



# Volunteer Policy

Policy Creation & Review	
Author(s)	Safeguarding Team
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# Ellen Wilkinson Primary School

## VOLUNTEER POLICY

### 1. 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 the 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 of Education (DfE)

#### Our volunteers may include:

- Corporate volunteers, usually arranged via 'Up & Out' Links
- Parents of pupils
- Students on university placements or work experience
- Ex members of staff
- Local residents

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

- Hearing pupils read
- Working with small groups of pupils
- Undertaking arts and craft activities with pupils
- Gardening activities
- Supporting teachers to run after school clubs
- ICT
- Individually arranged projects
- Accompanying school visits
- Helping at events such as the Summer Fete

### 2. How to apply to volunteer

Anyone wishing to become a volunteer, either for a one-off event or on a more regular basis should approach Julie Baker – Pastoral & Welfare Lead. Julie can be found at the pupil entrances either at the beginning or end of the school day. Although we love having volunteers in school, we do take our safeguarding responsibilities very seriously. Therefore, volunteers will be asked to read and agree to our Voluntary Helper Agreement document, which outlines appropriate interaction with the children.

Volunteers should complete the Voluntary Helper 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 read and complete the Voluntary Helper 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.

Once an interest has been registered, Julie will arrange a meeting to discuss this further. This meeting will include how often the volunteering is to take place, start date and the induction process.

If you become a volunteer on a regular basis, we may ask you to agree to a Disclosure and Barring Service (DBS formerly CRB) check. Further information about this can be discussed with Julie during the meeting mentioned above.

**Please note:** We are unable to have any volunteer in school work unsupervised with pupils unless they have been cleared by DBS and show their certificate in school. Details of the certificate will be recorded in line with the schools

GDPR policy. A proof of photo identification will also be requested. All appointments are conditional and the Headteacher reserves the right to terminate a placement at any time.

### 3. Confidentiality

Volunteers in school are bound by our GDPR policies and practices. All staff members, voluntary helpers and visitors should be aware that information relating to individual pupils or members of staff is totally confidential. Whilst in school volunteers may hear conversations which are of a confidential nature. These cover aspects such as pupil's academic progress, misbehaviour, or home circumstances. All information relating to individual pupils and staff is totally confidential and volunteers must respect this. Any concerns that volunteers have about the pupils they work with/come into contact with should be shared with the class teacher and NOT with the parents of the pupil or any persons outside the school. These comments, particularly if taken out of context, can cause distress to the parents of the pupil if not heard directly from the school.

A situation may arise in school, where the duty to the pupil is greater than that to the parent. If a pupil discloses something, this information should be shared promptly with the pupil's teacher or a member of the safeguarding team (names can be found on the Voluntary Helper Agreement). Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher.

### 4. Supervision

All volunteers work under the supervision of the class teacher to which they are assigned. Although teachers retain responsibility for pupils at all times, this does not require volunteers that have a DBS clearance to be under their direct supervision at all times. 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 pupil's behaviour or understanding of the task.

### 5. Code of Conduct for Volunteers

**School Rules and Policies: volunteers will follow all school rules and policies, including those on:**

- Safeguarding and Child Protection Policy
- ICT and internet acceptable use
- Online safety
- Mobile phones
- Data protection
- Health and safety
- Equality
- Whistle-blowing
- Behaviour

**Copies of the school policies are available online or from the school office**

#### Professional Conduct

- Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the school's volunteer lead, [Julie Baker
- 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're 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".

- Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.
- 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.
- If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated

## 6. Safeguarding

Safeguarding our pupils is of paramount importance; and our volunteers must share our commitment to child protection. Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policy. To ensure we're upholding our responsibility to keep our pupils safe, we will:

- provide a safeguarding briefing to all long-term volunteers prior to them starting,
- provide a health and safety briefing to all long-term volunteers
- direct them to read part 1 of the KCSIE document, our Safeguarding Statement and our Safeguarding leaflet
- Ensure volunteers without DBS checks are always supervised and are never left alone with pupils
- All Volunteers must sign in and out via the electronic system in the main reception area

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

- 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 Janice Owen-Amadasun and the Deputy is Julie Baker
- 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 must alert the DSL or Deputy DSL if a pupil develops an infatuation with them, and must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
  - Exchanging contact information
  - Making contact with pupils outside of school, including on social media
  - Arranging to meet pupils outside of school
  - Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

## 7. Health and Safety

The school has a health and safety policy which is available on request. The Premises Manager will conduct a health and safety induction with all long term volunteers, however; 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 educational visit, 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.

- 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.

