

Parkway Primary School

Volunteer Working in School Policy



Contents

Introduction	3
Safeguarding	3
Becoming a Volunteer	3
Definition	3
Process for recruiting Volunteer who will be working frequently or intensively	3
Confidentiality	4
Supervision	4
Health & Safety	4
Child Protection	4
Complaints Procedure	5
Review & Implementation Dates	5
APPENDIX	6
APPENDIX 1 - Volunteer Application Form	7
APPENDIX 2 - Volunteer Agreement	8
APPENDIX 3 - Off-Site Visits Volunteer Agreement	9
Role of the Volunteer Helper	9
Working alongside school staff	9
What is not permitted?	9
First Aid	9
Emergencies	10
APPENDIX 4 - Data Protection Information	11

Introduction

Volunteers at Parkway Primary School bring with them a range of skills and experience that can enhance the learning opportunities of pupils. We welcome and encourage volunteers from the local community.

Our volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students referred to us by Student Volunteer Services
- Ex-members of staff
- Local residents
- Friends of the school

The types of activities that volunteers engage in, on behalf of the school, include:

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional tutor
- Accompanying school visits

Safeguarding

Parkway Primary School is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment.

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis, e.g. hearing pupils read, should approach a senior member of Staff or Class Teacher directly. Volunteers should complete the *Volunteer Application Form* (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help.

Definition

Activity which is described as ‘frequent’ or ‘intensive’ covers the meaning given in the *Keeping Children Safe in Education (KCSIE 2025)* and *Data Protection Act 2018* and *UK GDPR*

‘frequent’ – once a week or more often on an on-going basis; and

‘intensive’ – three or more occasions in a 30 day period, or overnight (between 2am – 6am).

Process for recruiting Volunteer who will be working frequently or intensively

- a) Identify the need and role
- b) Attract candidates by means of a local advert/school communications system
- c) The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role
- d) Enhanced DBS check undertaken
- e) The volunteer will be made aware of the role and responsibilities they will be undertaking

- f) If appropriate, two references should be sought where the volunteer arrangement will continue on a regular basis.
- g) Induction - school policies and documentation explained and issued. These to include Health and Safety, Behaviour Management Policies, Code of Conduct and Whistleblowing Policy
- h) Volunteer records to be kept on the school's single central register

Before starting to help in a school, a volunteer should complete the *Volunteer Agreement* (Appendix 2), which sets out the school's expectations of its volunteer and to confirm they have received a copy of this Agreement. The school will seek DBS clearance for a volunteer **before** they come into school, to make an informed decision when accepting volunteers to work with children. This is not required where a volunteer is engaged in a 'one-off' activity but such volunteers must *always* be supervised and risk assessed in line with *KCSIE 2025*.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the designated supervisor and NOT with the parents of the child/persons.

Volunteers who are concerned about anything in the school which may affect their work should raise the matter with the Assistant Head Pastoral or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

Supervision

All volunteers work under the supervision of a teacher or full time member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

Health & Safety

The School has a Health & Safety Policy and this is made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/Assistant Head Pastoral. Volunteers are covered by the School Health & Safety Statement and indemnity and Public Liability Insurance.

Child Protection

The welfare of our pupils is paramount. To ensure the safety of our pupils, we adopt the following procedures:

- All volunteers are given a copy of the Volunteer Policy and asked to sign a *Volunteer Agreement* (Appendix 2)

- All of our volunteers must have been cleared by the DBS. A DBS Disclosure will be issued to the individual to present to the designated member of staff in school.
- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required. However, such volunteers, who will be under the constant supervision of school staff, must read and sign our *Off-Site Visit Agreement* (Appendix 3).
- Any concerns a volunteer has, about child protection issues, should be referred to the Designated Safeguarding Lead (Assistant Head Pastoral) or one of the deputies.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Head Teacher or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Head Teacher or designated member of staff reserves the right to take the following action-

- To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class
- Based upon the facts identified in the investigation it may be necessary for the School to inform the volunteer that the school no longer wishes to use them
- Provide the volunteer with a copy of the school's full Complaints Procedure

Review & Implementation Dates

Revision of the above Policy was completed by:

Robert Celino-Stock

Autumn 2025

Next Review Date:

Autumn 2027

APPENDIX

APPENDIX 1 - Volunteer Application Form



Parkway Primary School

Volunteer Application Form – New Volunteer

Personal details

Preferred title		Date Of Birth	
Forename		Surname	
Address		Phone	
		email	

How you could help

What activities/areas of the school's work would you like to help with?	Are there any particular age groups/classes that you would like to work with?
When would you be available?	
Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a Volunteer in School? (please give details)	

Character reference

Reference 1		Reference 2	
Forename		Forename	
Surname		Surname	
Address		Address	
Phone		Phone	
email		email	
How they are know to you		How they are know to you	

Thank you for taking time to complete this Volunteer Application Form.
Please hand it to the School Office, marked for the attention of the Assistant Head Pastoral.
Your offer of help is greatly appreciated and we will be in touch as soon as possible.



Parkway Primary School

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at school.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience. Please read and sign this Volunteer Agreement Sheet and hand it in at school. You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy
- I agree to support the School's Aims
- I agree to treat information obtained from being a Volunteer in School as **Strictly Confidential**
- I understand that a DBS check will be undertaken
- If you already have a DBS Certificate, please hand it to the school, the number will be recorded and checks made with the issuing body. A new enhanced DBS check must be undertaken.
- I have been made aware of who is my designated supervisor e.g. Class Teacher
- I agree to follow rules, procedures and policies, including but not limited to those relating to Safeguarding, health and safety, security, equal opportunities and confidentiality

Signed _____

Name _____

Date _____

APPENDIX 3 - Off-Site Visits Volunteer Agreement



Parkway Primary School Off-Site Visits Volunteer Agreement

School trips are an integral part of learning at our school and afford many pupils 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 appendix, and sign and return the helper's slip. 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 pupils in your group under the instruction of the Leader of the school trip
- To stay with your allocated group of pupils, ensuring that their wellbeing 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 direct supervision of school staff
- Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help to explain the areas of interest
- Follow guidance from the school staff

What is not permitted?

- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of the volunteer on the school trip
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties
- Volunteer helpers are not permitted to take photographs of pupils
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets – before, during or after the school trip.

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 you are the Parent/ Carer of the child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine. All other medicines and first aid box(es) will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible.

If you have become separated from the rest of the school party, please telephone the school mobile or the school office.

- 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 event.
- I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

Signed _____

Name _____

Date _____

APPENDIX 4 - Data Protection Information



Parkway Primary School

Data Protection Information

(In accordance with the Data Protection Act 2018 and UK GDPR)

The School collects and holds various information about you, for example information initially obtained on the enrolment form, e-mails and information collected via software and internet use. CCTV is also in operation around the campus and images of you may be captured. All such information is collected by the School and may be used for the following purposes:

- To ensure your health and safety
- To ensure your security and that of other staff and students and the School premises
- In relation to attendance, internet use and the e-mail facility
- To supply references to third parties, eg: potential employers and bank or building society references

You may request to see or receive a copy of the information the School holds about you from time to time and to have that information amended if it is not accurate and up to date. If you wish to do so you should contact the Business Manager.

I agree to Parkway Primary School processing personal data contained in this application form and other relevant data which the School may obtain from me or other people as part of the staff recruitment procedure.

I agree to the processing of such data for any purposes described above.

Signed _____

Name _____

Date _____