St. John's Primary School



Volunteer Policy

UNCRC Article 3: Everyone who works with children should do what is best for each child.
UNCRC Article 19: You should not be harmed and should be looked after and kept safe.
UNCRC Article 36: You should be protected from doing things that could harm you.

Thinking learning Caring

Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children at our school. We welcome and encourage volunteers from the local community.

Our Volunteers include:

- Parents of pupils
- Ex-pupils
- Students on work experience
- University students
- Advance to work placements
- Friends of the school
- Parents of our teachers

The types of activities that Volunteers are engaged include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art & craft activities with children
- Accompanying school visits
- Gardening / grounds work

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 children read, usually approaches the class teacher who will forward their request to the Head Teacher, Deputy Head or the School Business Manager. Volunteers should complete the Volunteer Information Sheet (**Appendix 1**) with their contact details, type of activities they would like to help with, and the times they are available to help.

Before starting to help in school, volunteers should complete the Volunteer Agreement (**Appendix 2**), which sets out the school's expectations of volunteers and asks Volunteers to confirm they have received a copy of this policy.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that Volunteers have about the children they work with / encounter should be voiced with the Class Teacher and **NOT** with the parents of the child / 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 Head Teacher or Deputy Head.

Supervision

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Teachers always retain responsibility for children, 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 / what the expected outcome of an activity is. Training sessions for regular volunteers will be available during the school year. 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.

Volunteers will be known to the children by their surname, as staff are.

Health & Safety

When volunteers are helping in school they must sign in as they arrive and sign out as they leave and wear a visitor's badge when on school premises.

The school has a Health & Safety Policy and this is made available on request 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 DT equipment / accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher / Head Teacher or Deputy Head.

Child Protection

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

All Volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement (**Appendix 2**)

To always ensure the safety of our pupils, all of our Volunteers must have been cleared by the Disclosure and Barring Service (DBS). A certificate is issued to the individual to produce in school. Volunteers who have not completed a DBS check are still able to work with school as "one off help" under the supervision of the class teacher. Without a DBS certificate volunteers are unable to be left alone with children at any time.

If a child discloses something which may be a child protection concern, the volunteer must pass this on the class teacher or Designated Safeguarding Lead (Head or Deputy) immediately and complete the cause for concern form located in the School Office.

School Central Record

All volunteers who support across our school have their names and other relevant key information including DBS numbers (if applicable) on our School Central Record.

Change History

Version	Date Issued	Issued by	Reason for Change	Presented To	Approved by:	Date
0.2	December 2025	Jamie Hazley	Reviewed and implemented information around School SCR	SBM		

Appendix 1- Volunteer Information Sheet

VOLUNTEER INFORMATION SHEET – FOR NEW VOLUNTEERS	
Name of Volunteer:	
Other names known by (including maiden names):	
Address:	
Phone:	
What skills / areas would you like to help with in school?	
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 when working as a Volunteer in school? (please give details)	

Thank you for taking time to complete this Volunteer Information Sheet.
Please hand it to the School Office.
Your offer of help is appreciated, and we will be in touch shortly.

Appendix 2- Volunteer Agreement

VOLUNTEER AGREEMENT	
Thank you for offering your services as a Volunteer at Les Landes School. Your offer of help is greatly appreciated, and we hope that you will gain much from your experience here. **Please read and sign this Volunteer Agreement Sheet and hand it in to the school office. You will receive a copy of it for your records.**	
I have received a copy of the St John's School Volunteer Policy	
I agree to support the School's Aims and Core Values	
I agree to treat information I learn from being a Volunteer in School as confidential	
I understand that I am required to undergo a DBS check to advise the school of my suitability as a volunteer.	

PRINT NAME	SIGN	DATE