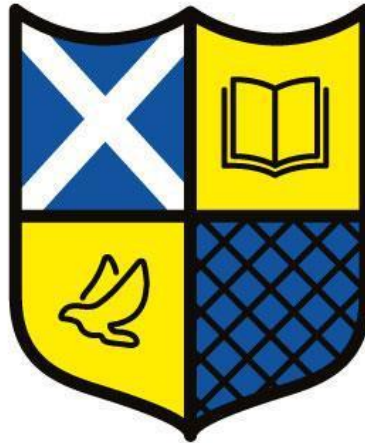


# St. Andrew's CE Primary School

## Volunteer Policy



<b>Approved by:</b>	Human Resources Committee
<b>Last reviewed on:</b>	March 2026
<b>Next review due by:</b>	March 2027

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children. We welcome and encourage volunteers from the local community. A volunteer is an unpaid adult who provides support to our school.

**Our volunteers include:**

- Members of the governing body
- Parents and carers of pupils
- Students on work experience
- Previous members of staff
- Residents or local community
- Church members

**The types of activities that volunteers are engaged in might include:**

- Listening to children read
- Supporting small groups of pupils
- Assisting with arts and crafts activities
- Supporting teachers in the delivery of after-school clubs
- Assisting pupils with computer-based learning
- Accompanying educational visits

**Becoming a volunteer**

Anyone wishing to become a volunteer, either for a one-off event or on a more regular basis, should approach the School Office. Volunteers must complete the following before starting in school:

- Volunteer Application
- An Enhanced DBS (Disclosure and Barring Service) registered with the update service
- Self-Disclosure Form
- Checks against Disqualification under the Childcare Act 2006
- Safeguarding Training Certificate

They will also need to read the following Policies that our on the school's website:

<https://www.st-andrews.brighton-hove.sch.uk/>

- Staff Code of Conduct
- Keeping Children Safe in Education
- Child Protection and Safeguarding Policy and Procedures
- Whistleblowing Policy

Before starting to help in school, volunteers should complete the Volunteer Agreement below which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

## Signing In

When you arrive at school you must sign in and receive a visitor's sticker with a green lanyard. This shows everyone that you have completed all your necessary checks to enable you to be a welcome guest. It is important that you sign out when you leave so that we know who is in school in case we need to evacuate the building and to be compliant with fire regulation.

## Confidentiality

Volunteers in school are bound by our Confidentiality Policy. All staff members, voluntary helpers and visitors should be aware that information relating to individual children or members of staff is totally confidential. Whilst in school volunteers may hear conversations that are of a confidential nature. These cover aspects such as children's academic progress, behaviour or home circumstances. All information relating to individual children and staff is totally confidential and volunteers must respect this. Any concerns that volunteers have about the children they work with/meet should be shared with the class teacher and NOT with the parents/carers of the child or any persons outside school. These comments, particularly if taken out of context, can cause distress to the parents/carers of the child if not heard directly from the school. A situation may arise in school, where the duty to the child is greater than that to the parents/carers. If a child discloses something, this information should be shared promptly with the child's teacher or Headteacher. If you have concerns you should liaise with the class teacher or a member of the Senior Leadership Team.

## Safeguarding

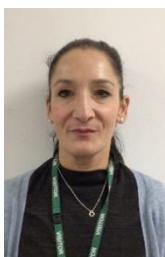
**All volunteers must complete Safeguarding Training either with Sophie Thomas, our Headteacher, or online with the NSPCC using the following link:**

<https://learning.nspcc.org.uk/training/introduction-safeguarding-child-protection>

St. Andrew's Primary School is committed to ensuring the welfare and safety of all our children in school. We believe that pupils have a right to learn in a supportive, caring and safe environment which includes the right to protection from all types of abuse; where staff are vigilant for signs of any pupil in distress.

Safeguarding is about ensuring that everyone is safe from harm, safe from bullying, safe from people who could abuse, safe from discrimination or harassment. We all need to feel safe in our environment.

If you are ever concerned about the safety or well-being of someone at our school please talk to our schools Designated Safeguarding Lead, Kim Murdock. If Kim is not available then you can speak to Sophie Thomas, Kate Paice, Sarah Chambers or Aimee Yahiaoui. If you are reporting a disclosure, write it down as soon as possible in the child's own words and report it to Kim Murdock or one of the SEN team straight away.



