, but you must do so without delay.

Details of the order, restriction, conviction, caution etc.	
The date(s) of these	
The relevant court(s) or body(ies)	

If possible please provide a copy of the relevant order, caution, conviction etc. In relation to cautions/convictions a DBS certificate may be provided.

Section 3 – Declaration

In signing this form, I confirm that the information provided is true to the best of my knowledge and that:

- I understand my responsibilities to safeguard children.
- I understand that the information provided on this form will be retained on file.
- I understand that I must notify the Headteacher immediately of anything that affects my suitability including any cautions, warnings, convictions, orders or other determinations made



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in respect of me or unspent convictions that would render me disqualified from working with children.			
<ul style="list-style-type: none"> I understand that I must notify the Headteacher immediately if there are any changes or additions to the information I have supplied on the form that may occur in future. 			
Signed			
Print Name		Date	

Confirmation

I confirm that I have read the above guidance (including Appendices) and agree to adhere to all Manland’s safeguarding policies and safe recruitment guidance:

Name.....

Signature.....

Date.....



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Appendix 1

Manland Primary School

Child Protection quick reference guide for volunteers and visitors



Designated Senior Leaders

The Designated Senior Leader “DSL” is:

Mrs Wicks

The Deputy Designated Senior Leader “DDSL” are:

Mr Comer and Mrs Kemp

Mrs Wicks should be your first point of contact, in her absence any of these people can help with your child protection concern. If the DSL or Deputy DSL are absent, please ask a member of the admin team to contact them via telephone for you. In the event of an emergency you can call:

0300 123 4043

The Manland Primary School Child Protection Policy can be found on our school website on www.manland.herts.sch.uk.

Please also refer to Part 1 of the DFE’s Guidance, ‘Keeping Children Safe in Education’.

Introduction

Safeguarding is everyone’s responsibility. Child protection is part of the safeguarding process. It focuses on:

- Providing a safe environment
- Identifying children who are suffering or likely to suffer significant harm, and
- Take appropriate action.

This leaflet has been given to you to make sure you understand what is expected of you. Please seek advice from your **Designated Senior Leader (DSL)** for Child Protection if you are unclear about anything in this leaflet and keep it in a safe place.

When to be concerned?

As an adult working with or offering to supervise children and young people, **you** have a duty to act when you have a concern about a child’s welfare. When you become aware of information that leads you to be concerned about the wellbeing of a child you must report it. The information you have may not be enough on its own for a child protection referral. However, it will help your DSL to build a picture of a child at risk of harm.

Alerts:

- You may see physical signs
- You may hear worrying accounts
- You may pick up on emotional distress
- You may notice changes in a child’s behaviour or presentation
- A child may make a disclosure to you

If you report a concern to a member of the safeguarding team, you may ask for a follow up to check what actions have been taken and it is your responsibility to escalate this if you are not satisfied. If you are on the school grounds or offsite with pupils and you have a safeguarding concern, you must tell a member of staff on the trip and they will put you in contact with a member of the safeguarding team.

Remember, harm to a child can be caused by anyone:

- A parent/carer
- Family member/friend
- Another child
- Stranger



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- Member of staff/volunteer
- Member of the community

Regardless of the source of harm you must report your concern

- If your concern is about a staff member / volunteer you should report this to the Headteacher only
- If your concern is about the Headteacher inform Chair of Governors – Libby Montgomery via Chairgovernors@manland.herts.sch.uk. In the Chair’s absence contact the Vice Chair, Jeff Phillips.
- If neither are available, contact the LADO on 0300 123 4043

The School’s Safeguarding Governor is Chris Wardle. He oversees our safeguarding policies and procedures, however he should not be contacted with an individual safeguarding concern about a pupil.

What must I do if I have a concern?

