



Volunteers in School Policy September 2025

There is considerable involvement by parents and others in helping in the daily life and work of our school. The use of volunteers is an important factor in enriching the curriculum, as well as supporting other activities that take place in school. Pupils are brought into contact with a greater number of adults in a wide variety of learning situations, both in school time and during extracurricular activities.

The use of volunteers allows more effective development of our school as a community resource; supports and promotes community cohesion with local people participating in our lives and activities to every ones mutual benefit. Volunteers add significantly to the human resources available to the school. It is important, therefore, that volunteers are recruited, inducted and managed appropriately in order to ensure that pupils are adequately safeguarded and that volunteers who engage with them have a clear understanding of relevant school procedures and policies and are able to enjoy their role.

1. The Benefits of Volunteering

The benefits of volunteering are numerous and varied, they depend on the age, experience and motivation of the volunteer, but they include:

- Experiencing enjoyment and having fun
- Experiencing satisfaction (doing something worthwhile/giving something back)
- Enhancing social life/making new friends
- Making contacts within the world of education
- Gaining skills or training
- Gaining work experience
- Working as part of team
- Enhancing CVs
- Building self-esteem and self-confidence
- Facing new challenges
- Feeling valued
- Contributing to the quality of experience of young people
- Contributing to the life of the local community

2. Appointment / Recruitment of Volunteers

2.1 Before volunteers are engaged, the Head Teacher should ensure that arrangements for liability and personal accident insurance are in place and that they are aware of the requirements of the Health and Safety at Work Act insofar as it relates to volunteers.

2.2 Volunteers may be sought through the schools' communications with the parents e.g. Newsletters or personal approaches.

2.3 In recruiting volunteers, all schools need to comply with the best practice on safeguarding as: "Volunteers are also seen by children as safe and trustworthy adults. If school is seeking volunteers, and is considering candidates about whom it has little or no recent knowledge, it should adopt the same recruitment measures as it would for paid staff. In other circumstances, for example where a school approaches a parent who is well known to the school to take on a particular role, a streamlined procedure can be adopted: seeking references, checking to ensure others in the school community know of any concerns and can make a positive recommendation, conducting an informal interview to gauge the person's aptitude and suitability, and undertaking DBS disclosure if required. In other circumstances, eg

where a volunteer's role will be a one off, such as accompanying teachers and pupils on a day outing or helping at a concert or school fete, measures would be unnecessary provided that the person is not to be left alone and unsupervised in charge of children. Where volunteers recruited by another organisation work in a school, for example, sports coaches from a local club, the school should obtain assurance from that organisation that the person has been properly vetted." This should be in the form of written evidence.

"We recognise that many parents and other volunteers help regularly in the classroom and with activities associated with the school. Some will require a DBS disclosure because of the frequency of their volunteering activity and the contact they have with children, others will not. For new volunteers or those changing duties that will bring them into increased contact with children, Head Teachers should consider obtaining DBS disclosures where the volunteering is regular and involves contact with children. Within this guidance we have used "regular" as meaning three or more times in a 30-day period.

In coming to a decision, the Head Teacher will want to consider:

- The duration, frequency and nature of conduct with children; and then
- What the school knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers
- Whether the volunteer is well known to others in the school community who are likely to be aware of behaviour that could give cause for concern;
- Whether the volunteer has other employment, or undertakes voluntary activities where referees would advise on suitability; and
- Any other relevant information about the volunteer or the work they are likely to do

This information will allow Head Teacher to make a risk assessment and use their professional judgement and experience in deciding whether a DBS disclosure is necessary. Under no circumstances must a volunteer who has not obtained a DBS disclosure, because perhaps he or she does not require a disclosure due to infrequent contact with children, be left unsupervised with children."

2.4 **All Volunteers who have regular or unsupervised contact with children** should have their details entered onto the school's Single Central Record of Recruitment and Vetting checks. These details include:

- Name
- Address
- Date of birth
- How identity evidenced and date
- Qualifications required
- How qualifications evidenced and date
- DBS check evidenced and date (include clearance number and date)

Please see additional information in the document mentioned above if recruiting volunteers from overseas.

2.5 The member of staff responsible for recruiting the volunteer bears the responsibility of informing the colleague who oversees recruitment and vetting procedures of the existence of the volunteer and the level of contact with children involved. The member of staff responsible for introducing the volunteer must ensure the volunteer completes the "Signing up Form" at **Appendix 1** which should be passed to the Head Teacher who will make the decision about whether or not to secure a DBS disclosure.

