



**Luston and Shobdon Community Primary Schools Federation
including Luston Nursery**

Volunteers Working in School Policy

Last reviewed	April 2026
Renewal due	Apr 2027

The volunteer policy is part of the safeguarding system of both schools.

Introduction

Volunteers to the Federation bring with them a range of skills and experience that can enhance the learning opportunities of all pupils. The Governing Body therefore, welcomes and encourages volunteers from the local community.

Our volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- Former members of staff
- Local residents
- Friends of the school

The types of activities that volunteers engage in, on behalf of the schools, 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
- Leading sports activities and clubs

Safeguarding

The Federation is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment. It is essential that all volunteers attend safeguarding training led by the school.

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, usually approaches the class teacher or a member of the Leadership Team 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 on-going basis; and

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

Process for recruiting volunteers who will be working frequently or intensively

- Identify the need and role
- Attract candidates by means of a local advert/school communications system
- The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role
- Enhanced DBS check undertaken
- The volunteer will be made aware of the role and responsibilities they will be undertaking
- If appropriate, 2 references should be sought where the volunteer arrangement will continue on a regular basis.
- Induction -school policies and documentation explained and issued to include: Safeguarding and Child Protection Policy, Health and Safety Policy, Behaviour Management Policy, Code of Conduct Guidance, Social Media Policy, Disassociation by Qualification Declaration Guidance and Whistleblowing Policy.
- Volunteer records to be kept in a central place within the schools

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.

Our Aims

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

- Nourish the diverse talents of our pupils, widen their horizons, develop their appetite for learning thus 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 pupils to feel capable of handling situations which challenge their intellectual, personal, spiritual and moral values,
- Encourage pupils to show tolerance of others.
- Equip pupils to cope with adult life and work in a fast changing society.

Our educational purpose is:

- To teach the National Curriculum in a manner which excites the interest and commitment of the pupils and meets their present and future needs
- To develop attitudes, skills and knowledge which will be relevant to our learners as they prepare to meet the expectations of a changing society. We regard personal development as a life-long learning process
- To value all pupils equally whatever their stage of development and offer experiences which give them the maximum opportunities for success
- To afford all pupils equality of opportunity and to ensure that they are not discriminated against on the grounds of class, colour, gender, religion or disability
- To provide a partnership between schools, parents and the wider community to enhance the quality of teaching and learning at the school

Confidentiality

Volunteers in the schools 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 Executive Headteacher or Head of School. 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.

The schools have a Health and 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. using DT equipment/accompanying pupils on visits).

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to their designated supervisor. Volunteers are covered by the Federation 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 volunteers must have completed an enhanced DBS
- 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 or a member of the Safeguarding Team.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Executive Headteacher or the Head of School, for investigation. Any complaints made by a volunteer will be dealt with according to the Complaints Policy.

The Executive Headteacher or Head of School 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 Federations Complaints Policy

Monitoring and Review

This policy has been approved by the Governing Body and will be regularly reviewed and updated.

APPENDIX 1

VOLUNTEER APPLICATION FORM - FOR NEW VOLUNTEER

Name of Volunteer: _____

Contact telephone number: _____

What activities/ areas of the school's work would you like to help with?

Why would you like to do voluntary work in Luston/Shobdon Primary?

Are there any particular age groups/classes you would like to work with?

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)

Thank you for taking time to complete this Volunteer Application Form

Please return to the School Office, marked for the attention of the Executive Headteacher.

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 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 return to the school office. 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
- I have been made aware of who is my designated supervisor e.g. Class Teacher
- I understand that parent volunteers will not always be encouraged to volunteer within the class of their own child
- I will inform the school of any personal medical conditions

Signed: _____

Name: _____

Date: _____

APPENDIX 3

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 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 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 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 qualified 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 one of the members of staff on your contact list or telephone the school.

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: _____ Date: _____