Recognise the concern



Respond – inform your DSL/Deputy DSL without delay



If requested to do so by a member of the safeguarding team, make a written record (using the child’s own words), sign and date it



Pass the record to the DSL/Deputy DSL

Dealing with a Child’s disclosure

- **Listen** - Listen carefully to what is said to you.
- **Reassure** - Be calm, attentive and non-judgmental. Stress that it was the right thing to tell. Don’t promise to keep what is said secret. Ask no leading questions (**TED**):
 - Tell me more...
 - Explain that to me
 - Describe what happened
- **Respond** - Tell your DSL without delay

• Write it down

- Use the child’s own words. Note anything else that made you concerned
- Sign and date it
- Give it to your DSL

School Trips Guidance, including Swimming

- Please ensure that you know who is leading the school trip
- Follow their guidance and direction at all times, if ever unsure, please ask for clarification
- Treat all pupils equally and with respect
- Find out who is responsible for delivering first aid, and do not administer any first aid yourself (unless in an emergency)
- Unless you have a DBS check, you will not be left unsupervised with pupils or able to take pupils to the toilets without a member of staff
- The use of your personal mobile phone is not permitted in sight of any pupils
- Do not take any photographs or videos of pupils
- If you have any safeguarding concerns, please follow advice on the previous page and ensure that this remains confidential at all times
- If swimming, avoid entering the children’s changing rooms unless directed to by a member of staff
- Whilst supervising the children, alongside the school staff, please guide them to stay safe on or near the roads, wait sensibly for their peers and listen to the swimming pool staff
- If you are transporting pupils, you will be required to complete the relevant risk assessment forms provided by the school office.

How do I ensure my behaviour is always appropriate?

Please refer to the Guidance for Safer Working Practices which can be found on the Safer Recruitment Consortium website:

<https://www.saferrecruitmentconsortium.org/>



Appendix 2: School Trip Volunteer Guide

Thank you for offering to help on our exciting trip. We appreciate parental involvement in the life of our school and hope that you and the children have a great day.

Here are some tips to ensure the trip runs smoothly and that everyone is kept safe:

Before the trip:

- To attend the trip you must have read the “Child Protection Quick Reference Guide for Volunteers and Visitors” and read and signed the ‘Safeguarding and recruitment process for Volunteers in Regulated Activity.’ Please ask the school office if you haven’t received one of these.
- If the office has requested safe recruitment and safeguarding documents from you, you will need to share these with the school office beforehand.
- Confirm the date and time of your visit with the school. Make sure you know who to ask for when you arrive.
- Make sure you know how to recognise and respond to any concerns about a child’s safety or welfare.

During the trip:

- Follow the school’s “Child Protection Quick Reference Guide for Volunteers and Visitors” and the ‘Safeguarding and recruitment process for Volunteers in Regulated Activity’.
- You may be assigned a group of children alongside a member of staff, together with a list of their names. Please work with the staff to do regular headcounts to ensure your group is still together.
- On the coach journey, please ensure all children in your group are wearing seat belts and that they remain seated for the duration of the journey. Children may not be allowed to eat or drink on the coach. Members of staff have sick bags if required.
- When walking, encourage children to walk in pairs and promote important road safety messages. If you are given a hi-vis jacket, please ensure you keep this on. When walking with children on the pavement, please walk on the side nearest the road, with children further away from the road. You may be directed to help pupils cross the road, please listen carefully to what you are asked to do by the lead adult.
- You are unable to use your mobile phone in sight of the pupils, unless in the event of an emergency. If you need to use your phone, please let a member of staff know so they can remain with your group while you use your phone elsewhere.
- You are not permitted to take photos of any children on a personal device.
- Members of staff are responsible for all toileting and first aid, please let one of them know if this is required.
- If you have any concerns about anything a child says or does on the trip, please let a member of staff know. Please maintain confidentiality, only discussing issues with the lead member of staff. If this is a safeguarding concern, please refer to the Child Protection Quick Reference guide provided and action accordingly.

Above all, if you are unsure of anything at all, please talk to a member of staff. We will be pleased to answer any of your questions and address any concerns.



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Appendix 3



<p>FORM OV 7B (CSF4259)</p> <p>SELF-CONSENT FORM FOR ADULTS (or young people living independently)</p>
<p>Establishment:</p>

To be completed by visit leader/organiser

Visit:		
Visit Leader:		
Date of Visit:	From:	To:
Is a photograph of participant required:		Yes / No

To be completed by participant.