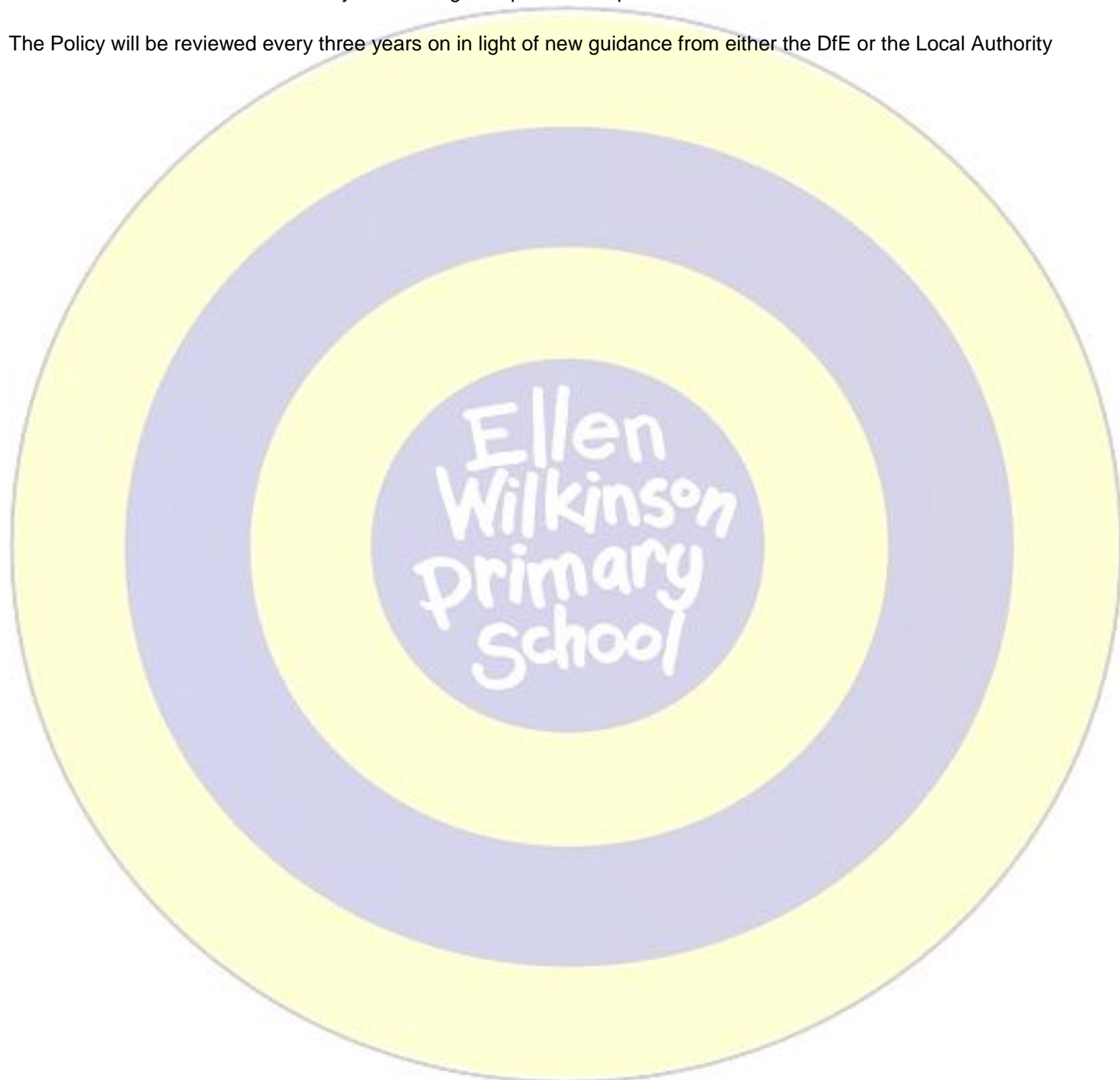
## 8. Complaints Procedure

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
- Inform the volunteer that they are no longer required to help in school

The Policy will be reviewed every three years on in light of new guidance from either the DfE or the Local Authority



**REGULAR VOLUNTEER INFORMATION SHEET – FOR NEW VOLUNTEERS**

NAME:	EMERGENCY CONTACT:
ADDRESS:	ADDRESS:
TELEPHONE No:	TELEPHONE No:

DAYS AVAILABLE (AM/PM)

MON AM	TUES AM	WED AM	THURS AM	FRI AM
MON PM	TUES PM	WED PM	THURS PM	FRI PM

CHILD'S NAME AND CLASS (IF APPLICABLE):

QUALIFICATION STUDYING TOWARDS (IF APPLICABLE):

I WISH TO VOLUNTEER AS (E.G. CLASS SUPPORT, SEN, TRIPS ETC)



# ELLEN WILKINSON PRIMARY SCHOOL VOLUNTARY HELPER AGREEMENT

Thank you for offering to help at Ellen Wilkinson Primary and we are very thankful for your support. There are, however; strict guidelines that we need to make you aware of. Please read the information below. **The slip below must be completed and the whole document given to the Class Teacher for signing, who will return it to Julie Baker. This should be completed in advance of helping in School or on any School Trips.**

## SIGNING IN

- All visitors must enter and leave via the School Office. This is where a visitor's pass is obtained, which must be worn at all times. This is very important especially in the case of an emergency evacuation.
- Signing in is not required for off site visits.

## CONFIDENTIALITY

- Helping in a School environment means that you may hear or see incidents/information that must be regarded as confidential
- As a helper within School you may find yourself in the position of being asked for information, for instance, by other parents about a particular child or member of staff
- **YOU SHOULD ALWAYS MAKE INDIVIDUALS AWARE THAT YOU ARE UNABLE TO DISCUSS ANY MATTERS RELATING TO SCHOOL.**

## HEALTH AND SAFETY

- Please be aware of all health and safety matters in relation to yourself and others. An induction will be provided on the first day of volunteering.
- Please take the time to read the emergency evacuation procedures provided during your induction.

## SCHOOL TRIPS

- **Always** have another adult present during out of school activities
- Ensure that your behaviour remains professional at all times
- **NEVER** take a child to the toilet alone; and **always** inform the trip leader you are taking **groups** of children to the toilet
- Have a copy of the trip risk assessment prior to leaving the school premises and keep this with you throughout the trip
- Ensure you follow the instructions of the risk assessment and the trip leader at all times
- **DO NOT** ask another adult to supervise your group whilst going off to do personal tasks
- **MOBILE PHONES SHOULD BE USED FOR EMERGENCY PURPOSES ONLY.**

## POLICE CHECKS

- Although we love having volunteers in school, we do take our safeguarding responsibilities very seriously. Therefore; you will be asked to read and agree to our volunteer agreement, which outlines appropriate interaction with the children.
- If you become a volunteer on a regular basis, we may ask you to agree to a Disclosure and Barring Service (DBS formerly CRB) check. Further information about this can be discussed with the Pastoral & Welfare Lead/Deputy DSL (Julie) during the induction meeting held on your first day of volunteering.
- Volunteers will be supervised at all times.
- Volunteers **CANNOT** accompany lone children to the toilet or tend to first aid matters.
- If you are in any doubt or have concerns over something you may see or hear, please speak to the Class Teacher in the first instance who will advise you further regarding School policies.
- Further concerns can be directed to a member of the Safeguarding Team: see the board in main reception or the staff room for details.
- Once the form below has been completed a copy will be returned to the Voluntary Helper.


## VOLUNTARY HELPER DECLARATION

**I have read the Volunteer Policy and Voluntary Helper Agreement and agree to follow it**


<b>Signature</b>		<b>Print Name</b>	
<b>Child</b>		<b>Class</b>	

<b>Teacher authorising help in class</b>	<b>Class</b>	
<b>Signature</b>	<b>Print Name</b>	

**ELLEN WILKINSON**  
**RISK ASSESSMENT FOR VOLUNTEERS IN SCHOOL – PART 1**

	<b>REASON FOR RISK ASSESSMENT</b>
	Volunteer will be working in the classroom
	Volunteer will be supporting a class on a school educational visit and may be responsible for a small group
	Volunteer transports pupils to events organised by school staff
	Other:

<b>Completed by:</b>  <b>Position:</b>  <b>Signed:</b>	Severity (S) on a 1-4 scale with 4 high Likelihood (L) on a 1 - 4 scale with 4 high Risk Rating (S x L) on a 1 -16 scale with 16 high
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	Step 1	Step 2	Step 3	Risk Ratings
	<b>Specify significant hazards or risks that arise</b>	<b>Identify People Potentially at Risk</b>	<b>What Control Measure and Mitigation will be put in place to minimise Risk</b>	<b>e.g 1 x 2 = 2 LOW RISK</b>
	<b>Volunteer with regular contact working with pupils with significant unsupervised contact e.g takes pupils for one to one or group work</b>	Pupils in class and around school	<ul style="list-style-type: none"> <li>DBS check required</li> <li>Mobile phones and/or personal cameras not to be used in school other than staffroom area</li> <li>Volunteers advised to refer pupils to a permanent member of staff if they are injured, need to use the toilet etc.</li> <li>Volunteer to be informed that they must alert a member of staff if they notice any pupils involved in an altercation and not to try to deal with the situation themselves</li> </ul>	1

