



**Sedbergh Primary School**

# **Volunteers in School Procedure**

This procedure was written/updated in collaboration with school staff and should be read in conjunction with the following policy documents;

- Safer recruitment Policy
- Child Protection Policy
- Staff and Volunteer Code of conduct
- Whistleblowing Policy
- Confidentiality Policy
- Data Protection Policy
- Behaviour Policy (including Anti-Bullying)

<b>Date:</b>	<b>22.05.23</b>
<b>Review date<sup>2</sup>:</b>	<b>May 2026</b>

## **1. Introduction**

At Sedbergh Primary School, it is our aim to involve parents in their children's education and to develop and maintain links with the local community. In order to enrich the lives of the children in school, and to enable us to deliver the curriculum more effectively, we actively encourage the involvement of parents and volunteers from the community in our work, both during the school day and in extra-curricular activities.

Our volunteers may include:

- Members of the Governing Body
- Parents/ grandparents of pupils
- Students on work experience
- University students

Types of activities that volunteers engage in, on behalf of the school, may include:

- Listening to pupils read
- Working with small groups of pupils to assist them in their learning
- Supporting/ delivering one-off sessions based on a particular skill/ passion
- Supporting with school trips

## **2. Status of volunteers**

A volunteer will not be an employee of Sedbergh Primary School. He or she will not be engaged on a contract of employment nor on any type of contract for services. The engagement will be binding in honour only, there being no legal agreement between the organisation and the volunteer.

Volunteers are unpaid. The school is under no obligation to offer or to continue to offer any volunteering opportunity to any person, irrespective of their carrying out volunteering work currently or in the past. Similarly, the volunteer is under no obligation to accept any opportunity offered, and may withdraw from the agreement at any time.

Before accepting the role of volunteer, the individual concerned will agree with the school that they can fulfil the volunteer role expectations. The school may withdraw the offer at any time, including after the volunteer has started their engagement. The volunteer may also withdraw from the agreement at any time. Both parties are encouraged to give the other as much notice as possible, should the agreement be brought to an end.

## **3. Recruitment & Selection**

Anyone wishing to be a volunteer for a one-off event, such as a school trip, should contact the school office and speak with a senior leader for approval.

For a volunteer who will be working in school on a regular basis, their experience, qualities, skills and needs will be taken into account. An informal meeting will take place with a view to agreeing a placement in order that the school and volunteer will have the opportunity to find out about each other and to agree a role, timetable and support.

For a volunteer who will be working in school on a regular basis but who does not have unsupervised access to children, a DBS Enhanced Disclosure will be obtained. In cases where the Head teacher deems it appropriate for the volunteer to have unsupervised access to children on a regular basis, a DBS Enhanced Disclosure for regulated activity (i.e. with a Children's Barred List check) will be obtained. In both circumstances outlined above, a written risk assessment will be formulated and held securely on the individual volunteer personnel file.

The placement should be mutually beneficial to the school and volunteer where practicable. Please note, there is no guarantee that a volunteer will be found an immediate placement or any placement at all within the school.

Generally speaking, any placement of a volunteer shall be for a fixed period of time in agreement between the school and volunteer. Any placement may however be terminated by the school at any time without notice if the Head or Governing Body deems this to be in the best interest of the school, pupils or staff. Such termination need not involve any fault, shortcoming or wrongdoing attributable to the volunteer.

#### **4. Management of Volunteers**

The school will ensure that volunteers are given suitable induction training at the beginning of their placement.

The following documents will be used to support this;

- Induction Checklist – Trainees/Volunteers
- Volunteer Risk Assessment
- Staff and Volunteer ICT Acceptable Use Policy Agreement
- Non-Disclosure Agreement

Volunteers will be provided with all the necessary safeguarding documentation and guidelines. Volunteers can be provided with digital copies on request (held on the school network).

The volunteer will be provided with a named contact person who will review the work undertaken by the volunteer and will assist the volunteer generally and, particularly, in the event of any problems occurring. In addition, for each volunteer the named school contact will complete a risk assessment for the volunteers work in school. This RA will be held securely on record (in the HT's office) until the volunteer placement has ceased.

Regular supervision of the volunteer will be provided as appropriate to the task undertaken and the needs of the volunteer. The volunteer's role, including status with pupils, will be made clear. Volunteers will be given opportunities to contribute their ideas and opinions about the work that they are engaged in.

Volunteers will be given guidelines/training regarding child protection issues/procedures, especially pupils disclosing possible abuse in line with the school's Child Protection Policy. All volunteers will be provided with a copy of Part one of the statutory guidance Keeping children Safe in Education.

## **5. Support to Volunteers**

At Sedbergh Primary School, we value the work of volunteers in school and in order to demonstrate this we aim to:

- Show appreciation for the volunteer's work.
- Ensure volunteers have the appropriate and up-to-date information they need to do their work.
- Ensure that they are introduced to staff and other volunteers and have access to a support network.
- Ensure that they are issued with necessary guidance and policy documents as necessary

## **6. Confidentiality**

Volunteers will be made aware of the school's Confidentiality and Data Protection Policies. Information relating to pupils, parents and staff is confidential and volunteers will maintain confidentiality at all times.

Information about volunteers is also a matter of confidentiality and personal details and associated risk assessments must be kept securely by the school and not shared to others except on a need-to-know basis. See the school's Privacy Notice for Staff and Governors.

## **7. Health & Safety Policies**

Relevant Sedbergh Primary School policies, including the Health and Safety Policy, will be explained to volunteers at the outset as part of the induction process.

## **8. Insurance**

All volunteers should be made aware of the cover provided.

## **9. Expenses**

In the unlikely event that a voluntary role in school would cause any expenditure, costs will be refunded to volunteers. Procedures for claiming these will be explained if and when necessary.

## **10. The Volunteer**

The Volunteer agrees to carry out all reasonable tasks assigned to him/her to the best of their ability and to generally promote the interests of the school and to abide by the terms and conditions set out in this policy and agreement.

As a school, we are committed to the rights of the child, the child's safety and emotional wellbeing and the protection of the child from all forms of abuse. In view of this, the school reserves the right to refuse voluntary help and to terminate or vary a placement at any time without prior notice.

At Sedbergh Primary School we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every individual employed by or invited to deliver services/volunteer at Sedbergh Primary School. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.