



Volunteers  
Policy

**Approved by:**

Nicola Worthington  
and Andrew Ashurst

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**Next review due by:**

October 2026

## **VOLUNTEERS POLICY**

Volunteers within Southfield Primary 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
- Ex-members of staff
- Local residents
- Friends of the school

The types of activities that Volunteers are engaged with include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art & craft activities with children
- Working with children on laptops
- Accompanying school visits

### **Becoming a Volunteer**

Anyone wishing to become a volunteer on a regular basis, e.g. hearing children read, should contact the school office. Volunteers should complete the Volunteer Information Sheet (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help. Before starting to help in school, volunteers should complete the Volunteer Agreement (Appendix 2), which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

### **Upholding the School Vision**

All adults and young people who work within our school, whether as a paid member of staff or as a volunteer, are expected to work and behave in such a way as to promote our School's vision and values.

### **Safeguarding and Child Protection**

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 the Volunteer Policy and asked to sign a Volunteer Agreement (Appendix 2)

- To ensure the safety of our pupils at all times, Volunteers will be asked to produce documentation so that an Enhanced Disclosure from the Disclosure and Barring Service can be carried out. A certificate is issued to the individual to produce in school. Volunteers will not be confirmed a place at school until a satisfactory Enhanced DBS is received.
- Where a Volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of an educational visit, no formal checks will be carried out. Volunteers, will be under constant supervision of school staff and must read our Educational Visit guidelines being made aware of aspects of the Risk Assessment for the visit which will be issued by the class teacher on the day of the educational visit.

### **Online Safety**

Online Safety relates to the teaching and learning of technology and through technology in a responsible and safe environment, focusing on raising awareness of the core messages of safe content, contact and conduct when using it. This can include accessing websites and online content, email, online chat rooms, mobile phones, gaming and games consoles, social networking sites, instant messaging (IM), viruses and spam. Volunteers, like staff are expected to follow the schools Online Safety Policy which is available from the main office or the school website. Personal devices including mobile phones and wrist watch phones that connect to the internet should not be used in school during class time. Volunteers may not make or receive calls when working with children. Use of phones or phone watches must be limited to non-contact time when no children are present. Volunteers are expected to keep devices out of sight when on school property. Volunteers must only use school owned devices for capturing, recording and storing data or photos of children.

### **Confidentiality**

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

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

## **Health & Safety**

The school has a Health & Safety Policy and this is made available on request to Volunteers working in the school. Class Teachers ensure that Volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. 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 or Head teacher.

## **Complaints Procedure**

Any complaints made about a Volunteer will be referred 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, e.g. 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 or on the school website.

**APPENDIX 1 - VOLUNTEER APPLICATION FORM – Please complete and return to the school office**

<b>Name of Volunteer:</b>					
<b>Date of Birth:</b>					
<b>Other names known by (including maiden names)</b>					
<b>Address:</b>					
<b>Phone numbers:</b>					
<b>Do you have children at any of our school? If yes please state pupil names, year group and class.</b>					
<b>What skills/areas would you like to help with in school?</b>					
<b>What previous experience do you have to support your application?</b>					
<b>Are there any particular age groups / classes you would like to work with?</b>					
<b>Do you have any disabilities / other needs we need to take into account when working as a Volunteer in school? (please give details)</b>					
<b>Which days of the week will you be available to volunteer</b>	MON	TUES	WEDS	THURS	FRI
<b>What times will you be available to Volunteer?</b>	AM		PM		All DAY

## References

References will be sought before you will be able to start volunteering. Please provide the names of two referees, one of whom should know you in a professional capacity.

Reference 1	Reference 2
<b>Name:</b>	<b>Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone Number:</b>	<b>Telephone Number:</b>
<b>Email:</b>	<b>Email:</b>
<b>Position held:</b>	<b>Position held:</b>
<b>Please state the context in which this person is known to yourself:</b>	<b>Please state the context in which this person is known to yourself:</b>

**Thank you for taking time to complete this Volunteer Application Form. Please hand it to the School Office. Your offer of help is appreciated and we will be in touch shortly.**

## APPENDIX 2 - VOLUNTEER AGREEMENT

### Volunteer Code of Conduct

Southfield Primary highly values parents and others who volunteer to help with school activities. We encourage your support, contributions and assistance. Many school activities would be at risk if it wasn't for your help and many of our children benefit greatly from it.

Whilst you are engaged in voluntary activities for the school, we have a duty of care to ensure your safety and well-being and that of our children. This means ensuring that their welfare is promoted, they are cared for appropriately and they are safeguarded from harm. We have a responsibility to ensure that all adults working for the school are suitable people to work with children. Adults working with children **MUST** be subject to the school's risk management process to determine if you are required to undertake a 'DBS' check. (Disclosure Barring Service check). We can assure you that any DBS checks are confidential and are undertaken to ensure the safety of our children. DBS is required if you are to have regular contact with school children.

When in school volunteering or on an off-site visit, you will be provided with the necessary information to help you support each planned event or activity. This information may, at times, be of a confidential nature such as a risk assessment, and you must ensure that you treat this information confidentially. It is essential that we acknowledge that volunteers behave appropriately whilst working with our children. Below is a list of guidance to ensure that volunteers are aware of an (the) acceptable code of conduct.

- Always follow the directions and instructions of the event organiser/lead teacher.
- Sign in at the school office and collect a volunteer badge for recognition
- Adhere to the school's Child Protection Policy, Behaviour Policy, Photographic Consent Policy, Confidentiality Policy, Social Media Policy and Health and Safety policy.
- Behave in a mature, safe, respectful, fair and considerate manner to all children, including your own.
- Behave in such a way that no reasonable observer should need to question your conduct.
- Report any significant concerns about a child's behaviour to the event organiser/lead teacher, rather than dealing with it yourself.
- Treat all children equally.
- Treat members of staff considerately and politely, respecting the decisions they make, even if you do not agree with them.
- Provide a good example and a positive role model to children.
- To safeguard yourself, do not work with children in an unsupervised area.
- Always alert the School Office to any medical issues which could affect how you volunteer in school (this will always be treated in the utmost confidence).
- Do not breach confidentiality by discussing school activities you have volunteered in by talking to anyone (including using social media). Any comments made may be misrepresented and lead to misunderstandings.
- Do not use a mobile phone on school premises or during off-site trips and visits when children are present.

Report to the Head Teacher

- Any accidents
- Any issues/concerns with a child's behaviour
- Any difficulties you experience
- Unacceptable behaviour of another adult

I have read the school's guidance on Information for Volunteers and will abide by this Code of Conduct. I understand that, if I behave in an unacceptable or unsafe way, I may be unable to continue as a Volunteer at Southfield Primary.

Name ..... (Please print)

Signed.....

Date: .....

Thank you for your support with our arrangements for the safety and care of our children

<b>To be completed by the school office:</b>	
<b>Satisfactory Enhanced DBS received:</b>	
<b>Area/class Volunteer will be supporting in:</b>	
<b>Start date:</b>	
<b>Induction carried out by:</b>	
<b>Date of Induction</b>	