

Fiskerton CE Primary School



Volunteer Policy

2025-26

Flourishing together within the love of God.

As an inclusive and caring church school, we aim to provide an excellent education and develop a life-long love of learning. We see all members of our school family as valued and valuable in the eyes of God, and we support and challenge everyone to achieve their full potential.

"I come to bring life in all its fullness." (John 10:10)

Being a Good Neighbour

Friendship
Peace
Love
Thankfulness

Fulfilling Our Gifts

Wisdom
Self-Belief
Hope
Trust

Serving Others

Compassion
Forgiveness
Responsibility
Respect

Volunteer Policy

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 Head Teacher and Governing Body with the Designated Safeguarding Lead will monitor the safeguarding practice of the school to ensure that this policy is understood and being operated effectively in practice.

Introduction

Our school benefits from developing well planned, active parental and community links. Participation by adults in the activities of the school on a voluntary basis helps to achieve this.

Our 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 to enable everyone the opportunity to flourish together.

Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children without encroaching on the professional teaching responsibilities of the class teacher. This supports our visions of enabling children to experience life in all its fullness by learning from the skills and experiences of our volunteers.

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.

1) Definition of a volunteer

Volunteers can be divided into 2 groups, either 'occasional' or 'regular'.

- Occasional can be defined as volunteers or parents who only accompany staff and children on one off outings or trips that do not involve over-night stays, or who only help at specific one-off events e.g. a sports day, school fete. It would be expected that occasional volunteers would be supervised by a 'regulated' member of staff e.g. teacher and would not be left unsupervised.
- Regular volunteers can be defined as those who help on more than 3 days in any period of 30 days or on an overnight stay. If regular volunteers are unsupervised the school will require an enhanced DBS certificate with barred list check

Categories of Volunteers

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

- Members of the Governing Body
- Parents, carers, guardians or grandparents of pupils
- Students on work experience or placement
- University students
- Ex-members of staff
- Local residents
- Staff family members
- Local interest groups

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
- Preparing resources for a future lesson
- Accompanying school visits
- Escorting children on local walks and to swimming lessons.
- 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
- Helping at lunchtime

2. Recruitment of volunteers

- Occasional volunteers who are not in regulated activity would usually be parents or carers who come in to help on a one-off outing or occasion and would not be recruited as such to the position of volunteer. They would not be required to go through a recruitment process including the taking up of DBS checks. This would be at the Head teacher's discretion and where there are known concerns about a parent or other occasional volunteer it would be at the Head teacher's discretion not to engage this person as an occasional volunteer.
- Regular volunteers would be in a position of trust within the school/setting and even where they are not left unsupervised with children, should always go through a recruitment process. The school/setting should also take into consideration any knowledge they have of the person in their relationship with the school/setting as a parent, grand-parent, previous employee, governor, committee member etc. when deciding if this person will be trustworthy and make a valuable contribution to the school/setting in the capacity of volunteer.
- The recruitment process will include:
 - Enhanced DBS checks for all and a barred list check where volunteers have unsupervised access to children and young people. 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 DBS has been activated.
 - Informal Interview with Head teacher or nominated senior member of staff to include discussion about safeguarding and advise of the school's safeguarding policy, confidentiality, being in a position of trust and any transferable risks.
 - 2 references (one of which should, where possible, relate to involvement with children/young people). This should relate to recent paid work or volunteering wherever possible including the last known employer.
 - Completion of a **volunteer application form** which includes personal details, background, skills, types of activities they would like to help in, times they are available. This is **available from the school office**.
 - Only when two satisfactory references and a clear enhanced DBS has been received by the school, will the volunteer be able to come into work with the classes. This will be in a class which has no family connection to the volunteer.
 - Where volunteers have been recruited by another organisation and work in an educational establishment, (e.g., sports coaches from a local club or early years activity provider), the establishment should obtain written confirmation and assurance from that organisation that the person has been properly vetted and has the correct level of DBS required for their role.
 - For work experience students or university placements who apply via their educational establishment, it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at Fiskerton CE Primary School. The

student will be expected to sign a confidentiality agreement, share their DBS certificate with the senior administrator and will not be placed in a class with any family connection.

- 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.

3. Recruitment and Disclosure and Barring Service (DBS) checks

DBS Checks are checks carried out to identify whether or not individuals working in an unsupervised activity with children are suitable to do so. This is because it is known that a small minority of people use this route to gain the confidence of children before causing them harm. See Appendix 1 for KCSIE guidance.

Having a criminal record does not automatically prevent an individual from being a volunteer. The Head teacher and Governing Body would consider the details of the criminal record and balance this against the activities the individual is to undertake. Advice may be required from HR services in order to make this decision.

If a volunteer commits a criminal offence during their time as a volunteer they must disclose this to the Head teacher in the same way that any employed member of staff should. The Head teacher will assess whether it is acceptable to continue with the volunteering role, whether the activities should be changed, or whether it is the best interests for all concerned to no longer act as a volunteer. HR advice may be required.

4. Information on the Role of a Volunteer

All volunteers should have access to this policy. Volunteers should also have access to the following policies in the Volunteer Pack as well as being available from the school's website or from the school office

- Health and Safety Policy
- Data Protection Policy
- Safeguarding & Child Protection Policy including the Prevent agenda
- Keeping Pupils Safe in Education Part 1
- Equal Opportunity Policies
- Behaviour and Anti-bullying Policy
- ICT Acceptable Use Policy (where regular access to the school's computer network is necessary)
- Confidentiality Policy

Volunteer induction:

As part of an induction process volunteers should be given verbal and written information about the school and informed of where they can access information on the school website. This includes:

- Volunteer agreement with terms and conditions to sign which would include confidentiality and the commitment that they will inform the setting of any changes to their circumstances that might affect their position in working with children.
- This policy which includes the schools/settings expectations of volunteers and what a volunteer can expect from our school
- School/setting vision aims and values.
- Health and safety issues e.g., what to do if there is a fire, Lock down procedures, site/premises security, access to staff room, other staff areas, hot drinks on site.
- Code of conduct (including staff behaviour codes) etc. e.g. polite, courteous, self-discipline, respectful, being an appropriate role model, language, dress, rules around smoking, use of mobile phone, alcohol and illegal substances
- What to do if.... guidance and information on who to speak to if they have a concern
- Guidance for safer working practice for adults who work with children and young people.
- An Explanation of DBS requirements, that regular volunteering is subject to satisfactory clearance and the expectation that once cleared the volunteer will advise the Head teacher if their position changes e.g.if they commit an offence.

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
- have access to any school policies or procedures that are relevant to their role
- have 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 school's Health & Safety Policy, Safeguarding Policy, Data Protection Policy, Safer Code of conduct regulations and ICT Acceptable Use (where appropriate).
- Read and work within the Keeping Pupils Safe in Education Part 1
- Work under the supervision and direction of staff.
- Be role models for the children they work with
- Wear appropriate, smart but casual dress in line with the school's Dress Code.
- Refer any behavioural or safeguarding concerns to the class teacher and not to attempt to deal with any such issues themselves.
- Use the staffroom but be reminded of school policies as stated above.
- 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.
- Be familiar with school evacuation procedure and follow staff instruction.
- 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.

5. Safeguarding

- Occasional volunteers should never be left unsupervised, would not take children to the toilet or be left in charge of a small group of children on an outing away from teacher/teaching assistant/staff member supervision. They should never be involved in the intimate care of pupils.
- Volunteers should be supervised by a designated member of staff. They should be working in a setting where there is always a paid member of staff present. Even where DBS checks have been undertaken, volunteers should not be left unsupervised for long periods.
- Volunteers must be advised about physical contact with children in the same way as employed staff.
- Volunteers should use the staff toilets and staff room for any breaks rather than using the children's toilets
- Volunteers must be advised that if a child discloses any information relating to potential abuse that they must bring this to the attention of the teacher/designated safeguarding lead immediately.
- All volunteers should be given a basic safeguarding briefing to include health and safety by the Designated Safeguarding Lead before commencing their voluntary role. It may also be appropriate for volunteers to attend any staff training sessions on safeguarding.

6. Security

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

7. Managing the behaviours of Children

- Volunteers should be made aware of the behaviour management policy of the school.
- Volunteers must be advised that it is not their role to discipline children.
- If a potential discipline situation occurs, even where this involves their own child, they must bring this to the attention of the teacher/staff member to resolve or if it has been dealt with at the time, as soon as possible after the incident.
- They must be advised that they must maintain their composure at all time and if things become difficult, they must immediately inform another member of staff.

- Volunteers should be advised of the anti-bullying policy and bring any situations of conflict, bullying or prejudice to the attention of the teacher/staff member.

8. Confidentiality

- Volunteers must be advised that all information about the children and the school is confidential and must not be discussed outside of the school, or with children, parents or other visitors to the school in any way or via any media.
- Volunteers will be asked to sign a confidentiality statement to say they have understood and agree to abide by the code of conduct of the school.
- Volunteers should not have access to school's records, children's personal details etc.
- Any information should be shared on a 'need to know' basis e.g., child's medical condition such as diabetes, ADHD where this may affect their behaviour or wellbeing.
- The volunteer must not take any notes/files about children outside of the school/setting
- At no time should volunteers be permitted to take photographs, films or recordings of children unless on school/setting equipment and requested to do so by a regulated member of staff. This equipment must not be taken home by the volunteer.
- Volunteers should be referred to the relevant school policy on the taking, storage and disposal of images of children.
- Volunteers should abide by the school Internet-Safety/mobile phone policy. Personal mobile phones and other personal hand-held electronic devices should not be brought into the class room/setting.

9. Supervision/mentoring/allegations (KCSiE – Part 4)

- A volunteer should know who their 'contact' person is in the educational establishment or setting. This person would usually be the class teacher (or appropriate and identified member of staff).
- The contact person should be available during their volunteer sessions to provide direct support/supervision. There should also be an opportunity for a regular volunteer to be able to discuss any concerns, their contribution, any training needs etc.
- Volunteers should speak to the headteacher if they have a concern or complaint about the behaviour of a member of staff or another volunteer (whistle blowing).
- If there are any concerns about the behaviour of the volunteer, there should be a discussion between the volunteer and the headteacher (or delegated staff member in her absence). This discussion must be recorded together with any actions regarding expected change in behaviour. This will then be reviewed. If the unacceptable behaviour continues the offer of the volunteer placement will be withdrawn.
- If a complaint or allegation is made against the volunteer, they need to be made aware of how this will be dealt with and offered appropriate support. Any allegation in relation to

safeguarding must be referred to a Local Authority Designated Officer (LADO) and treated as for any other member of staff.

- Transferable Risk: If a volunteer is involved in an incident outside of school which did not involve children (e.g., domestic abuse), that could have an impact on their suitability to work with children, this is known as 'transferable risk' (KCSIE part 4). The school will need to consider what triggered these actions and could a child in the school trigger the same reaction, therefore being put at risk. This may need to include the LADO.
- If specialist skills are being offered by a volunteer, where necessary appropriate qualifications need to be checked and these activities may need to be supervised by a person who also has these specialist skills.
- Any necessary training should be made available to the volunteer through negotiation with their contact person e.g. safeguarding.
- For longer term volunteers a review process would be appropriate. However, any safeguarding concerns in relation to the behaviour of the volunteer must be dealt with immediately and not wait for a review period

10. Transport

- Volunteers must not transport children in their own vehicles unless they have express permission to do so and are appropriately covered with insurance, current driving licence, MOT etc.
- A volunteer would not be expected to take children on school transport or public transport unless accompanied by a member of staff and where a risk management assessment had been made and this met with health and safety regulations.

11. Contact with children outside of school

- Volunteers must be reminded that they are in a position of trust and that what they see, hear or are involved in whilst at school must be considered as confidential to the establishment.
- Volunteers must be actively discouraged from forming any friendship relationships with children and their families outside of school. Where people are recruited from the local community and they know some of the children, the impact of this should be talked through with the volunteer as part of their induction.
- The volunteer must not share their personal details such as address, email, phone or mobile numbers or engage with pupils/children and young people, or their families, in settings on social network sites. The only exceptions to this would be where the volunteer is a relative or family friend of a child/young person or their parents. This connection must be made known to the Head teacher.
- If they become aware of a situation of concern about a child from information received in the community this should be discussed with their contact person or the Head teacher.

12. Outings and Off-site Visits

- These may include occasional volunteers as well as regular volunteers.
- Occasional volunteers, or others who have not had DBS checks, must not be left unsupervised or alone with children at any time.
- There should be a briefing meeting at the start of the outing to ensure that volunteers are clear about the plan for the day, who the team leader is, the children who are their responsibility, any special needs of these children, who to ask for advice, who has the first aid kit, basic road safety advice etc.
- It is also advised to ensure that some form of 'debrief meeting' takes place directly after the visit and before the volunteer leaves. This will ensure any feedback can be gathered and concerns are known and addressed immediately.
- Points 1-12 also apply to outings.

Policy Approved by:



Chair of Governors

Date Policy Adopted: April 2021

Date last Reviewed: 1st November 2024

Date Next Review: July 2025

Appendix 1: volunteer application form

Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.



DATA PROTECTION NOTICE

Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:

- You've given us your consent
- We must process it to comply with our legal obligations following our privacy notice.

PERSONAL DETAILS

Name:	
Date of birth:	
Gender:	
Telephone number:	
Email address:	
Home address:	

DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

The Fiskerton CE Primary School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Fiskerton CE Primary School privacy notice.

Do you have a DBS check? (please circle)	Yes/No
If yes, what type of check do you have? (please circle)	Basic DBS / Standard DBS / Enhanced DBS / Enhanced DBS with barred list information

DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

Date of check:	
Certificate number:	

AVAILABILITY

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
Before school					
After school					
Lunchtimes					
How many hours per week/month can you volunteer?					
Can you commit to at least 1 term?					

EXPERIENCE AND QUALIFICATIONS

Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.

Why would you like to volunteer at Fiskerton CE Primary School?

EXPERIENCE AND QUALIFICATIONS

Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc.)

Do you have any relevant qualifications?

PREFERENCES

What age group would you prefer to work with?	
Would you prefer to work 1-on-1 or with a small group?	

REFERENCES

Your placement as a volunteer may be subject to satisfactory references. Please give the details of 2 referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc.).

Name:	Name:
Relationship to you:	Relationship to you:
Address:	Address:
Telephone number:	Telephone number:
Email address:	Email address:

DISABILITY AND ACCESSIBILITY

The Fiskerton CE Primary School is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:

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Appendix 2: code of conduct for volunteers



Code of conduct for volunteers

By signing this form, volunteers agree to the following:

1. School rules and policies

Volunteers will follow all school rules and policies, including those on:

- Health and Safety Policy
- Data Protection Policy
- Safeguarding & Child Protection Policy including the Prevent agenda
- Keeping Pupils Safe in Education Part 1
- Equal Opportunity Policies
- Behaviour and Anti-bullying Policy
- ICT Acceptable Use Policy (where regular access to the school's computer network is necessary)
- Confidentiality Policy

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

2. Professional conduct

- 2.1. 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 co-ordinator, Christina Bradbury
- 2.2. 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.
- 2.3. Volunteers must conduct themselves in a professional manner at all times. This includes:
 - 2.3.1. Dressing in a way that is professional and appropriate to the work they are doing
 - 2.3.2. Refraining from using inappropriate language
 - 2.3.3. Setting an example for pupils by acting in a way that reflects the school's ethos and values
 - 2.3.4. Behaving in a way that is appropriate for the role they are undertaking
 - 2.3.5. Ensuring that comments, including those made on social media, do not bring the school into disrepute
- 2.4. 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".
- 2.5. 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.
- 2.6. 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.
- 2.7. 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.

3. Safeguarding

- 3.1. 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.

- 3.2. 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 Christina Bradbury and the deputy DSL is Jessica Hulse.
- 3.3. 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.
- 3.4. Volunteers must alert the 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:
 - 3.4.1. Exchanging contact information
 - 3.4.2. Making contact with pupils outside of school, including on social media
 - 3.4.3. Arranging to meet pupils outside of school
- 3.5. Volunteers should not take or share photos of pupils unless instructed to do so by the class teacher.

4. Health and safety

- 4.1. 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.
- 4.2. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.
- 4.3. 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

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

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

Please sign and date below:

X

Volunteer name (please print)

X

Volunteer signature

X

Date



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 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 the 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 re-organise school visit groups.
- to bring additional siblings on the school trip.
- to smoke, drink alcohol or engage in any illegal practices.
- to take photographs of children.
- to give/buy their group treats e.g., ice-creams, biscuits, sweets - before, during or after the school trip.

- 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 trip. They may not use their time as a volunteer to discuss their child's education with school staff.

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 kits will be carried by staff.

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: