

John Blandy Primary School



Volunteer Policy

Belong. Believe. Brilliant.
Together We Thrive

Approved by: Suzanne Elliott **Date:** 8th September 2025

Last reviewed on: 8th September 2025

Next review due by: 8th September 2028

John Blandy Volunteer Policy

Introduction

Volunteers make a vital contribution to the school and are welcomed within our school. Therefore, the school will:

- Use every means, including advertising, to encourage parents and people from the local community to become volunteers:
- Train, develop and support volunteers.

Definition

A volunteer is anyone helping within the school setting or on an off-site trip but not employed as a member of staff. Volunteers carry out a range of activities e.g.

- hearing pupils read;
- working with small groups of pupils to assist them in their learning;
- working in support of the class teacher;
- preparing materials;
- collating or mounting children's work;
 - cooking with a small group of pupils;
 - accompanying school off site visits;
- clubs run during break and lunchtime.

We will aim for parents/carers/family members to not usually carry out activities in the same class as their child, other than extra-curricular clubs and school trips, where appropriate.

Procedure for becoming a volunteer

Prospective volunteers will be expected to:

- Speak to the class teacher and Head Teacher ahead of applying for the role of a volunteer in school;
- Complete a Disclosure and Barring Service (DBS) check and bring the original certificate to the school office
- Read the following documents, all of which can be found on the school website:
 - Volunteer policy;
 - Child Protection Policy;
 - School Relationship & Behaviour Policy;
 - Health and Safety Policy;
 - Staff Code of Conduct Policy;
 - Complaints Policy;
 - Whistleblowing Policy;
 - Equality Policy
- Attend an induction training session during their initial start;
- Sign a Confidentiality Agreement.
- Attend safeguarding training

The school will:

- Undertake safer recruitment procedures when recruiting volunteers
- Attract candidates by local adverts and the school communications system;
- Invite candidate/s to an informal discussion to ensure the applicant is suitable for the role including any training needs;
- Request that they complete an application form;

- Complete online checks
- Take up references and verify referees by telephone call
- Undertake a DBS check
- Once all checks have been completed and the Headteacher is satisfied by these, the Headteacher will meet again with the volunteer at an induction meeting.
At the induction meeting, the Headteacher will:
 - Inform the volunteer of the role and responsibilities they will be undertaking;
 - Go through the school's safeguarding procedures including who the DSLs are and if the volunteer has a cause for concern.
 - Provide the volunteer with the Volunteer Policy and Confidentiality Agreement;
 - Organise for the volunteer to attend safeguarding training;
 - Request the reading of the following documents ahead of starting;
 - Child Protection / Safeguarding Policy
 - Relationship & Behaviour Policy
 - Staff Code of Conduct Policy
 - Health and Safety Policy
 - Complaints Policy
 - Whistle Blowing Policy
 - Mobile Phone Policy
 - Equality Policy
- Store a signed copy of the Confidentiality Agreement;
- Store volunteer records in a central place within the school.

Supervisor's responsibilities

Teachers retain ultimate responsibility for pupils at all times.

A teacher or member of staff will:

- Keep a timetable of when volunteers are due to attend;
- Plan activities for volunteers including learning outcomes;
- Explain the activity and expected outcomes;
- Directly supervise volunteers;
- Not leave volunteers unattended with a child, unless there is an enhanced DBS with barred list eg: for volunteers who may have previously worked in the education system such as teachers or TAs.

Volunteer's responsibilities

Volunteers will:

- Inform their supervisor in advance when they are coming into school;
- Telephone or email the school office if they are unable to come in as planned;
- Avoid physical contact with a child;
- Ensure that doors are ajar and they can be seen by other adults at all times;
- Ask their supervisor if they are concerned about a pupil's behaviour, welfare or understanding of a task;
- Update their supervisor at the end of a session;
- Keep confidential information about individual children or staff.
- Share with a DSL or DDSL if they have a cause for concern and complete a Visitor's Cause for Concern sheet for the school's safeguarding records.

Working off-site

School trips are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences.

Teachers will:

- Provide volunteers with a list of pupils who are directly in their care;
- Check that volunteers understand all safety procedures;
- Ensure the volunteer is present when talking to the children about behaviour and expectations on the school trip
- Share the trip's risk assessment

Volunteers will:

- Read and sign the risk assessment
- Follow the requests of the trip in supporting pupils
- Not accompany children to the toilet
- Not be left alone with a child or a group of children at any time
- Not take responsibility for a child or group of children without teacher supervision

Safeguarding

Volunteers will:

- Safeguard pupils;
- Sign in and collect a lanyard when entering the building;
- Sign out when leaving;
- Not let visitors in through the front door (only office staff can do this);
- Keep their personal belongings with them and ensure their mobile phone is turned to silent and placed in their bag;
- If concerned that a child may be experiencing physical, emotional or sexual harm or neglect - Immediately inform their supervisor;
- Write down exactly what they saw or heard on a cause for concern sheet (located in the school office);
- As soon as possible inform the Head teacher (DSL) or DDSL (if the headteacher is absent).

Any complaints about a volunteer will be referred to the Headteacher for investigation in line with the Cambrian Learning Trust Complaints Policy (see website).

Health & Safety

Supervisors will:

- Check that volunteers are clear about emergency procedures
- Explain particular safety aspects e.g. using equipment or accompanying pupils on visits

Volunteers will:

- Report any hazards to their supervisor;
- If a child is ill or injured – immediately inform their supervisor;
- In the event of a fire alarm, help support the teacher in helping lead the children to the playground assembly point.
- Follow lockdown procedures if needed

Volunteers are covered by Cambrian Learning Trust Health & Safety Statement and Public Liability Insurance.