2.6 The member of staff who has responsibility for the Single Central Record of Recruitment and Vetting checks should remind all staff towards the end of each term of this requirement and request names of people being considered as volunteers for the next term so that adequate time can be given for completing relevant checks, and that appropriate advice can be given to the member of staff overseeing the work of the volunteer.

2.7 Colleagues who may be required to work with the volunteer should be consulted as a professional courtesy. No member of staff should be obliged to work directly with a volunteer if this is against his/her expressed wish.

2.8 Schools reserve the right to decline offers of voluntary help.

2.9 Volunteers who work in classrooms on a regular basis should not work with relatives from their own family where possible and are required to volunteer in another year group or classroom. Volunteering on excursions is exempt from this requirement.

3. Induction of volunteers

3.1 Before commencing any activity, volunteers will be given key information (policies to be available upon request) on the following. See **Appendix 2**:

- Safeguarding children
- Anti-bullying measures
- Staff Code of Professional Conduct
- Code of conduct / Behaviour Management (including rewards)
- Physical Intervention
- Health and Safety (including Fire Evacuation Pan)
- First Aid
- School values
- Times of the school day (where appropriate)
- Car Insurance
- Schemes of work (if relevant)
- Dealing with parents
- Confidentiality
- Accidents and Emergencies
- Security/Equipment/Resources

3.2 Volunteers should be given a copy of “Good Practice Guide for Volunteers working in Schools” in **Appendix 3**.

The member of staff supervising the volunteer should make clear the scope of the volunteer’s role and the level of supervision required.

3.3 Volunteers should be given the opportunity to observe the activity before becoming involved where this would be helpful. Where joint planning of sessions would initially help the volunteer, this should be considered.

3.4 Where training is needed for the volunteer to undertake the task safely and effectively, appropriate opportunities will be offered. Staff overseeing the work of volunteers should discuss training needs with the volunteer. Once volunteers have become involved, the need for training should be regularly reviewed.

4. Oversight of volunteers

4.1 Volunteers should be allocated to and supervised by a member of staff who should be fully conversant with safeguarding regulations. Volunteers without a DBS checks must be directly supervised at all times.

4.2 Where volunteers are used in a teaching area, individual class teachers or support staff normally in charge of the students will continue to carry the overall responsibility for the registration of students, teaching programme, supervision of students and reporting of any accident. This person is responsible for the welfare of the volunteer, for overseeing his/her conduct and for providing all necessary support.

4.3 The supervising member of staff should negotiate and undertake an agreed period and level of supervision compatible with safe and effective practice which will be determined by the level of competency of the volunteer – this may involve continuously working alongside the volunteer or eventually at some distance.

4.4 In determining the level of supervision required, the supervising member of staff should take the following into consideration:

- Clearance status
- Quality of relationships with students
- Level of value, care and respect afforded all children
- Whether volunteer is an appropriate role model – eg use of language, dress, fair play, equality
- The extent to which the volunteer seeks to promote the ethos/values of the school
- Levels of confidence
- Ability to deliver effectively
- Ability to maximise participation
- Extent to which volunteer has strategies for effective behaviour management and motivation
- Ability to apply the school's standard procedures and routines – eg child protection
- Extent to which volunteer provides a safe working and learning environment
- Security

4.5 The supervising member of staff should ensure that risk assessment procedures are fully implemented and regularly updated and inform the volunteer regarding personal circumstances of the pupils, eg bereavement, illness where this is deemed appropriate.

4.6 The regular member of staff responsible for the activity should have a contingency plan available should the volunteer not arrive for the planned session.

4.7 The supervising member of staff should regularly and systematically monitor and review the quality of provision and identify, agree and provide for the professional development needs of the volunteer beyond the initial induction.

4.8 Volunteers will not have access to confidential material, including records of all staff and students. They should be sensitive to, informed about, their role as voluntary helpers.

4.9 Staff with whom volunteers are working should have the right, in the light of experience, to request from the Head Teacher the discontinuance of the use of voluntary help, if it is not found to be valuable.

5. Responsibility of volunteers

5.1 Volunteers must sign in at reception.

5.2 All volunteers should arrive punctually and inform the school in good time if they cannot attend school when they are expected.

5.3 Volunteers should carry out tasks in a manner consistent with all school policies.

5.4 All volunteers should dress and conduct themselves in a professional manner.

5.5 Volunteers should stay within the boundaries of their role as identified by the school.

5.6 Volunteers should notify their insurance company if they intend to use their own car for voluntary work.

5.7 Volunteers should always have their mobile phones switched off when on the school premises.

6. Grievances

6.1 Problems and conflicts can arise when working with volunteers, as they do with paid staff. If the role of volunteers in the organisation is clearly communicated to all staff and volunteers then conflicts are less likely to arise.