Full name:	Date of Birth:	
	Passport Number (where required)	
Do you:		
<ul style="list-style-type: none"> Have a medical condition requiring medical treatment or medication? Have an allergy to certain medications? 	Y/N Y/N	
Please give details of medical condition/treatments or allergies to medications below:		
<p>Have you been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may become contagious or infectious?</p> <p>If yes, give details:</p>		Y/N
Have you supplied details of your Inoculations record with this form?		Y/N
<p>Do you have any special dietary requirements?</p> <p>If yes, give details:</p>		Y/N
I wish to draw the following to the group leaders attention (e.g. allergies, phobias, recent operations and treatments, conditions which may affect fitness to participate in certain activities):		
<p>SWIMMING ABILITY: (only applicable if water-based activities are planned. Are you water-confident / competent?)</p>		



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EMERGENCY CONTACT INFORMATION		
	MAIN	ALTERNATIVE
Name: Relationship: Address: Telephone Numbers: Day: Evening: Other:		
FAMILY DOCTOR DETAILS		
Name: Address: Telephone Numbers: NHS Number (if known)		

DECLARATION	
I have received and understood the details of the visit. I confirm that I am in good health and fit to participate in the activities described. I agree to receive medical treatment as considered necessary by the medical authorities present. I undertake to inform the visit organiser as soon as possible of any change in medical circumstances between the date signed and the commencement of the event.	
Signed:	Date:
Name in Capitals:	
Address:	
Postcode:	
Telephone No:	

The information on this form should be retained by the establishment's emergency contact.

This form or a copy may be taken by the visit leader on visits outside the UK.



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Appendix 4



FORM OV 7D (CSF4261)

VOLUNTEER DRIVERS FORM

Establishment: Manland Primary School

To: The Headteacher

I confirm that:

- I am willing to use my own vehicle for transporting pupils on school visits. I have a valid full driving licence suitable for the type of vehicle.
- I have _____ Penalty Points on my licence (Please state number)
- I have a current valid insurance policy for the vehicle in which I intend to carry children / young people.
- I have checked with my insurers and have received confirmation of cover for this activity.
- The vehicle is roadworthy in all respects and has / will have a current MOT certificate (if it is more than 3 years old)
- Each young person will have a recognised seat with seatbelt (and booster cushion where appropriate) and that the vehicle cannot carry more than 8 passengers.
- I agree to inform Manland Primary School immediately of any changes to the above information

I understand that I am not covered under the above establishment's Insurance for the use of my vehicle.

Under the terms of the Data Protection Act 1998 we must inform you of the following:

By signing this form you are giving your consent to the above-named establishment and/or Hertfordshire County Council to process the information on the form. The processing involved will only be for the purpose of monitoring health and safety in accordance with relevant legislation. This may involve sharing of information you provide with local regulatory bodies.

Signed: _____ Date:

Name: (print)

Address:	
Registration Plate:	_____

Please provide the following to the school office:	Date
<ul style="list-style-type: none"> • Driving Licence • Car Insurance Certificate • Car Registration Document – V5C • MOT Certificate 	

Hertfordshire Children's Services and the establishment reserve the right at any time to request copies of any relevant documentation i.e. Driving Licence, Insurance Certificate, Registration Document and MOT Certificate.



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Appendix 5

Requirements for visitors, volunteers and parent/carer helpers (Working directly with children or otherwise)

School name: Manland Primary School

Online safety lead: Mrs Wicks

DSL: Mrs Wicks

DDSL: Mr Comer and Mrs Kemp

This document is designed to ensure that you are aware of your responsibilities when using any form of IT in the school and other aspects of safeguarding in connection with online safety.

Please raise **any** safeguarding concerns arising from your visit immediately with the DSL

- I understand I may only use my personal mobile phone(s) and other devices with camera functions in designated areas. When not in a designated area, phones must be switched off and out of sight. Any exception must be pre-arranged.
- I will not take images, sound recording or videos of school events or activities, on or off site, on any device. Any possible exception must be pre-arranged.
- I will not give out my personal details such as mobile phone number, email address, and social media account details to pupils. Where appropriate I may share my professional contact details with parents/carers provided the Headteacher is informed before I leave the school.
- I understand my visit to the school may give me access to privileged information about pupils, staff, school systems and plans. Such information should never be shared on line, including on social media sites.
- I understand I should not use school equipment to access the internet without prior approval from my contact in the school or the Headteacher.
- If working in the classroom, I will pre-check for appropriateness all internet sites I intend to use including checking the acceptability of other material visible on the site. I will not free-surf the internet in front of pupils. If I am in any doubt about the appropriateness of the content I plan to use I will check with my contact in the school.