	<p>Volunteer, <b>regular or one off event, will</b> be working in a classroom with pupils, supporting groups and individuals under general guidance and <b>full supervision</b> of the class teacher or member of staff</p>	<p>Pupils in class and around the school</p>	<ul style="list-style-type: none"> <li>● Volunteer will not be left alone with pupils, class will always have a permanent member of staff present who has enhanced CRB/DBS clearance</li> <li>● Mobile phones and/or personal cameras not to be used in school other than staffroom area</li> <li>● Volunteers advised to refer pupils to a permanent member of staff if they are injured, need to use the toilet, etc.</li> <li>● Volunteer to be informed that they must alert a member of staff if they notice any pupils involved in an altercation and not to try to deal with the situation themselves</li> </ul>	<p>1</p>
	<p>Volunteer for a <b>one off event</b>. Volunteer often supports educational visits and <b>activities</b> and takes responsibility for leading a small party of pupils with minimum or no supervision</p>	<p>Pupils on educational visit</p>	<ul style="list-style-type: none"> <li>● DBS check required</li> <li>● Mobile phones and/or personal cameras not to be used in school other than the staffroom area</li> <li>● Volunteers advised to refer pupils to a permanent member of staff if they are injured, need to use the toilet etc.</li> <li>● Volunteer to be informed that they must alert a member of staff if they notice any pupils involved in an altercation and not to try to deal with the situation themselves</li> </ul>	
	<p><b>Volunteer – One off event – not regular</b> – transporting a child in a car to a school or organised event</p>	<p>Pupils in car being transported</p>	<ul style="list-style-type: none"> <li>● The driver of the car must be fully insured to carry pupils for this type of activity</li> <li>● Where possible, two adults to be in the car</li> <li>● Pupils to sit in the back seats of the car</li> <li>● Parental permission required</li> </ul>	
	<p><b>Other:</b></p>		<ul style="list-style-type: none"> <li>●</li> </ul>	

Signed:..... Date.....  
Headteacher

**ELLEN WILKINSON  
RISK ASSESSMENT FOR VOLUNTEERS IN SCHOOL – PART 2**

This part of the risk assessment should be completed when considering whether a person working as a volunteer at the school should be asked to apply for an enhanced DBS certificate.

Name of Person applying to be a volunteer .....

Will the person be in 'Regulated' activity?    Y    N  
If yes, an enhanced DBS with Barred list check is required

Will the person not be in 'Regulated' activity    Y    N  
If no, an enhanced DBS without Barred List Check may be obtained

Areas to consider

Has the volunteer's identity been verified?	
Does the volunteer hold a current enhanced DBS (check if barred list or not)?	
Is the volunteer signed up to the DBS Update Service? Has check been completed? Is it clear?	
How often will the volunteer be in school?	
What are the reasons given for wanting to volunteer at the school?	
Does the person have any connection with the school?	
Which year group will the volunteer be working with?	
Is the person currently employed? Is the job linked to working with children?	
Does the person work elsewhere with children as a volunteer? E.g. Sunday School, other schools?	

What does the school already know about the volunteer, e.g. parent, family member?	
Can the volunteer provide a least one reference (preferably two) from someone who is not a family member, is their current or past employer (if no longer working) or from any other voluntary sector they are working with  Do the references state that the referee believes the person is suitable to work with children?	
Is the volunteer aware of any reason they cannot work with children?	
Is the school aware of any reason why the volunteer should not work with children?	

#### Guidance to Support Decision

- High Risk – the person has no previous connection with the school AND cannot provide references from elsewhere. There is no statutory reason why this person needs to apply for an enhanced DBS certificate. However, the school should consider whether the person's uncorroborated background would raise an unacceptable risk.
- Medium Risk – The person can provide suitable references for other work with children) either paid of unpaid), they have a connection to the school, and no issues have come to light that would mean they would be unsuitable. There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school may wish to do so, as no enhanced DBS has been seen.
- Low Risk – The person is signed up to the DBS Update Service and the checks reveal no negative information OR the person is employed or volunteers elsewhere and has a recent enhanced DBS and can provide references OR the school knows the person well (e.g. may be a former employee)  
There is no statutory reason why this person needs to apply for an enhanced DBS certificate. However, unless the person uses the DBS Update service, the school may decide to obtain a new enhanced DBS.

#### Decision

- Application for an enhanced DBS check and Barred List check is needed because the person is in Regulated Activity
- Enhance DBS application (without a Barred List Check) IS required (not in regulated activity)

- Enhanced DBS application (without a Barred List Check) Is NOT required (not in regulated activity)

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Headteacher: (name)	Chair of Governors: (name)
Signed:	Signed:
Date:	Date:

