

St Matthew's Church of England Primary School

Volunteer Policy

Policy written by Kirsten Cameron
Governor link: Chair of Governors

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St Edmundsbury and Ipswich
Diocesan Multi Academy Trust

Whatever you do, do it with all your heart. Colossians 3:23

Our vision is to be a school where pupils have a positive approach to learning and where provision is consistently good or better. Our curriculum is relevant and creative and reflects our diversity. We aim for all pupils to leave St Matthew's well equipped for the future, demonstrating Christian values and showing self-confidence.

Introduction

We believe that volunteers provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience.

We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

The aim of the volunteer policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers

Our volunteers include:

- Members of the Governing Body (covered by the school's Governor Code of Conduct)
- Parents of pupils
- Local clergy or members of the congregation
- Former pupils
- Students on work experience
- Friends of the school
- Local residents

The types of activities that volunteers engage in include:

- Hearing children read
- Working with small groups of children
- Undertaking art and craft activities with children
- Running or assisting with a sporting activity

Becoming a Volunteer

Anyone wishing to become a volunteer, should contact the school office and they will put you in touch with the appropriate member of staff. All volunteers are required to complete a Volunteer Application Form (Appendix 1) and the Volunteer Agreement (Appendix 2).

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training.

The Headteacher reserves the right to terminate a placement at any time.

Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation, if needed. The school will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.

Upholding the School Ethos

All adults and young people who work within our school, whether as a paid member of staff or as a volunteer, are expected to work and behave in such a way as to promote our aims and Christian ethos.

You are not expected to make judgments about pupils' abilities or behaviour. Any personal views you may have about a pupil's ability should not be disclosed to anybody except a member of the school's teaching staff.

All volunteers should report to the office upon arrival at school, complete the appropriate signing in procedure and ensure they wear a visitor's badge at all times.

Mobile phones should be kept out of the sight and reach of children during school hours and must not be used to make recordings or to take photographs of pupils.

If you are in doubt about anything, always ask the advice of a member of staff or the Headteacher / Deputy Headteacher.

Many of the above standards are there not only for the protection of our children, but also for your own. A serious breach of any of the standards set out above might lead to a volunteer being removed and considered an unsuitable candidate for further voluntary / student placement involvement.

Safeguarding

Safeguarding our pupils is of paramount importance and our volunteers must share our commitment to child protection.

To ensure we're upholding our responsibility to keep our pupils safe we will:

- Conduct enhanced DBS checks with a barred list check on volunteers who:
 - Work 1-on-1 with pupils unsupervised
 - Work with groups of pupils unsupervised
- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in
- Provide safeguarding training to all volunteers **prior** to them beginning work at the school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education
- Require volunteers to agree and adhere to our code of conduct (see appendix 2) and to read, and adhere to, the school's policies relating to Safeguarding, Online Safety and Behaviour
- Ensure that volunteers without an enhanced DBS check are always supervised and are never left alone with pupils
- Conduct a risk assessment to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
 - The nature of the work they will be doing
 - What we know about them
 - References from employers or other voluntary roles
 - Whether the role is eligible for an enhanced DBS check

We legally cannot carry out a DBS check on a child under the age of 16 who is volunteering at our school. We will ensure that children who are volunteering are always under an appropriate level of supervision, and conduct a risk assessment to consider any potential safeguarding issues.

Confidentiality

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation.

If volunteers have concerns, they should raise these with the appropriate member of staff. They should not discuss them with pupils or parents.

This doesn't prevent volunteers from adhering to the school's Safeguarding Policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our Child Protection and Safeguarding Policy, and inform the Designated Safeguarding Lead (DSL).

If concerns are related to whistle-blowing, volunteers must follow the guidance in our Whistle Blowing Policy.

Supervision

All volunteers work under the direct supervision of the class teacher or designated member of staff. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking. Volunteers are encouraged to seek further advice about anything they are unsure of.

Health & Safety

The school has a Health & Safety Policy which is available upon request. A designated member of staff will ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task. Volunteers need to exercise due care and attention, are not expected to undertake heavy lifting and report any obvious hazards or concerns to the class teacher or Headteacher.

In light of any concerns about a child's health and safety such as the need for first aid or medical assistance a volunteer should alert a member of staff immediately the concerns arise and they will attend to the child and provide further instruction. There is always a member of staff trained in first aid on duty. In case of an emergency immediate help should be sought via the 999 services.

Volunteers are covered by the school's Risk Protection Arrangements (RPA).

Complaints Procedure

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

Any complaints made *by* a volunteer should also be referred to the Headteacher.

The Headteacher 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 eg. helping in another class
- Inform the volunteer that the school no longer wishes them to be a volunteer at the school

Equality, Diversity and Inclusion

At St Matthew's Church of England Primary School, we aim to ensure that no member of the school community experiences harassment or discrimination within the learning environment because of their age, disability, ethnicity, nationality, sexuality, gender, religion or beliefs.

Monitoring and Review

This policy has been approved by the governing body and will be updated in the light of new guidance from either the Department for Education or Local Authority.

We hope that you will find this guidance helpful and that you will keep it in mind throughout your time in school. We are confident that you will enjoy the experience of working as a volunteer and be happy in the knowledge that you are making a positive contribution.

Volunteer Application Form



St Edmundsbury and Ipswich
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Data Protection Notice

Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:

- You've given us your consent
- We must process it to comply with our legal obligations
- You'll find more information on how we use your personal data in our privacy notice for volunteers.

<https://www.stmatthewsprimary.co.uk/volunteers>

Personal Details

Name:	
Telephone number:	
Email address:	
Home address:	

Disclosure and Barring Service (DBS) Information

St Matthew's Church of England Primary School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school's privacy notice.

Do you have a DBS check? (please circle)	Yes/No
If yes, what type of check do you have?	
Date of check:	
Certificate number:	

When would you like to volunteer?

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
All Day					

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

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

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

We are committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:

**Please hand this form to the school office marked for the attention of the Headteacher.
Your offer of help is greatly appreciated and we will be in touch with you as soon as possible.**

Volunteer Code of Conduct



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By signing this form, volunteers agree to the following:

School Rules and Policies

Volunteers will follow all school rules and policies, including those on:

- Child protection
- Online safety
- Health and safety
- Whistle-blowing
- Behaviour

Copies of the school policies are available online or from the school office.

Professional Conduct

Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the Headteacher or Deputy Headteacher.

Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy, or are struggling to manage the behaviour of pupils with whom they are working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.

Volunteers must conduct themselves in a professional manner at all times. This includes:

- Dressing in a way that is professional and appropriate to the work they are doing - wear smart casual clothes suitable for a variety of activities, including bending, sitting on the floor or low chairs, painting and craft activities. Trainers should only be worn for PE activities. No jeans, sportswear, skimpy tops or inappropriate motifs. Keep jewellery and make up to a minimum
- Refraining from using inappropriate language
- Setting an example for pupils by acting in a way that reflects the school's ethos and values
- Behaving in a way that is appropriate for the role they are undertaking
- Ensuring that comments, including those made on social media, do not bring the school into disrepute

Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged at the end of term or as a way of saying "thank you".

Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.

Parent volunteers with children at the school must not act in a way that favours their own child and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.

If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

Safeguarding

Volunteers must be familiar with, and adhere to, the school's Safeguarding and Child Protection Policy. Safeguarding training will be provided to all volunteers before they begin their placement.

If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the Designated Safeguarding Lead (DSL) or deputy DSL.

The DSL is Ms Kelli Arnold and the alternatives are Mrs Kirsten Cameron and Mr Jack Rawlinson.

Volunteers should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.

Volunteers must alert the DSL if a pupil develops an infatuation with them, and must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:

- Exchanging contact information
- Making contact with pupils outside of school, including on social media
- Arranging to meet pupils outside of school

Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor and using a school device.

Health and Safety

Volunteers must abide by the school's Health and Safety and First Aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.

Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.

Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

Confidentiality

Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the headteacher.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

In Summary:

Thank you for offering to volunteer at St Matthew's Church of England Primary School. Your offer of help is really appreciated and we hope that you will gain much from your experience here.

Please read and sign this form and hand it in to the school office when completed.

- I have read the School's Volunteer Policy.
- I agree to support St Matthew's aims and Christian ethos.
- I agree to treat information I learn from being a volunteer as confidential.
- I agree to follow the school's safeguarding procedures and policy.
- I understand that I am required to undergo a Disclosure and Barring Service check to advise the school of my suitability as a volunteer, if I am to volunteer on a regular basis.
- I have been made aware of the Safeguarding Procedures and Fire Safety Procedures.
- I have been made aware of who is my designated supervisor (class teacher).

Signed: _____

Name: _____

Date: _____



Risk Assessment for Volunteers

This risk assessment should be completed when considering whether a person working as a volunteer at the school should be asked to apply for an enhanced DBS certificate.

Name of person _____

Is the volunteer in regulated activity? YES / NO

If yes, an enhanced DBS with Barred list check is required.

If no, an enhanced DBS without Barred list check *may* be obtained.

Areas to consider

What age group will the volunteer work with?	
Are there any particularly vulnerable pupils?	
How frequently will the volunteer be in school?	
What is their connection to the school?	
What do we know about the volunteer already?	
Has the person's identity been verified?	
Can the volunteer provide a suitable reference?	
Is the person aware of any reason they should not work with children?	
Is the school aware of any reason they should not work with children?	

Decision:

High risk No previous connection to the school and no references from elsewhere.
DBS not statutory, but failure to apply for a check would be an unacceptable risk.

Medium risk Suitable references provided and the person has a connection to the school.
DBS not statutory, but a check might be considered.

Low risk The person has a recent enhanced DBS from elsewhere and can provide references **OR** the school knows the person well eg. former employee

Headteacher _____

Date _____