If things do go wrong, although the volunteer is not an LA employee, the general guidance contained in the following LA documents will be helpful:

- Grievance Procedure for School Staff
 - Harassment Procedure for School Staff
 - Complaints from Parents
- These are available on the portal.

6.2 Volunteers should not be required to carry out tasks with which they are uncomfortable.

6.3 Volunteers should complement staff resources provided from the school's budget. It follows that regular staff should not suffer loss of hours or status as a consequence of the use of volunteers in a school.

APPENDIX 1

Volunteer Signing-up Form

Please complete all sections:

Surname:

Forenames:

Any previous surnames including maiden names:.....

Title (Mr / Mrs / Miss / Ms / other):

Full Postal Address:
.....
.....
.....

Post code:

Telephone Home:

Mobile:

Email:

Date of Birth:

Emergency contact:

Name:

Relationship:

Contact details:
.....
.....

Any Medical information you need us to be aware of:
.....
.....

In order to safeguard our students we need to ask you to disclose any criminal background:

- Have you ever been convicted of a criminal offence?
- Have you ever been cautioned for a criminal charge?
- Are you at present the subject of a criminal charge?

If you answered yes to any of these, please give brief details below including dates.

Nature of voluntary activity:

Name of Supervisor:

I have received copies of the "Key Information for Volunteers" and "A Good practice Guide for Volunteers working in Schools"

Signed..... Date.....

DBS Check needed?

Documents needed for DBS check:

Photo ID (Photo Driving Licence or Passport)

2 recent items to confirm current address eg Bank Statement, Utility Bill

Items seen:

Evidenced by:

Date:

Number of DBS application:

Date sent off:

APPENDIX 2

Key Information For Volunteers

All policies are available in a folder in reception. Key points are summarised below:

Policy / Issue	Key points to know	Member of Staff for further information
Safeguarding children		
Code of Professional Conduct		
Behaviour Management (including rewards)		
Health and Safety (including Fire Evacuation Plan)		
Confidentiality		
First Aid, Accidents and Emergencies		
School Security		

APPENDIX 3

Good practice guide for volunteers working with schools

Notes of Guidance on Good Practice

1. It is important to see all adults in school as role models. Your behaviour should reflect this.
2. Your help will bring you into close contact with staff and pupils. Please respect confidentiality at all times.
3. You are not expected to make judgements about students' abilities. Any personal views you may have about a student's ability should not be disclosed.
4. Please confine your activity to that agreed with your supervisor and adhere to guidelines given.
5. Always ensure your mobile phone is switched off when on the school premises.
6. If working in a classroom, please check with the teacher the extent to which they would like you to reinforce to students the instructions they have given.
7. Please do not interrupt the teacher or discuss non-urgent matters with them during teaching time.
8. Do your best to build positive relationships with students and staff. Try to make comments which are tactful, constructive and supportive. Always try to deal with problems as discreetly as you can and pass on any concerns to your supervisor.
9. I would ask you not to use your time in school as an opportunity to discuss personal issues such as your child's educational progress. Apart from distracting teachers from their work, it could lead to other parents feeling that you have taken advantage of your position as a volunteer.
10. The school has an Equal Opportunities Policy. In accordance with this you are asked to speak and act at all times in a way which respects students, staff, governors and officers of the LA whatever their race, nationality, colour, gender, sexual orientation or disabilities.
11. Please do everything possible to avoid physical contact with children. Further guidelines are contained in the School's Physical Intervention Policy. Please familiarise yourself with this as a priority.
12. Do not get drawn into inappropriate topics of conversation with pupils.
13. If a student begins to talk to you about matters which disturb you, please talk to your supervisor.
14. In general, if you are in doubt about anything, always ask the advice of a member of staff or the head teacher.
15. You need to be aware that a breach of any standards set out might lead to a decision not to use you as a volunteer, either for a temporary period or, where a breach is serious, permanently. Obviously, I hope and expect that such a situation will never arise.

16. Finally, I hope that you will find this guidance sensible and helpful. I am confident that you will enjoy the experience of working in the school.

I understand and accept the above Notes of Guidance which apply to my involvement as a volunteer in Newlands Junior School

Name (print in capitals)

Signature

Date

Please return the second copy of this document to the Head Teacher