Volunteers Working in School Policy

Approved: June 2025

To be reviewed: June 2026

Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The school therefore, welcomes and encourages volunteers from the local community.

Our volunteers include:

- 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
- Members of the Governing Body

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

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. to hear pupils read, usually approaches the Headteacher, a senior member of staff, class teachers, or the volunteer leader 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 Safeguarding Vulnerable Groups Act 2006.

- 'frequent' – once a week or more often on an ongoing basis; and
- 'intensive' – three or more occasions in a 30 day period, or overnight (between 2am –6am).

Process for recruiting a volunteer who will be working frequently or intensively:

A) The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role.

B) Enhanced DBS check undertaken for all volunteers (and a 'good conduct' certificate requested, where necessary).

C) The volunteer will be made aware of the role and responsibilities they will be undertaking.

D) If appropriate/necessary, references will be sought where the volunteer arrangement will continue on a regular basis.

E) Induction - school policies and documentation (found on the school website) highlighted and where necessary, explained. These to include the school's Health and Safety Policy, Behaviour Management Policy, Code of Conduct, Acceptable Use Policy and Whistleblowing Policy.

F) Volunteer records to be kept in a central place within the school.

G) If there is a 3 month gap or more between volunteering, a DBS will need to be completed again.

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 volunteers and to confirm they have received a copy of this Agreement. The school will seek DBS clearance for a volunteer before a placement begins. This is not required where a volunteer is engaged in a 'one-off' activity, however, in this instance, such volunteers will be under the constant supervision of school staff.

Work Experience Students

Although work experience students do not require a DBS, they will still need to be involved in the induction process and complete the school's Volunteer Agreement (Appendix 2), which sets out the school's expectations of the student, and to confirm they have read the school's Volunteer Policy.

In addition to this, a character reference will need to be provided by the work experience student's tutor (or equivalent) before beginning a placement at the school.

Conduct

All adults / young people who work in our school, whether a paid member of staff or a volunteer, are expected to work and behave professionally, and in such a way as to actively promote our school aims and educational purpose.

We have high expectations of all adults who work or volunteer at Raddlebarn. We expect them to:

- Have proper and professional regard for the ethos, policies and practices of the school.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Have regard for the need to safeguard pupils' well-being by following relevant statutory guidance along with school policies and practice.
- Uphold school values (consistent with those required from teachers and other staff members) by respecting individual differences and cultural diversity.
- Commit to improve their own practice through self-evaluation and awareness.

If concerns are raised about any volunteer's conduct in school, the volunteer will be spoken to and their placement may be terminated if deemed necessary.

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, lock down and signing in/out) and about any safety aspects associated with particular tasks (e.g. using D T equipment/accompanying pupils on visits).

Volunteers need to exercise due care and attention, and report any obvious hazards or concerns to the designated supervisor/Headteacher.

Safeguarding

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

Birmingham Council and this school are committed to safeguarding pupils, young people and vulnerable adults, and expect its volunteers to share that commitment.

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 Disclosure and Barring Service (DBS).
- All of our volunteers are given a brief induction, including what procedure to follow if they have any safeguarding concerns.
- 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 will be under the constant supervision of school staff.
- Any concerns a volunteer has, about child protection issues, should be referred to the school's DSLs, as well as their designated supervisor or Headteacher.

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 Headteacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

Complaints

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

The Headteacher 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 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.

Monitoring and Review

This policy will be reviewed annually and updated/approved accordingly.

APPENDIX 1 ~ **VOLUNTEER APPLICATION FORM – FOR NEW VOLUNTEER**

Name of Volunteer: First Name……Surname……

Date of Birth:……Age:……. Address: ……

……Postcode……

Phone: Home…… …….. Mobile ……

Email address:……

What activities/ areas of the school's work would you like to help with? (If you are a student please include details of your course/placement requirements)

Could you please indicate below what times/dates you would be available?

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning only					
Afternoon only					
All day					

If you have relatives in school please give details of their names and year groups/classes.

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 – continue overleaf if necessary)?

Thank you for taking time to complete this Volunteer Application Form

Please email your completed form to enquiry@radlbarn.bham.sch.uk or hand it in at the school office.

Your offer of help is greatly appreciated and we will be in touch as soon as possible.

APPENDIX 2

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at Raddlebarn Primary 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.

Please also keep 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 an enhanced Criminal Record Bureau (DBS) check will be undertaken.
- I understand that if I have been out of the country for more than 3 months, in the last 5 years, I will need to obtain a 'good conduct' certificate from the appropriate embassy.
- I am aware that the school may ask for character references.
- I have been made aware of who is my designated supervisor e.g. class teacher and volunteer leader.

Name:_____

Signed:_____Date: _____