



Volunteers Policy

Updated: September 2023
Next Review: September 2025

1. Introduction

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

The school benefits greatly from developing well planned, active parental and community links through participation by adults in the activities of the school on a voluntary basis. Green Park Primary School believes that volunteers are a welcome resource for helping to raise children's achievement by supporting the work of teaching staff in delivering the curriculum to all pupils.

Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children at Green Park Primary School without encroaching on the professional teaching responsibilities of the class teacher.

2. Purpose

The purpose of this policy is to establish expectations for both staff and volunteers regarding the work undertaken by volunteers and their conduct whilst in school.

3. Background

3.1 Types of Activities

Activities in which volunteers may be engaged in could include any of the following:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with small groups of children
- Working with children on computers
- Preparing resources for a future lesson
- Accompanying school visits
- Escorting children on local walks
- Running or assisting with an after-school club
- Social activities such as running a disco
- Fund raising activities such as running a cake stall or Summer Fayre
- Interviewing children on a governor visit.

3.2 Becoming a Volunteer

Anyone wishing to work as a volunteer who will be in school on a regular basis should request a meeting with the Head teacher via the school office to discuss the role. A subsequent meeting will be held to facilitate an enhanced DBS (Disclosure and Barring Scheme) clearance check and for 2 references to be sought.

Where the volunteering is a placement linked to a course of study the cost of the DBS will be met by the volunteer (or his/her college) unless a portable certificate is available.

When two satisfactory references, a disqualification by association declaration and a clear enhanced DBS check has been received by the school, the Headteacher will interview the potential volunteer and an appropriate placement will be agreed. This will be in a class which has no family connection to the applicant. A regular day and time will be agreed, and the applicant will be expected to adhere to the school's confidentiality policy as well as other documents (detailed under 'school expectations').

An entry will be made on the school's Single Central Record and a file maintained with the confidential details of the volunteer which will be retained by school for 7 years after the volunteer resigns from their volunteering responsibilities.

The Governing Body is committed to the highest possible standard of operation, probity and accountability. In line with that commitment employees and others with serious concerns about any aspects of the school's work are encouraged to come forward and voice those concerns. It is recognised that certain cases will have to proceed on a confidential basis. This policy document makes it clear that employees can do so without fear of reprisals; it is intended to encourage and enable employees to raise serious concerns within the school rather than overlooking a problem or blowing the whistle outside.

The exceptions to this are:

- Work Experience Students or University Placements who apply via their educational establishment as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at Green Park Primary school. The student will be expected to adhere to the school's confidentiality policy and will not be placed in a class with any family connection.
- One-off volunteers i.e. assisting with a school walk, a fund-raising event or a school visit will not require a DBS check but the volunteer will remain under the continuous supervision of a member of staff undertaking a regulated activity, usually the class teacher. Care should be taken to ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care (as directed in the Educational Visits Policy).
- Volunteer drivers who would need to be accompanied by another member of staff and should provide to the School Business Manager their current MOT, insurance and driving licence two days before the event and comply with the transporting pupils protocol,

If there is any doubt as to the level of checks required, a decision should be sought from the School

Business Manager. In exceptional circumstances the Headteacher can agree a placement or volunteer activity without a reference or full DBS check but a risk assessment must be undertaken and counter signed by the Chair of Governors.

4. Safeguarding and Security

All volunteers working regularly in school must undertake a short safeguarding induction to include an overview of the school's health and safety, safeguarding and child protection (including Prevent) before commencing their voluntary role.

As part of this induction, volunteers will be asked to read the following documents and policies and will be invited to discuss what they have read with the Head or Deputy Head:

- Keeping Children Safe in Education
- Code of Conduct
- Health and Safety Policy
- Confidentiality Policy

- Data Protection Policy
- Safeguarding & Child Protection Policy
- Behaviour Policy
- ICT Acceptable Use Policy (where regular access to the school's computer network is necessary)
- Safer Employment Policy

All volunteers must sign in and out of the visitors' book and wear a visitor badge for the duration of their volunteering session.

5. Volunteers' Expectations from School

Volunteers in school should expect to:

- be recognised for their valuable contribution to the learning experience for the children they support
- be assigned worthwhile tasks
- access any school policies or procedures that are relevant to their role
- access any training that is necessary for the success of their activities
- claim any expenses incurred such as travel (where a personal car is being used for a school trip) or purchases made on behalf of the school and on the instruction of the class teacher.

6. School's Expectations from Volunteers

School expects all volunteers to:

- Adhere to the name protocol for staff
- Adhere to the school's Code of Conduct.
- Adhere to the school's Health and Safety Policy, Safeguarding Policy, Data Protection Policy,
- Confidentiality Policy and ICT Acceptable Use (where appropriate).
- Read and work within the Guidance for Safer Working Practice for Adults who work with
- Children and Young People in Education Settings (March 2009) and Keeping Children Safe in Education (Latest version).
- Be role models for the children they work with i.e. consider the language they use, only walk in school, no smoking or swearing and dress appropriately.
- Refer any behavioural or safeguarding concerns to the class teacher.
- Do not use your mobile phone or personal camera in school
- Commit to a regular window of time to allow teachers to plan activities to include the volunteer
- Advise school as soon as possible when it is not possible to attend.
- Annually disclose any information of a criminal nature.

7. Complaints and Concerns

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

The Headteacher (or Deputy Head in his absence) reserves the right to take the following action:

- to speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated
- offer an alternative placement or activity for a volunteer
- inform the volunteer that the placement has been withdrawn.

8. Review of Policy

This policy will be reviewed every two years, or if a situation occurs which necessitates any amendment.