



Lady Boswell's C.E. (Aided) Primary School

*Learning Together, Learning for
Life*

Volunteers in School POLICY

Policy last reviewed: November 2022

Date of review: November 2025

Date of Next Review: November 2028

Policy to be authorised by: SLT

Policy approved:

Signature:

Author of Policy: T Wicks

We value every member of our community as a unique child of God and seek to demonstrate His love through our words and actions. We enable every child to achieve their full potential so that they leave us with their heads inspired and their hearts enriched.

As a result, our children will:

Develop a positive sense of self and well-being; confident to make the right choices and keep themselves safe in an ever-changing society

Strive for academic excellence, developing a thirst for knowledge and a love of learning

Become effective communicators, collaborators and leaders

Be resilient, resourceful and courageous

Be curious, creative individuals and confident problem solvers

Grow in spiritual awareness and develop a strong moral compass and a deepening understanding of the Christian faith in a multi-faith British society

Become responsible and tolerant global citizens who value diversity, forgive readily, and have concern for the needs of each other, the school, the wider community, and the planet.

The school's volunteer policy is part of the school's safeguarding systems

Introduction and aims

All adults who work in our school, whether a paid member of staff or a volunteer, are expected to work and behave in such a way as to be familiar with and seek to promote our school Christian ethos and educational purposes identified below:

- Nourish the diverse talents of our children, widen their horizons, develop their appetite for learning enabling them to live life to the full
- Bring to an individual the feeling that they can cope with their environment with a sense of confidence in themselves as a significant, competent person
- Encourage children to feel capable of handling situations which challenge their intellectual, personal, spiritual and moral values, to show tolerance of others, so they are ultimately to be equipped for adult life and work in a fast-changing society.

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 Lady Boswell's 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 Department for Education (DfE)'s statutory safeguarding guidance, [Keeping Children Safe in Education \(KCSIE\)](#).

Volunteers play an important role and are often seen by pupils as safe and trustworthy adults. The school is committed to ensuring a robust safeguarding procedure in the appointment of volunteers.

How we use volunteers

At Lady Boswell's School, volunteers may:

- Hear children read
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT or art
- Carry out administrative tasks

This is not an exhaustive list.

Volunteers may be:

- Members of the governing board
- Parents and carers
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTA
- Local clergy or members of the congregation

This is not an exhaustive list.

Members of the governing board working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings) are not covered by this policy. They are covered by our governor code of conduct.

How to apply to volunteer

Volunteers should complete the Volunteer Application form (Appendix 1) to give their contact details, details of the type of activity they would like to help with, and the times they are available to help. The school will seek enhanced DBS (Disclosure and Barring Service) clearance for volunteers who wish to help regularly (more than 3 times per month) in school. Volunteers will need to provide 2 references.

Before starting to help in school, volunteers should sign and return the Volunteer Code of Conduct and Off-site visits agreement (Appendices 2 and 3), and the ICT and Internet Acceptable Use Policy to the School office.

Appointment of volunteers

Appointment and induction of new volunteers can take up to 6 weeks, and is dependent on the candidate and available spaces within the school.

All volunteer placements are conditional upon the completion of an enhanced DBS check and other appropriate safeguarding and recruitment checks, and relevant training.

The headteachers reserve the right to terminate a placement at any time.

Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation, if needed. The school will ask to see the DBS and proof of identification before a volunteer is allowed to start volunteering at the school. In addition, the school will complete a Barred List check.

Safeguarding

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we are upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks on volunteers.
- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in.
- Provide safeguarding training to all volunteers prior to them beginning volunteering at the school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education.
- Require volunteers to agree and adhere to our code of conduct (see appendix 2) and to read, and adhere to, the school's policies on:
 - Child protection and safeguarding, including low-level concerns
 - Mobile phones
 - ICT and internet acceptable use
 - Behaviour
 - Equality
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils, including on off-site visits.

All volunteers must sign in and out of school and wear a visitors' lanyard for the duration of their volunteering session.

Details of volunteers' DBS records will be added to the school's single central record. These are reviewed annually and details are deleted when the volunteer no longer helps at the school.

If a volunteer has any concerns that relate to safeguarding, they must follow the guidance in our child protection policy and inform one of the designated safeguarding leads (DSLs).

Induction and training

All volunteers must have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing.

Volunteers must complete appropriate training prior to beginning work at the school.

Training requirements will be determined by the headteacher, or the appropriate member of staff.

Confidentiality

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation. Comments regarding children's behaviour or learning can be highly sensitive and, if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school.

If volunteers have concerns, they should raise these with the appropriate member of staff. They should not discuss them with pupils or parents.

Conduct of volunteers

Volunteers must comply with the code of conduct set out in appendix 2 of this policy. All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the Teacher as to how an activity is carried out/ what the expected outcome of the activity is. Volunteers are encouraged to seek further advice/guidance from the Teacher in the event of any query/problem regarding children's understanding of a task or behaviour.

Complaints Procedure

Any complaints made by a volunteer or about a volunteer will be referred to the Headteachers (or a delegated staff member) for investigation. The Headteachers (or delegated staff member in their absence) reserve 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.

Monitoring and review

This policy has been approved by the governing body and will be reviewed every two years.



Lady Boswell's Primary School Volunteer Application

Thank you for offering your services as a Volunteer at Lady Boswell's School.

Full name of Volunteer:

Child/children in year/s:

Phone No:

We need all volunteers to be able to commit to at **least one regular time slot each week for a minimum of one academic year**. Please indicate a regular time e.g. 9.00-10.00am, 2.30 – 3.30pm or any other suitable time, as well as the day/s when you may be able to help:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

Please note that certain times of the day (assembly and break from 10.20 – 10.55am and lunch time from 12.00 – 1.20pm) are not normally suitable

In order to comply with safeguarding legislation, for volunteers who are regularly in school we are required to carry out a Disclosure and Barring Service (DBS) check. Please supply an email address that is unique to you e.g. personal/work email address which can be used by the DBS checking team to send you instructions for the completion of your online application.

Email address:

Once you have submitted your online DBS application, the School Liaison Officer will need to complete an ID verification before it can proceed. In order to perform the ID check, please bring the following documents to the school office:

- Valid passport
- Driving licence
- Bank statement or utility bill or council tax statement dated within last 3 months and showing your current address

If you do not have one or more of the above documents, please contact the School office and we will let you know which other documents are accepted for verification.



Code of conduct for volunteers

Thank you for volunteering to assist at our school. We really value the contribution you can make to our pupils' learning and we are aware that many educational activities / visits could not take place without the goodwill of volunteer helpers. We know your time is valuable and appreciate the help that all our volunteers give in supporting the work of the school. Please read the following information to ensure you feel comfortable and supported whilst working with us.

In volunteering to support children's learning in school you are agreeing to uphold our school ethos, vision and values. All adults working or volunteering in school are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all pupils. This 'Code of Conduct' clarifies what is expected of our volunteers and is designed to provide some basic information to help you as a volunteer. If anything is unclear or you have any further questions, please ask the class teacher or the school office.

All volunteers must be Disclosure and Barring Service (DBS) checked; please talk to a member of our office team if you have any queries about this.

- Never give or exchange contact details with pupils, including email or home addresses, phone numbers or social networking identities.
- Do not share personal information about your views, beliefs or lifestyle.
- Occasionally, a child or young person may develop an infatuation with an adult who works with them. An adult who becomes aware that a pupil is developing an infatuation should discuss this at the earliest opportunity with the Headteachers so appropriate action can be taken to deal with the situation sensitively and appropriately to maintain the dignity and safety of all concerned.
- Volunteers should use the staff toilet, never the pupils' toilets. On educational visits and outings when public toilets or changing areas may need to be used, you should exercise caution and avoid placing yourself in a position where your actions might be open to criticism or misinterpretation. Male volunteers should use a cubicle in public toilets.
- Behaviour management of the children is the responsibility of members of school staff (Headteachers, teachers, and teaching assistants) and should not involve volunteer helpers. If you are working with pupils who are misbehaving, please refer this to the class teacher as soon as possible. Never try to reprimand or allocate punishments yourself.

