

# Goldsworth Primary School Volunteer Policy



Written: May 2023

Review: May 2025

## **Aim**

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

## **Categories of Volunteers**

Volunteers could include any of the following (this list is not exhaustive):

- Members of the Governing Body
- Parents, carers, guardians, elder siblings or Grandparents of Pupils
- Students on Work Experience or Placement
- University Students
- Ex-members of staff
- Staff family members
- Friends of Goldsworth Primary (FOGP)
- Local interest groups/Churches etc.

## **Types of Activities**

Activities 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
- Accompanying school visits
- Escorting children on local walks, swimming lessons and Forest School
- 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 Fair
- Interviewing children on a governor visit

## Becoming a Volunteer

Anyone wishing to work as a volunteer who will be in school on a regular basis or a one-off occasion completing a work placement should request a **Volunteer Application Form** from the school office. This should be completed and returned with the necessary original Identity documents to facilitate a DBS (Disclosure and Barring Service) clearance check and references may be sought. Where the volunteering is a placement linked to a course of study the cost of the DBS (if required) will be met by the volunteer (or his/her college) unless a portable DBS has been activated.

Only when two satisfactory references and a clear enhanced DBS has been received by the school, will the Headteacher (or staff member with delegated responsibility) 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 sign for and adhere to all relevant documentation, including our Safeguarding and Child Protection Policy and our Confidentiality policy.

An entry will be made on the school's **Safeguarding 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 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 Goldsworth Primary School.
- One-off volunteers i.e. assisting with a school walk, a fund raising event or a school visit will not require a DBS. 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. If appropriate, a risk assessment will be completed.

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

## Information on the Role of a Volunteer

All volunteers should have access to this policy. Volunteers should also have access to the following policies:

- Safeguarding & Child Protection Policy
- Safeguarding Induction Guidance for supply staff & volunteers
- Keeping Pupils Safe in Education Part 1
- Staff Behaviour Policy
- Behaviour policy & summary
- Guidance and protocol for supply and volunteers.

## **School Values**

All adults who work in school are expected to work and behave in such a way as to promote our school values

## **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 to any school policies or procedures that are relevant to their role
- access any training that is necessary for the success of their activities

## **School's Expectations from Volunteers**

School expects all volunteers to:

- Adhere to the name protocol for staff e.g. Miss/Mrs/Mr
- Adhere to the school's safeguarding and health and safety expectations.
- Work under the supervision and direction of staff.
- Be role models for the children they work with e.g. please think about the language and gestures used.
- Wear appropriate, smart but casual dress (no jeans) in line with the schools Dress Code.
- Refer any behavioural or safeguarding concerns to the class teacher and not to attempt to deal with any such issues themselves.
- Advise school as soon as possible when it is not possible to attend.
- Be familiar with school evacuation procedure and follow staff instruction.

## **Safeguarding**

All volunteers working regularly in school must undertake a short safeguarding induction to include health and safety before commencing their voluntary role and undertake basic Safeguarding and Child Protection Training, Prevent Training and Health and Safety overview.

## **Security**

All volunteers must sign in and out of school and wear a DBS visitor lanyard if in for regulated activity or a red non DBS lanyard if in as a one-time volunteer and being supervised if working with children.

## **Complaints Procedure**

Any complaints made by a volunteer or about a volunteer will be referred to the Headteacher (or a delegated staff member) for investigation.

The Headteacher (or delegated staff member in her 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.

## **Appendix 1- Confidentiality agreement**

### **Confidentiality Agreement**

Whilst in school, it is possible that you may come in to contact with *confidential/sensitive information*. This may be concerning people with whom you have dealings outside of the school setting such as; parents, children, staff and other individuals representing the school. Please remember that any information that you are privy to whilst at this school is confidential and must remain so. This includes personal and social media interactions.

If you have concerns regarding a breach of sensitive information or indeed, feel there is a matter which needs to be brought to the attention of the Headteacher, please contact the school office as soon as possible.

Below is a form acknowledging your agreement of the above statement. Please ensure that this form is returned as soon as possible. *The school views any breach of confidentiality as a very serious matter and will take appropriate action in the event of any such breach.*

#### **Confidentiality Statement – Goldsworth Primary School**

I have read, acknowledged and agree to abide by the above confidentiality statement.

Name:

Date:

Signature

## ***Appendix 2- Volunteer agreement for school trips off site***

### **OFF-SITE VISITS VOLUNTEER AGREEMENT**

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 form, 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 of 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 general 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 child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour

#### **Working alongside school staff**

School staff expect volunteer helpers to:

- comply with all of 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 class on the 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 box(es) 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.

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

**Appendix 3- Volunteer application form**



## Volunteer Application Form

At Goldsworth we encourage the help of volunteers. We are aware that all volunteers will have varying availability and talents! If you are interested in volunteering, please complete the form below so that we can best allocate you to a role. In order for you to work in school as a volunteer, you will need to complete an enhanced **Disclosure and Baring Service (DBS)** check. Please be assured that all information will be treated in the strictest confidence. These checks are an Ofsted requirement and are done for the best interests and safety of the children. Any volunteers would also need to read and complete a number of documents prior to undertaking your role as a volunteer (please do not let this deter you!) If you have not been resident in the UK for at least the previous 5 years, you may be asked to provide a certificate of good conduct from each country where you have resided for 12 months or more. Please bear with us while appropriate safeguarding checks are made. Depending on your current links with the school, we may request that you come in for a quick chat with a member of the senior leadership team.

<b>Full Name:</b>	<b>Home Tel no:</b>
	<b>Mobile no:</b>
<b>Email address:</b> (Please print)	
<b>Your connection with the school:</b> (parent/grandparent/relative/none)	
<b>Name of child(ren)</b>	<b>Class(es) or Year group</b>

<b>Please complete this section if you want to volunteer regularly</b>											
<b>Your availability:</b> (Please circle all the times which you are available)  <table style="width: 100%; text-align: center; border: none;"> <tr> <td>Mon</td> <td>Tues</td> <td>Weds</td> <td>Thurs</td> <td>Fri</td> </tr> <tr> <td>AM/PM</td> <td>AM/PM</td> <td>AM/PM</td> <td>AM/PM</td> <td>AM/PM</td> </tr> </table>	Mon	Tues	Weds	Thurs	Fri	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	<b>Preferred hours:</b> (E.g., full day, half day)  
Mon	Tues	Weds	Thurs	Fri							
AM/PM	AM/PM	AM/PM	AM/PM	AM/PM							
<b>What kind of support would you be willing to give?</b> (E.g. hearing 1:1 readers/ admin time to support a class teacher/flexible support as needed)  											
<b>Do you have a preferred age range you would like to volunteer with?</b> (Please note that regular volunteers will not be placed in a year group where they have a child/relative)  <table style="width: 100%; text-align: center; border: none;"> <tr> <td>Reception</td> <td>Key Stage One</td> <td>Key Stage Two</td> <td>Don't mind</td> </tr> </table>		Reception	Key Stage One	Key Stage Two	Don't mind						
Reception	Key Stage One	Key Stage Two	Don't mind								



Please tell us about any relevant skills, training, qualifications, talents, previous volunteering experience or relevant employment:

**Please complete this section if you would like to be in our volunteer reserves**

**Your availability:** (Please circle all the times which you are available)

Mon	Tues	Weds	Thurs	Fri
AM/PM	AM/PM	AM/PM	AM/PM	AM/PM

**What kind of support would you be willing to give?**

(Please tick all that apply)

- Accompanying different classes on trips when they are struggling to find enough parent helpers.
- Helping with one off admin tasks (such as sorting new reading books)
- Any other support needed on an ad hoc basis

Please return this form to Emma Knight via email ([eknight@goldsworthprimary.co.uk](mailto:eknight@goldsworthprimary.co.uk))  
or via the school office.