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Appendix 6: Code of Conduct for Volunteers in School

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Introduction

This Code of Conduct is designed to give clear guidance on the standards of behaviour that all school volunteers and those acting on behalf of the school are expected to observe.

All volunteers at Manland are role models, and are in a unique position of influence, and must adhere to behaviour that sets a good example to all the pupils within the school.

This Code of Conduct applies to all volunteers of the school. This policy may be amended at any time.

This Code helps all volunteers to understand what behaviour is and is not acceptable.

Volunteers should be aware that a failure to comply with the Code of Conduct could result in the voluntary role being withdrawn.

Principles

All volunteers are expected to familiarise themselves and comply with all school policies and procedures on safeguarding and health and safety.

Volunteers must not undermine fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs

Setting an example

All volunteers set examples of behaviour and conduct which can be copied by pupils. Therefore, all volunteers must:

- avoid using inappropriate or offensive language at all times
- demonstrate high standards of conduct in order to encourage our pupils to do the same
- avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

Safeguarding Pupils

Volunteers have a duty to have regard to Keeping Children Safe in Education and abide by the duties placed upon them within this.

Volunteers have a duty to safeguard pupils from physical abuse, sexual abuse, emotional abuse and neglect.

The duty to safeguard pupils includes the duty to report concerns about a pupil to the schools Designated Safeguarding Lead (DSL) and/or Deputy Designation Safeguarding Lead (DDSL).

The School's DSL is Mrs Wicks. The Deputy DSLs are Mr Comer and Mrs Kemp.

Volunteers have access to the Child Protection Policy and Whistleblowing Procedure which may be found in the school office and volunteers must be familiar with these documents.

Volunteers should treat pupils with respect and dignity and must not seriously demean or undermine pupils, their parents or carers, or colleagues.

Volunteers should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of pupils, embarrassing, or humiliating pupils, discriminating against or favouring pupils.

Volunteers must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

Volunteers should be aware that the management of any safeguarding concerns is dealt in accordance with the latest statutory guidance as detailed in Keeping Children Safe in Education and includes any allegations that meet the harm test and/or allegations considered to be low level concerns. (i. e those which do not meet the harm test).

Low Level Concerns

The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour



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towards a child does not meet the harm test threshold.

A low-level concern is any concern that an adult working in or on behalf of the school may have acted in a way that:

- is inconsistent with the code of conduct, including inappropriate conduct outside of the school setting
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- being over friendly with children
- having favourites
- taking photographs of children on their mobile phone
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- using inappropriate sexualised, intimidating or offensive language.

Relationships

Volunteers must declare any relationships that they may have with pupils, staff, clients, contractors supplies or parents outside of the school. This may include mutual membership of social groups, tutoring, and/or family connections. **A declaration form may be found at the end of this document.**

Existing or new personal relationships at between colleagues should be declared to the Headteacher where there is a potential for this to impact upon the work of either (for example: a risk of allegations of bias or conflict of interest). The Headteacher will treat declarations in confidence.

Volunteers should not assume that the school are aware of any such connections and should use Appendix 2 to make a declaration.

Relationships with pupils

Relationships with pupils must be professional at all times. Physical relationships with pupils are not permitted and may lead to a criminal conviction.

Encouraging a relationship to develop in a way which may lead to a sexual relationship, or any other inappropriate relationship will be viewed as a grave breach of trust.

Contact with pupils must be via school-authorized mechanisms and solely for educational purposes. At no time should a personal telephone number, text, email addresses or communication routes via personal accounts on social media platforms be used to communicate with pupils.

If contacted by a pupil by an inappropriate route, volunteers should report the contact to the Headteacher immediately.

Behaviour giving rise to concern should also be reported which includes pupils seeking affection, being sexually provocative or exhibiting overly familiar behaviour.

