



# **Pontesbury CE Primary** **School**

## **Volunteer Policy**

**Reviewed October 2024:**

**Due for review: November 2026**

At the forefront of this policy is the Church of England's vision for education 'Educating for life in all its fullness' and the school's vision 'Aim High, Climb Higher' (which is reflected by Psalm 121 "Lift up my eyes to the mountains— where does my help come from? My help comes from the LORD"). The following policy outlines how all our school community can promote the flourishing of children and adults in our school community through volunteering (whilst ensuring that legislation and guidance are followed).

### **Introduction and aims**

We believe that volunteers provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience.

We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

The aim of Pontesbury CE Primary School volunteer policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers

This policy has been developed in line with the statutory safeguarding guidance Keeping Children Safe in Education (KCSIE) from the Department for Education (DfE).

### **How we use volunteers**

At Pontesbury CE Primary School, volunteers may:

- Hear children read
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT or art

*This is not an exhaustive list.*

Volunteers may be:

- Members of the governing board
- Parents
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTA
- Members of St George's Church congregation/staff

*This is not an exhaustive list.*

### **How to apply to volunteer**

Anyone wishing to become a volunteer, either for a one-off event such as a school visit or on a more regular basis, e.g. hearing pupils read, can apply to be a volunteer by:

- Approaching senior leaders, class teachers or the office
- Completing an application form (see appendix 1)

### **Appointment of volunteers**

Volunteers are appointed by the headteacher.

Appointment and induction of new volunteers can take time and is dependent on the candidate and available spaces within the school.

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training.

The headteacher reserves the right to terminate a placement at any time.

### **Safeguarding**

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we're upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks with a barred list check on volunteers who:
  - Work 1-on-1 with pupils unsupervised
  - Work with groups of pupils unsupervised
  - Supervise or accompany groups of pupils on overnight residential visits
- Provide safeguarding training to all volunteers **prior** to them beginning work at the school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education or Annex A of Keeping Children Safe in Education.
- Require volunteers to agree and adhere to our code of conduct (see appendix 2) and to read, and adhere to, the school's policies on:
  - Safeguarding
  - Use of mobile phones
  - ICT and internet acceptable use
  - Online safety
  - Behaviour
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils.
- Conduct a risk assessment to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
  - The nature of the work they will be doing
  - What we know about them
  - References from employers or other voluntary roles

- Whether the role is eligible for an enhanced DBS check

We legally cannot carry out a DBS check on a child under the age of 16 who is volunteering at our school. We will ensure that children who are volunteering are always under an appropriate level of supervision, and conduct a risk assessment to consider any potential safeguarding issues.

### **Induction and training**

Volunteers must complete an induction with the headteacher prior to beginning work at the school. Training requirements will be determined by the headteacher, or the appropriate member of staff, with input from the volunteer.

### **Confidentiality**

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation.

If volunteers have concerns, they should raise these with the appropriate member of staff. They should not discuss them with pupils or parents.

This does not prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our [child protection and safeguarding policy], and inform the designated safeguarding lead (DSL).

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

### **Conduct of volunteers**

Volunteers must comply with the code of conduct set out in appendix 2 of this policy.

### **Data protection and record keeping**

We will:

- Retain records relating to volunteers in line with our records retention schedule.
- Remove details of volunteers from the single central record (SCR) once they no longer work at our school.

### **Links to other policies**

This volunteering policy is linked to our:

- Child protection policy and procedures
- Staff conduct policy

**Appendix 1: volunteer application form**

Name of Volunteer: ..... Date of Birth: .....

Address:.....

.....

.....

Preferred phone number:.....

Please tell us about yourself and why you would like to volunteer?

Please indicate which days and times you will be available?

Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a Volunteer in School? (Please give details)

## **VOLUNTEER AGREEMENT**

By signing this form, volunteers agree to the following:

### **1. School rules and policies**

Volunteers will follow all school rules and policies, including the Child Protection policy.

Copies of the school policies are available online.

### **2. Professional conduct**

Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required.

Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy, or are struggling to manage the behaviour of pupils with whom they are working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.

Volunteers must conduct themselves in a professional manner at all times. This includes:

- Dressing in a way that is professional and appropriate to the work they are doing
- Refraining from using inappropriate language
- Setting an example for pupils by acting in a way that reflects the school's ethos and values
- Behaving in a way that is appropriate for the role they are undertaking
- Ensuring that comments, including those made on social media, do not bring the school into disrepute

Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged at the end of term or as a way of saying "thank you".

Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.

### **3. Safeguarding**

Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.

If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL. The DSL is Tom Lowrie-Herz (Headteacher). The Deputy designated safeguarding leads are: Sara Andrew (School Business Manager) and Charlotte Pope (class teacher).

Volunteers should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.

Volunteers should not take or share photos of pupils.

#### 4. Health and safety

Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.

Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.

Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

#### 5. Confidentiality

Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers should not discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the headteacher.

Please sign and date below:

X

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Volunteer name (please print)

X

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Volunteer signature

X

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Date

Thank you for taking time to complete this Volunteer Application Form Please hand it to the School Office, marked for the attention of the Headteacher. Your offer of help is greatly appreciated and we will be in touch as soon as possible