



Volunteer Policy

**Date of next review: November 2025
Biennial in November**

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

Introduction

The 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.

Cotteridge Primary School believes that volunteers are a welcome resource for helping to raise children's achievement by supporting the work of teaching staff in delivering the curriculum to all pupils.

Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children at Cotteridge School without encroaching on the professional teaching responsibilities of the class teacher.

Aim

The aim of this policy is to establish expectations for both staff and volunteers regarding the work undertaken by volunteers and their conduct whilst in school.

Categories of Volunteers

Volunteers could include any of the following (this list is not exhaustive):

- Members of the Governing Body
- Parents, carers, guardians, elder siblings or Grandparents of Pupils
- Students on Work Experience or Placement
- University Students
- Ex-members of staff
- Local residents
- Volunteer drivers for trips or sporting fixtures
- Staff family members

Types of Activities

Activities in which volunteers may be engaged in could include any of the following:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with small groups of children
- Working with children on computers
- Preparing resources for a future lesson
- Accompanying school visits
- Escorting children on local walks
- Running or assisting with an after-school club
- Social activities such as running a disco
- Fund raising activities such as running a cake stall or Summer Fayre
- Interviewing children on a governor visit.

Becoming a Volunteer

Anyone wishing to work as a volunteer who will be in school on a regular basis or a one-off occasion completing a work placement should request a Volunteer Application Form from the school office. This should be completed and returned with the necessary original Identity documents to facilitate an enhanced DBS (Disclosure and Barring Service) clearance check if

required. Where the volunteering is a placement linked to a course of study the cost of the DBS (if required) will be met by the volunteer (or his/her college).

The Headteacher (or staff member with delegated responsibility) will interview the potential volunteer and an appropriate placement will be agreed. This will be in a class which has no family connection to the applicant. A regular day and time will be agreed, and the applicant will be expected to sign all relevant documentation (appendix to this policy). An entry will be made on the school's Safeguarding Central Record and a file maintained with the confidential details of the volunteer.

The exceptions to this are:

- Work Experience Students or University Placements who apply via their educational establishment as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at Cotteridge. The student will be expected to sign a confidentiality agreement and will not be placed in a class with any family connection.
- One-off volunteers i.e. assisting with a school walk, a fund-raising event or a school visit will not require a DBS. Care should be taken to ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care.
- If there is any doubt as to the level of checks required, a decision should be sought from the Headteacher.

Safeguarding Induction

All volunteers working regularly in school must undertake a short safeguarding induction to include health and safety before commencing their voluntary role and undertake Safeguarding and Child Protection Training, Prevent Training and Health and Safety overview.

Information on the Role of a Volunteer

All volunteers should have access to this policy and the school's Staff Handbook which includes important information about the day to day routines of the school and advice on protocol and practices in school.

Volunteers should also have access to the following policies which are all available from the school office.

- Health and Safety Policy
- Confidentiality Policy
- Data Protection Policy
- Safeguarding & Child Protection Policy
- Code of Conduct Policy
- Equal Opportunity Policies
- Behaviour Policy
- ICT Acceptable Use Policy (where regular access to the school's computer network is necessary)

Volunteers' Expectations from School

Volunteers in school should expect to:

- be recognised for their valuable contribution to the learning experience for the children they support
- be assigned worthwhile tasks
- access any school policies or procedures that are relevant to their role
- access any training that is necessary for the success of their activities

- claim any expenses incurred such as travel (where a personal car is being used for a school trip) or purchases made on behalf of the school and on the instruction of the class teacher.

School's Expectations from Volunteers

School expects all volunteers to:

- Adhere to the name protocol for staff i.e. Miss Smith, Mr Brown.
- Adhere to the school's Dress Code.
- Adhere to the school's Health and Safety Policy, Safeguarding Policy, Data Protection Policy, Confidentiality Policy and ICT Acceptable Use (where appropriate).
- Read and work within the Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings (2019) and Keeping Children Safe in Education (Latest version).
- Be role models for the children they work with i.e. consider the language they use, only walk in school, no smoking or swearing and dress appropriately.
- Refer any behavioural or safeguarding concerns to the class teacher.
- Commit to a regular window of time to allow teachers to plan activities to include the volunteer
- Advise school as soon as possible when it is not possible to attend.
- Annually disclose any information of a criminal nature.

Security

All volunteers must sign in and out and wear a visitor badge for the duration of their volunteering session.

Internet use and social networking

Volunteers are expected to behave in an ethical and lawful manner about the use of the internet and emails. Care and attention should be taken while using social networking sites. Use of these sites should not involve communication regarding your role at this school or any activities which may bring the school into disrepute and / or may cause us to question your suitability to work with children. Volunteers must not attempt to contact pupils via social media or email or decide to meet outside of school.

Absence

Volunteers are required to inform the school, before 8.00 a.m., if you are unable to attend when you are expected. If you are called away in the event of an emergency while volunteering, please let the class teacher / office know before you leave the premises. Confidentiality Volunteers are reminded that all information on individual pupils and members of staff.

Confidentiality

Volunteers are reminded that all information on individual pupils and members of staff is confidential and that the sharing of data is protected under the General Data Protection Regulations 2018. They are not permitted to discuss children's or staff member's issues with other professionals in the school. Volunteers who break this confidentiality rule will be asked to leave. There may be instances where volunteers MUST pass information to the headteacher or class teacher. These include incidents where the child is bullied or when a child discloses, he or she is being harmed in any way. Volunteers are advised not to report this to the child's parents / carers and inform the class teacher as soon as possible.

Equal Opportunities

At Cotteridge, we do not tolerate discrimination on the grounds of age, disability, race, ethnic background, colour, religion, gender, sexual orientation or marital, social or financial status. All volunteers are always required to make a commitment to this policy and treat everyone with respect.

Complaints Procedure

Any complaints made by a volunteer or about a volunteer will be referred to the Headteacher for investigation.

The Headteacher reserves the right to take the following action:

- To speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated
- Offer an alternative placement or activity for a volunteer
- Inform the volunteer that the placement has been withdrawn.

Confidentiality Agreement

All members of staff, visitors and volunteers who are likely to have access to confidential information are required to sign the following statement relating to confidentiality.

I recognise that I am in a position whereby, at certain times, I may have access to confidential information concerning individual stakeholders.

I understand that confidential information means all information obtained whether orally, in writing or by any other means.

I understand that personal information regarding pupils or school staff is confidential and I agree not to share personal information, which allows any individual to be identified, with anyone other than school staff. Personal information regarding pupils or school staff should only be shared with adults in school on a 'need to know' basis.

I agree not to post or share information online through any means, including all areas of social media (e.g. Facebook, X), which relates to any individual stakeholder or brings Cotteridge Primary School into disrepute.

I agree to refer all requests for information by an outside agency or the media to the headteacher.

I understand that the headteacher is responsible for taking action if a member of staff, visitor or volunteer is identified as having disclosed confidential information regarding school practices or personal information regarding a pupil or a member of the school staff.

I agree to the statements within the confidentiality agreement.

Name:	
Signature:	
Date:	

Volunteer Code of Conduct

- Embrace the school's values and promote them while working with children.
- Follow all Health and Safety procedures and adhere to Safeguarding policies and procedures, ensuring that the safety and wellbeing of pupils is paramount at all times.
- Understand that your role is a supportive one. The teacher and school staff hold ultimate responsibility and their instructions must be followed unless you feel this will put a child at immediate risk. You must not be left in charge of a classroom. (This does not apply to students on a placement as part of Teacher Training.). Volunteers must have an enhanced DBS with barred list check to work with children unsupervised.
- Maintain confidentiality at all times. Do not discuss any pupil with anyone except appropriate school staff in line with the confidentiality agreement signed at the start of your placement.
- Use good judgment and avoid any compromising situations. Never be left alone with one student out of view of other people even if you have had a DBS check.
- Follow the school's behaviour policy and seek advice if you are unsure how to deal with the behaviour of any pupils. Physical discipline is absolutely prohibited.
- Take pride in being professional: be prompt and consistent in your attendance, dress appropriately and maintain high standards of behaviour around school. As a volunteer in our school, you are a role model to the children. Please notify the school as soon as possible if you must be late or absent.
- Represent the school positively at all times. Don't make negative comments about the school, its personnel, or the students to other volunteers or individuals outside the school. If you have a genuine grievance or concern, please speak to the appropriate member of staff immediately.
- Undertake due care and attention when using social networking sites. The use of such sites should not involve communication regarding your volunteering at the school. Use of social media should not bring the school into disrepute and/or bring into question your suitability to work with children.

Declaration:

I have read and understood the Volunteer Code of Conduct and agree to adhere to it at all times.

Name:	
Signature:	
Date:	



Volunteer Application Form

Name:	
Date of birth:	
Address:	
Contact telephone number:	
Email address:	

Do you have children who attend the school?	Yes	No
If yes, please give their names and classes:		
Name of child:	Class:	

Additional Information:

Why would you like to be a volunteer at Cotteridge Primary School?	
Is there a specific activity you have volunteered for?	
Which year groups would you be interested in volunteering in?	
Do you have any specific skills or strengths that would benefit the children?	
How regularly would you like to volunteer? Are there any specific days or times you are available?	
Have you had any previous experience or placements?	

References:

Please give the details of two referees. Ideally one referee should be someone from where you have been in paid employment or a volunteer. If you do not have employment history then please provide character and/or educational referees. It must not be a personal referee.

Referees must be at least 18 years old and should, ideally, have known you for at least 2 years. Each referee should be willing to provide you with a reference and know that we may be contacting them.

Reference 1	
Name:	
Relationship to you:	
Address:	
Email:	
Contact number:	
Reference 2	
Name:	
Relationship to you:	
Address:	
Email:	
Contact number:	

Safeguarding:

Cotteridge School is committed to the highest standards in protecting and safeguarding the children entrusted to our care. Our school will support all children by: Promoting a caring, safe and positive environment within the school, encouraging self-esteem and self-assertiveness, effectively tackling bullying and harassment.

We welcome applications regardless of age, gender, ethnicity or religion. All successful applicants will need to complete a DBS clearance for this position where applicable. Cotteridge School is committed to the safeguarding and welfare of all children and expects all volunteers to share this commitment.

Declaration:

The information you give will be processed electronically and stored on computer for administrative purposes in accordance with the General Data Protection Regulation (GDPR) 2018 Article 6 'Lawfulness of processing' and Article 9 'Processing of special categories of personal data'

I declare that all the information provided is true to my knowledge and consent to my data to be processed in accordance to Article 6 and 9 of the GDPR 2018 Regulations.

Name:	
Signature:	
Date:	