Pupil Development

Volunteers must comply with all school policies and procedures that support the wellbeing and development of pupils.

Volunteers must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.

Volunteers must follow reasonable instructions that support the development of pupils.

Honesty and Integrity

Volunteers must maintain high standards of honesty and integrity in their work. This includes



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the handling and claiming of money and the use of school property and facilities.

All volunteers must comply with the Bribery Act 2010. A person may be found guilty of an offence of bribery under this act if they:

- offer, promise or give financial advantage or other advantage to someone
- if they request, agree or accept, or receive a bribe from another person.

If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure which may be found in the school office.

For Hertfordshire schools, for further information see the HCC Anti Bribery Policy for Schools available on The Grid.

Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of one off “token” gifts from pupils or parents.

Personal gifts from individual volunteers to pupils are inappropriate and could be misinterpreted and may lead to disciplinary action. A record will be kept of all gifts received.

Volunteers must not act on behalf of the school unless they have the authority to do so.

Professional references from the school will be provided by the relevant person with delegated authority (the Headteacher). References or endorsements on social media given by other members of staff or volunteers must be clear that they are provided in a personal capacity.

Conduct outside of School Setting

Volunteers must not engage in conduct outside work which could seriously damage the reputation of the school or the volunteer’s own reputation or the reputation of other members of the school community.

In accordance with Keeping Children Safe in Education, any conduct or behaviour that indicates a volunteer may not be suitable to work with children including such behaviour outside of the workplace which may or may not involve children is likely to be regarded as unacceptable.

For example, should a volunteer be involved in domestic violence at home and no children were involved, the school will need to consider what triggered these actions and question whether a child in the school could trigger the same reaction, therefore be put at risk.

In addition, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable where it brings into question a volunteer’s suitability or ability to do their role/work in an educational setting.

Volunteers may undertake work outside the school, either paid or voluntary, provided that it does not conflict with the interests of the school, nor be to a level which may contravene the working time regulations or affect an individual’s work performance in the school. It is recommended that permission is sought in advance.

- volunteers must disclose any work outside the school or outside business interests where there is a potential conflict of interests with their role at the school
- if any allegation of wrongdoing occurs in a volunteer’s work outside the school (whether or not they deny this) which may have a bearing on their employment, they must disclose this immediately to the Headteacher.

Forming inappropriate relationships or friendships with children or young people who are pupils under the age of 18 at another school/college will be viewed as inappropriate and impact upon the school’s ability to trust the volunteer to maintain professional boundaries with pupils at the school.

Any work-related social event is considered to be an extension of the workplace and as such



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the standards of behaviour expected at these events is in line with this policy.

E-Safety and Internet Use

Volunteers must exercise caution at all times both inside and outside of work when using information technology. Volunteers should be aware of the risks to themselves and others.

Volunteers must not engage in inappropriate use of social media sites which may bring themselves, the school, school community or employer into disrepute. Volunteers should ensure that they adopt suitably high security settings on any personal profiles they may have.

Volunteers should exercise caution in their use of all social media use. This includes creating, endorsing, liking, posting, retweeting, sharing direct messaging or sending any statements, photo's, videos, audios or messages. This also includes speaking and/or lip syncing to other creators' content and any music used.

This may also include the use of dating websites where volunteers could encounter pupils either with their own profile or acting covertly.

Contact with pupils, in relation to the volunteers role, should only made via the use of school email accounts or telephone equipment when appropriate and strictly for educational reasons.

Photographs or video footage of pupils should only be taken using school equipment, for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the school's procedures on school equipment.

Further details on this can be found in the Online Safety Policy and Acceptable User Agreements, and social media Policy which may be found in the school office.

Confidentiality

Where volunteers have access to confidential information about pupils or their parents or carers, volunteers must not reveal such information except to those colleagues who have a professional role in relation to the pupil.

All volunteers may at some point witness actions or events which need to be confidential.

For example, where a pupil is bullied by another pupil (or by a member of staff), once reported through the appropriate school procedure, it must not be discussed outside the school, including with other staff, volunteers, pupils, parents or carers, in the school except with the appropriate member of staff to deal with the matter.

Volunteers have an obligation to share with their manager or the School's Designated Senior Lead any information which gives rise to concern about the safety or welfare of a pupil. Volunteers must not promise a pupil that they will not act on information that they are told by the pupil.

Volunteers are not allowed to make any comment to the media about the school, its performance, governance, pupils or parents without written approval. Any media queries should be directed to the Headteacher or designated person.

Dress and Appearance

General Ethos

Manland Primary School has high expectations of its pupils not just in terms of their educational achievements, but also in respect of their behaviour and personal presentation. We expect all volunteers to reflect these high standards by presenting a positive and professional image to pupils, parents and other stakeholders.

The aim of this policy is to reflect these standards without unduly restricting individual choice. The school expects volunteers to take personal responsibility for dressing appropriately and therefore anticipates that intervention will be required only rarely. Where



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choice of attire falls outside the dress code, the volunteer will be advised of this on an informal basis by a member of staff.

Where clothing is very unsuitable, the volunteers may be required to return home to change.

The school has the final say on whether clothing and appearance is appropriate.

GDPR

All emails and documents generated at work can be accessed by under a subject access request.

Please bear this in mind when sending any form of communication, in particular, internal emails. Volunteers should avoid the following:

- Emoji's
- Information remarks or non-work related remarks
- Repeated punctuation marks e.g. !!!
- Signing off with kisses e.g. xxx

Emails need to be treated as formally as all other correspondence.

Volunteers should contact Mr Comer (Deputy DPO) if you have any queries on this.

Professional responsibilities when using any form of ICT, including the Internet, in school and outside school

For your own protection we advise that you:

- Ensure all electronic communication with students, parents, carers, staff and others is compatible with your role and in line with school policies
- Do not talk about your role in any capacity when using social media such as Facebook and You Tube
- Do not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with your role
- Where possible use school ICT systems and resources for all school business. If personal equipment is used documents should be removed at the earliest opportunity. Photographs/videos must not be taken on personal equipment
- Do not disclose any passwords and ensure that personal data (such as data held on MIS software) is kept secure and used appropriately
- Only take images of students and/or staff for professional purposes, in accordance with school policy and with the knowledge of SLT. Only use school photography/video equipment
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory
- Ensure that your online activity, both in school and outside school, will not bring the school or professional role into disrepute



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- You have a duty to report any eSafety incident which may impact on you, your professionalism or the school

This advice should be read in conjunction with the school's Online Safety Policy.

Compliance

All volunteers must complete the following forms to confirm they have read, understood and agreed to comply with the code of conduct. These forms should then be signed and dated on an annual basis:

- Volunteer Code of Conduct: Confirmation of Compliance
- Volunteer Code of Conduct: Relationships with pupils outside of school

Volunteer Code of Conduct

Manland Primary School

Confirmation of compliance

I hereby confirm that I have read, understood and agree to comply with the school's code of conduct.

Name

Position/Post Held.....

Signed

Date

Once completed, signed and dated, please return this form to the school office.



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Volunteer Code of Conduct

Manland Primary School

Relationships with pupils outside of school declaration

It is recognised that there may be circumstances whereby volunteers of the school are known to pupils outside of work. Examples include membership of sports clubs, family connections, or private tutoring.

Volunteers must declare any relationship outside of school that they may have with pupils.

Volunteer Name	Pupil Name	Relationship
<i>e.g Mr Smith</i>	<i>e.g My child, XXXXX, is in Year X at Manland</i>	<i>Child</i>
<i>e.g Mr Smith</i>	<i>e.g My child is in Year XXXX and friends from the class sometimes come to my house for play dates. Our families go on holidays / to events together.</i>	<i>School friend of my child</i>

I can confirm that I am fully aware of the code of conduct relating to contact out of school with pupils in line with this policy.

If I am tutoring a pupil outside of school I am aware that the following must be adhered to:

- I do not, at any point, teach the child in question as part of my daily timetable - this is a stipulation of such tutoring
- I emphasise to parents that this is done completely independently of the school
- No monies come through the school at any point, informally (e.g. via the pupil) or formally
- No private tutoring is to take place on the school premises

I confirm that if these circumstances change at any time I will complete a new form to ensure the school are aware of any relationships.

Signed

Date

Once completed, signed and dated, please return this form to the office.