Setting an example

All volunteer helpers at our school should be positive role models to the children, so we expect you to:

- Dress appropriately for the school setting and the tasks and role you will undertake. Always talk politely and calmly to all pupils. Avoid sarcasm, demeaning or insensitive comments.
- Never use inappropriate, offensive or abusive language whilst on the school premises, even in the staffroom.
- Never smoke in the school building or grounds as it is strictly prohibited to do so.

- Offer encouragement and praise to the children, both verbally and in written comments, e.g. a comment in their reading record. Never show favouritism to a particular child or group of children nor give rewards which are outside of the school's agreed policy.
- Promote and follow the classroom rules.
- Never discuss subjects that are inappropriate for the age of the pupils to participate in, or listen to, including references of a sexual nature or 'gossip'/ sharing of information about staff, parents or pupils.
- Never be under the influence of drugs or alcohol when assisting as a volunteer.
- 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.

Use of mobile phones, cameras and computers

- Use of personal IT devices and mobile phones is prohibited, except under exceptional circumstances where the prior agreement of the Headteacher has been obtained.
- If you need to use your mobile phone in an emergency whilst on the school premises, please go to the school office.
- Using the video or camera features of your mobile phone whilst on the school premises is strictly prohibited.
- The school's ICT equipment and mobile phones may only be used in accordance with the school's ICT and Internet Acceptable Use Policy and Mobile Phone Policy and should normally be used for school purposes only.
- The school's photographic and video equipment may only be used by volunteers with the prior approval of the Headteachers.

As a school we agree to:

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children.
- Help you understand how we manage behaviour.
- Ensure that the children you work with behave and work well treat you with the highest respect and care.
- Share relevant information about the children you are working with.
- Let you know in advance the overall plan for the day and let you know if this changes.
- Treat anything you tell us with confidentiality.
- We agree not to ask you to deal with difficult or challenging behaviour or to carry out a task that you feel unprepared to complete.

As a volunteer helper I agree to:

- read Part 1 of the Keeping Children Safe in Education document
- follow all school rules and policies, including those set out in this code of conduct and volunteer policy.

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

- complete appropriate DBS/safeguarding checks as required by the school
- inform the Designated Safeguarding Team if I have any concerns about the welfare of a child or if a child discloses something of a concern to me
- inform a member of staff if I observe anything that worries me in school

- inform a member of staff if I see any inappropriate behaviour
- treat any information I am party to with total confidentiality
- be discreet and refrain from discussing any issues I may observe or become aware of outside of school
- inform the school if I am unable to come in for any reason
- respect and listen to the guidance of the teacher at all times

Please return this reply slip to the School Office

By signing this reply slip you are confirming that you have received a copy of the Volunteer Code of Conduct, and will abide by the contents. If you have any questions, please speak with a member of the office team.

_____ Signed

_____ Date



Lady Boswell's Primary School

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 experience.

If you are happy to take part in an Off-Site visit as a Volunteer Helper, please read, sign and return this form. For Off-Site visits, volunteers with a DBS check will be given priority over other volunteers.

This is part of our school's risk assessment planning and safeguarding arrangements.

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 control and direction of school teaching staff.
- Show a commitment to their group, an interest in the focus of the visit and assist 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 allowed 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 must ensure that any communication about the trip is via the staff or the office. Parents must not send updates regarding the trip to other parents who are not on the trip as this causes confusion.

First Aid

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 unless it is your child who requires medicine in which case you will be asked to administer this and be responsible for carrying the medicine.

Emergencies

You are expected to inform a member of staff as soon as possible if there is any form of an emergency.

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.

- I have read the Volunteer Policy and Code of Conduct (available on the school website under *Parents/ Volunteering in school*)
- I agree to the terms and conditions as stated above and in the policy
- I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion
- I will treat any information I may hear about children as confidential and will not discuss it out of school

Signed:

Please print name: