



Belswains Primary School Volunteer policy

**Approved: Strategic Committee on behalf of the Governing
Board: Summer 2025**

Next Review: Summer Term 2028

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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 Belswains Primary 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 for Education (DfE).

2. How we use volunteers

At Belswains Primary 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

This is not an exhaustive list.

Volunteers may be:

- › Members of the governing board
- › Parents
- › Former pupils
- › Students on work experience
- › Residents from the local area
- › 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.

3. How to apply to volunteer

Volunteers should initially approach the School Office, in person or by email to admin@belswains.herts.sch.uk. They will be invited to complete the application form (Appendix 1). Once completed, this should be sent to the School office.

4. Appointment of volunteers

A member of the Senior Leadership team appoints volunteers.

Appointment and induction of new volunteers can take a period of around 6 weeks and is dependent on the candidate and available spaces within the school. It may not be immediate.

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training.

The headteacher reserves 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 for written confirmation that enhanced DBS checks have been conducted before a volunteer is allowed to start work at the school.

5. Safeguarding

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection. The school has a comprehensive Child Protection Policy which is available as a hard and/or soft copy from the class teacher or the school's website.

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

- › Conduct enhanced DBS checks with a barred list check on volunteers who:
 - Work 1-on-1 with unsupervised pupils
 - Work with groups of unsupervised pupils

- Supervise or accompany groups of pupils on overnight residential visits

Provide safeguarding training to all volunteers **prior** to them beginning work at the school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education. Depending on whether a volunteer is not working directly with children, then a condensed version of KCSiE can be read located in Annex A of Keeping Children Safe in Education.

- Volunteers will be required to agree and adhere to our code of conduct (see appendix 2) and to read, and adhere to, the school's policies on:
 - Safeguarding
 - Use of mobile phones
 - ICT and internet acceptable use
 - Online safety
 - Behaviour
- Ensure that volunteers without an enhanced DBS check are always supervised and are never left alone with pupils.
- Conduct a risk assessment to determine whether a volunteer who is not working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
 - The nature of the work they will be doing
 - What we know about them
 - References from employers or other voluntary roles
 - Whether the role is eligible for an enhanced DBS check

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

There is a distinction between visitors and volunteers (some people 'volunteering' at our school on a one-off basis are more likely to be classed as visitors, especially if they will not be working unsupervised). Even if the volunteer already has a DBS check, a new one will be requested for completeness.

Details about the volunteer will be added to the Single Central Record for completeness.

6. Induction and training

Volunteers must complete appropriate training prior to beginning work at the school. This will include completing all necessary reading before starting as a volunteer.

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

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

7. Confidentiality

All volunteers in school must keep confidential anything that they see or hear. For example, volunteers must not discuss levels of achievement (e.g., reading levels, key word assessments, special educational needs issues) or behavioral issues with anyone but a member of staff, and certainly not the child's parents/carers.

Volunteers are reminded that while helping the school they become members of a trusted professional team, and information about children or members of staff must not be discussed within the wider community. If they

have any concerns about a child or member of staff, these must be raised with a senior member of staff or the chair of governors. This does not prevent volunteers from adhering to the school's safeguarding policy (regarding the reporting safeguarding concerns or disclosures).

All volunteers will be asked to sign the attached confidentiality form prior to the commencement of their volunteering.

Volunteers who disclose confidential information will be invited to discuss their actions with the headteacher. The headteacher may withdraw the invitation for the volunteer to continue volunteering at the school.

If concerns are related to whistleblowing, volunteers must follow the guidance in our whistle-blowing policy.

8. Conduct of volunteers

Volunteers must comply with the code of conduct set out in appendix 2 of this policy.

9. Insurance

The school's insurance policy does cover volunteers in the event of an accident or emergency. They are covered if they are doing what they have been instructed to do and in accordance with any appropriate risk assessment.

If a volunteer is working at the school through another organisation, we will also check that organisation's insurance arrangements.

10. Data protection and record keeping

Belswains School is GDPR (General Data Protection Regulation) compliant.

As a volunteer we will hold your personal data (e.g., appertaining to your DBS Application). This information is held securely, will only be used for the purpose it was given.

Please refer to Belswains Privacy Notice for The School Workforce including Governors and Volunteers for full details of our Data Handling.

11. Monitoring and review

This policy has been approved by the Strategic Committee on behalf of the Governing Board and will be reviewed every three years.

12. Links to other policies

This volunteering policy is linked to our:

- Child protection policy and procedures
- Staff conduct policy

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 will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted by law:

- You have given us your consent
- We must process it to comply with our legal obligations

PERSONAL DETAILS

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

DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

The 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 is 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 school's privacy notice.

Do you have a DBS check? (please circle)

Yes/No

DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

If yes, what type of check do you have? (please circle)	Basic DBS / Standard DBS / Enhanced DBS / Enhanced DBS with barred list 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 one 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 Belswains Primary School?

EXPERIENCE AND QUALIFICATIONS

Do you have any skills, employment experience or hobbies you would like to share with the school? (For example, spoken languages, 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 two referees who can comment on your suitability (e.g., employers, colleagues, teachers, etc.).

Name:

Name:

Relationship with you:

Relationship with you:

Address:

Address:

Telephone number:

Telephone number:

Email address:

Email address:

DISABILITY AND ACCESSIBILITY

Belswains 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 adjust or arrange to assist you, please state the arrangements you require:

Appendix 2:

Code of conduct for volunteers

By signing this form, volunteers agree to the following:

1. School rules and policies

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

- 1.1.1. Child protection
- 1.1.2. ICT and internet acceptable use
- 1.1.3. Online safety
- 1.1.4. Mobile phones
- 1.1.5. Data protection
- 1.1.6. Health and safety
- 1.1.7. Equality
- 1.1.8. Whistleblowing
- 1.1.9. Behaviour

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

2. Professional conduct

2.1. Volunteers must accept and follow the 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 business manager or office manager.

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 are working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions. Volunteers are expected to be friendly and approachable to all children, but they should not become overfamiliar. Under no circumstances should a child be picked up or allowed to sit on a volunteer's knee.

2.3. Volunteers must always conduct themselves in a professional manner. This includes:

- 2.3.1. Dressing in a way that is professional and appropriate to the work they are doing (no denim)
- 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 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 for 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. This information is available in each classroom and around the school.
- 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. Contacting 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 their supervisor.
- 3.6. All volunteers must be aware that confidentiality also applies to the use of social media. In addition, no comments or images should be made that would cause upset or distress to any child or adult who is a member of the school community.

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 always wear a visitor badge.

5. Confidentiality

- 5.1. Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers should not discuss pupils with 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 staff disciplinary procedures.

Please sign and date below:

X

Volunteer name (please print)

X

Volunteer signature

X

Date