



*'Spurring each other on with love'*

# Volunteers in School

## 2026-2027

### ANNUAL

POLICY HISTORY (starting with the new cycle started in 2011)

Policy / Version Date	Summary of change	Governor adoption Date	Signed by the Chair	Next Review Date
1	Taken from Devon Babcock and reviewed by MH	8 <sup>th</sup> June 2017		Summer Term 2018
2	Reviewed in line with Devon guidance – no changes made	14 <sup>th</sup> June 2018		Summer Term 2019
3	Reviewed in line with Devon guidance – no changes made	13 <sup>th</sup> June 2019		Summer Term 2020
4	Reviewed in line with Devon guidance – no changes made	11 <sup>th</sup> June 2020		Summer Term 2021
5	Reviewed in line with Devon guidance – no changes made	10 <sup>th</sup> June 2021	Agreed at virtual Resources Committee	Summer Term 2022
6	HR policy used – no updates from previous	9 <sup>th</sup> June 2022		Summer Term 2023
7	HR policy used – no updates from previous	15 <sup>th</sup> June 2023		Summer Term 2024
8	HR policy used – no updates from previous	13 <sup>th</sup> June 2024		Summer Term 2025
9	HR policy used – no updates from previous	19 <sup>th</sup> June 2025		Summer Term 2026
10	HR protocol used – no updates to previous version.	11 <sup>th</sup> June 2026		Summer Term 2027

## **Introduction**

At Bickleigh Down C of E (Aided) Primary School, volunteers are a welcome resource for helping to raise children's achievement, complementing the work of teachers and teaching assistants. We feel that our school benefits greatly from developing well-planned, active parental and community links through participation by adults in the activities of the school on a voluntary basis. We also feel that the role of volunteers in our school provides for the enrichment of the pupil's learning experiences, but should not encroach on or restrict professional teaching duties. The use of volunteers is in addition to normal levels of staffing for teaching, educational support and other staff provided from the school's designated budget. Staff are aware that volunteers are not regarded as substitute labour. The deployment of any volunteer, whether for one day or for a number of sessions over a longer period, is managed with care; in particular taking account of the needs of the pupils and the staff to whom they are assigned.

## **Appointment**

When considering recruitment there is a full consultation, in advance of that person being introduced into school, with members of staff who will work with the volunteer. No member of staff is obliged to work directly with a volunteer if this is against his/her expressed wish. Similarly, staff have the right, in the light of experience, to request discontinuance of the use of voluntary help if it is not found to be valuable. Where volunteers are used in a teaching area, individual class teachers will continue to carry the responsibility for the teaching programme and supervision of pupils. In other areas or activities supervised by educational support staff they will continue to carry responsibility where volunteers are used.

## **Induction and Training**

All new volunteers are made to feel welcome and are given an induction session to provide them with information about the school, its Vision, Values and Aims and the facilities available. The duties of the volunteer, within their individual capacity, are explained and the parameters of their role within the school are clearly defined from the outset in order to avoid the possibility of misunderstanding. The volunteer is linked with a specific member of staff to whom he or she is directly responsible.

At the outset, an assessment is made as to whether the volunteer needs any specific training for the tasks they will be undertaking and, if so, this is arranged. Similarly, it may be appropriate to include volunteers in regular staff training sessions.

## **Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children they come into contact with should be voiced with the class teacher and not with the parents of the child or persons outside school. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher.

## **Supervision**

All volunteers work under the supervision of the class teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking. Volunteers should have clear guidance from the teacher as to how an activity is carried out and what the expected outcome of an activity is. Volunteers are encouraged to seek further advice/guidance from the teacher in the event of any query/problem regarding children's understanding of a task or behaviour.

## **Health & Safety**

The school has a Health & Safety Policy and this is made available to volunteers working in the school. Class teachers ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using specific items of equipment or accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher.

### **Child Protection**

The welfare of the children in our care is paramount and to ensure their safety we adopt the procedures outlined below.

All volunteers must provide the school with a full DBS check or undergo an enhanced check through the school and must provide the necessary evidence for this to happen. A volunteer may not be allowed to carry out duties in school until a check has been completed to the satisfaction of the Headteacher.

The above measure might be particularly sensitive for parent helpers, who may view steps taken as unnecessarily restrictive given their relationship to some of the pupils and their likely involvement with their children's friends outside of the school. However, all parents have the right to expect high standards of care for their children and expect adults involved with their children, whether paid or unpaid, to meet these standards. The school has a responsibility to assess the risks to pupils involved in undertaking activities where a volunteer is present and to ensure that they have taken all reasonable precautions to protect pupils.

### **Safeguarding**

If a volunteer has any concerns about the safeguarding of a pupil in the school, they must pass this information onto the class teacher in the first instance, who will then pass it on to the Deputy Headteacher, who is the Designated Person for Safeguarding, or, in their absence, to the Head. A short training session on child protection procedures will be given to volunteers, but it is essential that all concerns are passed onto the class teacher.

### **Insurance**

Volunteers are informed about the extent of the insurance cover available. Whilst volunteering for the school they are covered by the Local Authority (LA) for third party liability only and the limitations of this insurance are explained carefully to volunteers. They may wish to make their own arrangements for insuring against theft, personal injury or damage to their own property. Volunteers will not be asked by the school to use their own car to transport children other than their own children to school events, (sport, music etc).

### **Monitoring and Review**

This Policy has been approved by the Governing Body and will be reviewed annually and updated in the light of new guidance from either the Department for Children, Schools and Families or the LA.

# School Volunteer Application

*Please note - This is not an application for employment*

## 1. PERSONAL DETAILS

First name/s:	Last name:
Address:	Contact telephone number: _
	Daytime:
	Evening:
	Mobile:
Postcode:	Email address:

## 2. YOUR ROLE AS A VOLUNTEER

Please use this space to talk about how you would like to help at the school (e.g. hearing children read).

Please use this space to talk about any volunteering you have done before and any relevant skills you have.

## 3. AVAILABILITY

Days:

Hours per day:

#### 4. CHECKS FOR THE SAFEGUARDING OF CHILDREN

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential volunteers satisfy our employment checks. Please note that where appropriate, potential volunteers will be required to undertake further checks, including references, and will be required to provide a Disclosure from the DBS.

##### Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all unspent convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. Please use the space below to give details of any convictions, cautions and bind-overs, including those regarded as 'spent'. If there are none please write 'none':

#### 5. SUPPORT FOR VOLUNTEERS

We welcome volunteer applications with all ranges of abilities for the skills they bring. We aim to create a positive environment that enables all volunteers to realise their full potential. So we can consider any appropriate adjustments in the school and better support you in your role, please give details below of any disabilities, health or other relevant issues.

#### 6. REFERENCES

Please give details of two referees, one of whom should be your most recent employer (if applicable). If you are in, or have just completed full-time education, one referee should be from your school, college or university.

Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to being a volunteer.

Name:	Name:
Address:	Address:
Tel no:	Tel no:
Email:	Email:
Occupation/Relationship:	Occupation/Relationship:
How long have they known you?	How long have they known you?

I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by the Council under the GDPR and UK Data Protection Act.

Signature:

Date: