

St Leonard's C of E (A)
Primary School



Volunteer Policy

Review September 2026

St Leonard's C of E (A) Primary School Volunteer Policy

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. We welcome and encourage volunteers from the local community. A volunteer is an unpaid adult who provides support to our school.

Our volunteers may include:

- Corporate volunteers
- Parents of pupils
- Students on university placements or work experience
- Ex members of staff
- Local residents

The types of activities that volunteers are engaged in might include:

- Hearing pupils read
- Working with small groups of pupils
- Undertaking arts and craft activities with pupils
- Gardening activities
- Tidying and clearing areas of school
- Supporting teachers to run after school clubs
- ICT
- Individually arranged projects
- Accompanying school visits

Becoming a volunteer

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis should approach the Headteacher. 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.

Before starting in school and to ensure the safety of our pupils at all times, all volunteers will be required to complete a DBS (Disclosure & Barring Service) check. This can be completed online and the school office will provide the necessary information. We are unable to have any volunteer in school work unsupervised with pupils unless they have been cleared by the DBS and show their certificate in school. Details of this certificate will be recorded.

Confidentiality

Volunteers in school are bound by our Confidentiality Policy. All staff members, voluntary helpers and visitors should be aware that information relating to individual pupils or members of staff is totally confidential. Whilst in school volunteers may hear conversations which are of a confidential nature. These cover aspects such as pupils' academic progress,

misbehaviour, or home circumstances. All information relating to individual pupils and staff is totally confidential and volunteers must respect this. Any concerns that volunteers have about the pupils they work with/ come into contact with should be shared with the class teacher and NOT with the parents of the pupil or any persons outside school. These comments, particularly if taken out of context, can cause distress to the parents of the pupil if not heard directly from the school.

A situation may arise in school, where the duty to the pupil is greater than that to the parent. If a pupil discloses something, this information should be shared promptly with the pupil's teacher or head teacher. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Head teacher.

Supervision

All volunteers work under the supervision of the class teacher to which they are assigned. Although teachers retain responsibility for pupils at all times, this does not require volunteers that have a DBS clearance to be in their direct supervision at all times. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/ guidance from the teacher in the event of a query or problem regarding a pupil's behaviour or understanding of a task.

Any volunteers for one off events without a DBS must not be allowed access in to school without supervision from a suitably person who holds an up to date DBS.

Health and Safety

The school has a health and safety policy which is available on request. Class teachers should ensure that volunteers are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). If a volunteer attends a school educational visit, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher or head teacher.

Complaints Procedure

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

The school has the right to take the following actions:

- Speak with the volunteer about a breach in the volunteer agreement
- Offer an alternative placement for a volunteer
- Inform the volunteer that they are no longer required to help in school

This policy will be reviewed every three years or in the light of new guidance from either the DfE or the Local Authority.



APPENDIX 1

REGULAR VOLUNTEER INFORMATION SHEET – FOR NEW VOLUNTEERS

Name of Volunteer:

Date of Birth:

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

REGULAR VOLUNTEER AGREEMENT

Thank you for offering your services as a Volunteer at St Leonard's C of E (A) Primary 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 at school. You will receive a copy of it for your records.

- ☐ I have received a copy of the School's Volunteer Policy
- ☐ I agree to treat information I learn from being a volunteer in school as confidential
- ☐ I understand that I am required to undergo a Disclosure & Barring Service check to advise the school of my suitability as a volunteer. If you already have a CRB/DBS Certificate, please hand it to the school and a copy will be made for the school records.

Signed: _____

Name: _____

Date: _____



APPENDIX 3

EDUCATIONAL VISITS VOLUNTEER AGREEMENT

Educational visits are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: you will have an important role to play in the success and safety of this educational visit. Please read and return this appendix, and sign and return the helper's slip.

This is part of our school's risk assessment planning.

Role of the Volunteer Helper

Under the direct supervision of the lead teacher if no DBS has been obtained

- to be responsible and look after, in equal measure, all of the pupils in your group
- to stay with your allocated group of pupils, ensuring that their well-being and safety is maintained for the total duration of the educational visit
- to promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- to ensure that your group keep up with the body of the educational visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- to contact your pupil's class teacher/member of staff immediately if there are issues with first aid, safety and/or behavior

Working alongside school staff

School staff expect volunteer helpers to:

- comply with all of the above whilst being under the direct line management of school staff
- show a commitment to their group, an interest in the focus of the educational visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help to explain areas of interest
- follow guidance from the school staff

What is not permitted:

- Volunteer helpers are not allowed to bring additional siblings on the educational visit.
- Volunteer helpers are not allowed to re-organise educational visit groups.

- Volunteer helpers are not allowed you use mobile phones whilst in school or during educational visits
- Volunteer workers are not allowed to take photographs of pupils, either whilst in school or during educational visits
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the educational visit.
- Volunteers are not allowed to touch or reprimand pupils but should speak to a school staff member if there are any difficulties. If you need to move a pupil or gain a pupil's attention we always use their name and under no circumstances are we to come into physical contact with a pupil.

First Aid

For each class on the educational visit, there will be at least one qualified first aider. You will be informed if any pupil in your group requires medication or has any other needs. If medicine needs to be administered, this will be done by a trained member of staff. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid equipment will be carried by staff.

Emergencies

In the event of any emergency, you must inform a member of staff as soon as possible. If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

I have read the Volunteer Policy

I agree to the terms and conditions as stated in the policy

I will support the young people in enjoying the educational visit and actively contribute to the smooth running of the occasion.

Name: _____

Signed: _____ **Date :** _____



APPENDIX 4

CORPORATE VOLUNTEER AGREEMENT

Thank you for offering your services as a Volunteer at St Leonard's C of E (A) Primary 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 at school. You will receive a copy of it for your records.

- ☐ I have received a copy of the School's Volunteer Policy
- ☐ I have received a copy of the Fire Emergency Plan
- ☐ I agree to treat information I learn from being a volunteer in school as confidential
- ☐ I agree to act in an appropriate manner around children
- ☐ I understand that without a DBS clearance I will be chaperoned around children.

Signed: _____

Name: _____

Date: _____

ST LEONARD'S C OF E (A) PRIMARY SCHOOL RISK ASSESSMENT FOR VOLUNTEERS IN SCHOOL

✓	REASON FOR THE RISK ASSESSMENT
	Volunteer will be working in a classroom
	Volunteer will be supporting a class on a school educational visit and may be responsible for a small group
	Volunteer transports pupils to events organised by school staff
	Other:

Completed by: Position: Signed: _____ Date: _____				Severity (S) on a 1-4 scale with 4 high Likelihood (L) on a 1-4 scale with 4 high Risk Rating (S x L) on a 1-16 scale with 16 high
✓	Step 1	Step 2	Step 3	Risk Ratings
	Specify significant hazards or risks that arise	Identify People Potentially at Risk	What Control Measures and Mitigation will be put in place to minimise any Risk	e.g. 1 x 2 = 2 LOW RISK
	Volunteer with regular contact working with pupils with significant unsupervised contact e.g takes pupils for one to one or group work	Pupils in class and around school	DBS check required Mobile phones and/or personal cameras not to be used in school other than staffroom area Volunteer advised to refer pupils to a permanent member of staff if they are injured, need to use the toilet, etc. Volunteer to be informed that they must alert a member of staff if they notice any pupils involved in an altercation and not to try to deal with the situation themselves	1
	Volunteer, regular or one off event , will be working in a classroom with pupils, supporting groups and individuals under the general guidance and full supervision of the class teacher or member of staff.	Pupils in class and around school	Volunteer will not be left alone with pupils, class will always have a permanent member of staff present who has an enhanced CRB/DBS clearance. Mobile phones and/or personal cameras not to be used in school other than staffroom area Volunteer advised to refer pupils to a permanent member of staff if they are injured, need to use the toilet, etc. Volunteer to be informed that they must alert a member of	1

			staff if they notice any pupils involved in an altercation and not to try to deal with the situation themselves	
	Volunteer will be supporting a class on a school educational visit and may be responsible for a small group under the general guidance and full supervision of the class teacher.	Pupils on educational visit	Volunteer will not be left alone with pupils. Overall supervision will rest with the Lead teacher on the visit or educational visit. Teacher will take groups to the toilet or organise for two adults to take the pupils. Volunteer advised to refer pupils to a permanent member of staff if they are injured, need to use the toilet, etc. Volunteer to be informed that they must alert a member of staff if they notice any pupils involved in an altercation and not to try to deal with the situation themselves Use of Mobile phones and/or personal cameras to be strictly monitored by a permanent member of staff	2
	Volunteer for a one off event . Volunteer often supports educational visits and activities and takes responsibility for leading a small party of pupils with minimum or no supervision	Pupils on educational visit	DBS check required and if not in place, volunteers is always supervised by a suitable person holding a DBS check. Mobile phones and/or personal cameras not to be used in school other than staffroom area Volunteer advised to refer pupils to a permanent member of staff if they are injured, need to use the toilet, etc. Volunteer to be informed that they must alert a member of staff if they notice any pupils involved in an altercation and not to try to deal with the situation themselves	1
	Volunteer - One off event – not regular – transporting a child in a car to a school or organised event	Pupils in car being transported	The driver of the car must be fully insured to carry pupils for this type of activity Where possible, two adults to be in the car. Pupils to sit in the back seats of the car. Parental permission required.	2
	Volunteer for Gardening or Maintenance activities.	Pupils in the vicinity of the work. Volunteers causing injury to themselves. Volunteers causing injuries to each other.	Gardening and/or maintenance type activities are not undertaken whilst children are in the area concerned. Activities are not undertaken during break or lunchtimes unless the pupils are clearly segregated from the area. All volunteers understand that any activity is undertaken at their own risk and must take responsibility for keeping themselves safe at all times. Volunteers should not attempt to use any equipment that	2

			they are not qualified or physically capable of using. Any work at height, should not be undertaken without the use of suitable ladders being class 1 industrial type of EN131 type. Visual checks of equipment are undertaken prior to use. A list of control substances has been developed and only these products are used. Products are stored in a locked cupboard. Systems are in place to prevent slips, trips and falls and all volunteers are aware of the risks associated with uneven flooring. Manual handling- volunteers do not attempt to lift any objects that may cause them an injury and lifting techniques have been discussed. Rest and comfort breaks are taken throughout the day. Adequate insurance is provided by the PTFA for volunteers.	
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Signed: Date:
(Volunteer)

Signed: Date:
(Headteacher)