Kim Murdock  
Designated  
Safeguarding  
Lead



Sophie Thomas  
Deputy  
Safeguarding  
Lead



Kate Paice  
Deputy  
Safeguarding  
Lead



Sarah Chambers  
Deputy  
Safeguarding  
Lead



Aimee Yahiaoui  
Deputy  
Safeguarding  
Lead

## **Behaving Safely**

We **DO NOT** permit parents and carers to work in their own child's/children's class.

Please be aware that it is essential to adopt appropriate procedures for working with children even if you know a child well. Please treat all children with equal care and respect. Do not sit children on your knee or cuddle them in the school situation. The way the class teacher interacts with children will give you a good idea about how you should act with children.

Please try to avoid being alone with any single child in any isolated place. This does not include corridors or places of obvious circulation.

## **Supervision**

All volunteers work under the supervision of the class teacher to whom they are assigned. We also ask that volunteers stay within the remit of the task that has been discussed with the class teacher. Although teachers always retain responsibility for children, this does not require volunteers to always be in their direct supervision. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/guidance from the teacher in the event of a query or problem regarding a child's behaviour or understanding of a task.

## **Health and Safety**

The school has a Health and Safety policy which is available on request. Class teachers should ensure that volunteers are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). If a volunteer attends a school trip, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher or Headteacher.

## **Complaints Procedure**

Any complaints made about a volunteer or by a volunteer will be referred to the Headteacher for investigation.

The school has the right to take the following actions:

- Speak with the volunteer about a breach in the volunteer agreement
- Offer an alternative placement for a volunteer where appropriate
- Inform the volunteer that they are no longer required to help in school

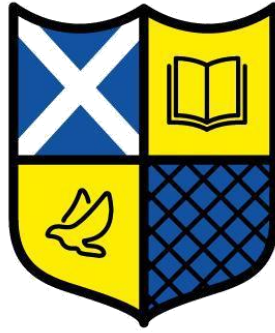
This policy will be reviewed annually or in the light of new guidance from either the DfE or the Local Authority.

## **Toilets**

Please ensure that you use the designated adult toilets that are situated by the staffroom, outside the School Office or on the top corridor. Do not use the children's toilets even if you are desperate!

## **Staffroom**

Volunteers are asked not to use the staffroom for their break times. Not only is it very crowded at times but a lot of confidential information is shared between staff at these times.



**St. Andrew's C of E Primary School**  
**Volunteer Policy**

**VOLUNTEER AGREEMENT**

Thank you for offering your services as a Volunteer at St. Andrew's C of E 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 in to the school office. You will receive a copy of it for your records.

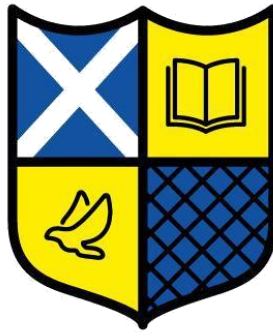
- I have received a copy of the School's Volunteer Policy
- I agree to treat information I learn from being a Volunteer in School as confidential
- I understand that I am required to undergo a Disclosing and Barring Service (DBS) check to advise the school of my suitability as a volunteer.

\*If you already have an original DBS that is registered with the Update Service, please bring this to the school the data will be added to our single central records. We will not hold a copy once checked complying with UK GDPR and the Data Protection Act 2018.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_



## **St. Andrew's C of E Primary School** **School Trip Agreement for Volunteers**

School trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: you will have an important role to play in the success and safety of this school trip. Please read and return this appendix, and sign and return the helper's slip. This is part of our school's risk assessment planning.

### **Role of the Volunteer Helper**

- To be responsible and look after, in equal measure, all the children in your group to stay with your allocated group of children, ensuring that their well-being and safety is maintained for the total duration of the school trip.
- To promote polite, respectful and courteous behaviour towards each other and members of the public. We all go as ambassadors of our school!
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip.
- To contact your group's class teacher/member of staff immediately if there are issues with first aid, safety and/or behaviour.

### **Working alongside school staff**

School staff expect volunteer helpers to:

- Comply with all the above whilst being under the direct line management of school staff.
- Show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest.
- Follow guidance from the school staff.

## **What is not permitted**

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip.
- Volunteers are not allowed to touch or reprimand children but should speak to a school staff member if there are any difficulties. If you need to move a child or gain a child's attention, we always use their name and, under no circumstances, are we to come into physical contact with a child.

## **First Aid**

For each school visit there will be at least one qualified first aider. You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid packs will be carried by staff.

## **Emergencies**

You are expected to inform a member of staff as soon as possible.

If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school (01273 770082).

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**I have read the Volunteer Policy.**

**I agree to the terms and conditions as stated in the policy.**

**I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.**

**Signed:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**Date:** \_\_\_\_\_