ST MARGARET'S CE PRIMARY SCHOOL

Volunteers Policy

Reviewer: Rosie Davut (School Business Manager)	**Renewal Date:** 01/10/2027

Key Changes:

New Policy

Living Our Values:

At St Margaret's CE Primary School, our values of **Love and Aspire** are at the heart of everything we do. We believe that every child should experience a community built on care, compassion and respect, where they feel safe, valued and supported to flourish. Through their kindness, encouragement and commitment, volunteers help us demonstrate **Love** in action, nurturing positive relationships and contributing to a culture where every member of our school community is treated with dignity and respect.

By sharing their time, skills and experiences, volunteers also help our children to **Aspire**. They enrich learning opportunities, broaden children's horizons and inspire them to believe in their potential. Through this partnership between school, families and the wider community, we work together to create an environment where every child is encouraged to dream big, achieve their best and become the person God created them to be.

1. Policy Statement

St Margaret's CE Primary School welcomes volunteers and recognises the valuable contribution they make to the life of the school. Volunteers enhance children's learning experiences, support the school's wider activities and help strengthen links between the school and the local community.

The Governing Body and staff are committed to safeguarding and promoting the welfare of children and expect all volunteers to share this commitment. Volunteers are required to work in accordance with this policy, the school's safeguarding procedures and all relevant school policies. Safeguarding is everyone's responsibility and all adults working within the school have a duty to act in the best interests of children.

2. Purpose

The purpose of this policy is to:

- Promote safe and effective volunteering.
- Ensure volunteers understand their role and responsibilities.
- Safeguard and protect all children.
- Ensure compliance with statutory safeguarding requirements.
- Clarify the school's expectations of volunteers.

3. Scope

This policy applies to all volunteers including:

- Parent volunteers.
- Reading volunteers.
- Educational visit volunteers.
- Governors undertaking volunteer activities.
- Community volunteers.
- Students on placement who are not employed by another organisation.
- Any other individuals providing unpaid support within the school.

4. Roles and Responsibilities

The School Will:

- Provide an appropriate induction.
- Ensure volunteers understand safeguarding expectations.

- Undertake appropriate safeguarding and suitability checks.
- Provide supervision and support as appropriate.
- Ensure volunteers know how to raise concerns.

Volunteers Will:

- Follow all school policies and procedures.
- Promote the welfare and safety of children.
- Maintain appropriate professional conduct.
- Report concerns promptly.
- Follow reasonable instructions from school staff.

5. Safeguarding

All volunteers must:

- Read safeguarding information provided by the school.
- Know the identity of the Designated Safeguarding Lead (DSL) and Deputy DSLs.
- Follow the school's Child Protection and Safeguarding Policy.
- Report concerns about the welfare of a child immediately.
- Understand that no safeguarding concern is too small to report.
- Follow school procedures when a child makes a disclosure.
- Never promise confidentiality to a child.

Designated Safeguarding Lead: Mrs J Darby

Deputy DSLs: Mr G Lumley, Mrs K Magee and Mrs T Challis

6. Concerns About Adults

Volunteers must immediately report concerns about the conduct of any adult working in or on behalf of the school, including:

- Members of staff.
- Volunteers.
- Governors.
- Contractors.
- Visitors.

This includes concerns that an adult may:

- Have harmed a child.
- Behaved in a way that may pose a risk to children.
- Failed to uphold safeguarding standards.
- Demonstrated behaviour that constitutes a low-level concern.

Volunteers must report concerns and must not investigate concerns themselves.

7. Recruitment and Safeguarding Checks

Before commencing their role, volunteers will be subject to appropriate safeguarding and suitability checks determined by the school.

Depending on the role, checks may include:

- Identity verification.
- References.
- Enhanced DBS checks.
- Children's Barred List checks where required.
- Verification of qualifications where appropriate.

Where a volunteer undertakes regulated activity, the school will obtain an Enhanced DBS check including Children's Barred List information before the volunteer undertakes that role.

8. Expectations of Volunteers

Volunteers are expected to:

- Sign in and out using the school's visitor procedures.
- Wear a visitor or volunteer badge.
- Follow safeguarding, health and safety and behaviour expectations.
- Maintain professional boundaries.
- Treat all members of the school community with respect.
- Use appropriate language and behaviour.
- Report accidents, incidents and concerns promptly.
- Follow the direction of school staff.

Volunteers must not:

- Exchange personal contact details with pupils.
- Communicate with pupils through personal social media, messaging or gaming platforms.
- Use personal devices to photograph or record pupils.
- Engage in inappropriate physical contact.
- Be alone with pupils in situations that have not been authorised by the school.

9. Confidentiality and Information Sharing

Volunteers may have access to sensitive information about pupils, families or staff.

Volunteers must:

- Respect confidentiality at all times.
- Not discuss information outside school.
- Not share information through social media or other digital platforms.

Safeguarding concerns relating to a child or the conduct of an adult must never be treated as confidential and must be reported immediately to the DSL or Deputy DSL.

10. Educational Visits

Volunteers supporting educational visits, residential visits and off-site activities must follow the same safeguarding expectations and conduct requirements that apply within school. Additional instructions or risk control measures may be implemented for specific visits.

11. Training and Induction

Prior to commencing volunteering activities, volunteers will receive information regarding:

- Safeguarding and child protection.
- Anaphylaxis Awareness
- Reporting procedures.
- DSL and Deputy DSL contacts.
- Confidentiality.
- Health and safety.
- Emergency procedures.
- Relevant school policies.

Volunteers may be required to sign a Volunteer Code of Conduct and confirm that they have read relevant safeguarding guidance.

12. Equality and Inclusion

The school is committed to equality, diversity and inclusion. Volunteers are expected to treat all children and adults with dignity and respect and must not discriminate on any unlawful grounds.

13. Ending a Volunteer Placement

The school reserves the right to end a volunteer arrangement at any time where:

- Safeguarding concerns arise.
- Required checks are not completed or maintained.
- School policies are not followed.
- Conduct falls below expected standards.
- The arrangement is no longer considered appropriate or required.

Volunteers may also end their placement at any time by notifying the school.

This policy does not create a contract of employment and volunteers are not employees of the school.

14. Linked Policies

This policy should be read alongside:

- Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Low-Level Concerns Policy
- Behaviour Policy
- Online Safety Policy
- Health and Safety Policy
- Whistleblowing Policy
- Equality Information and Objectives