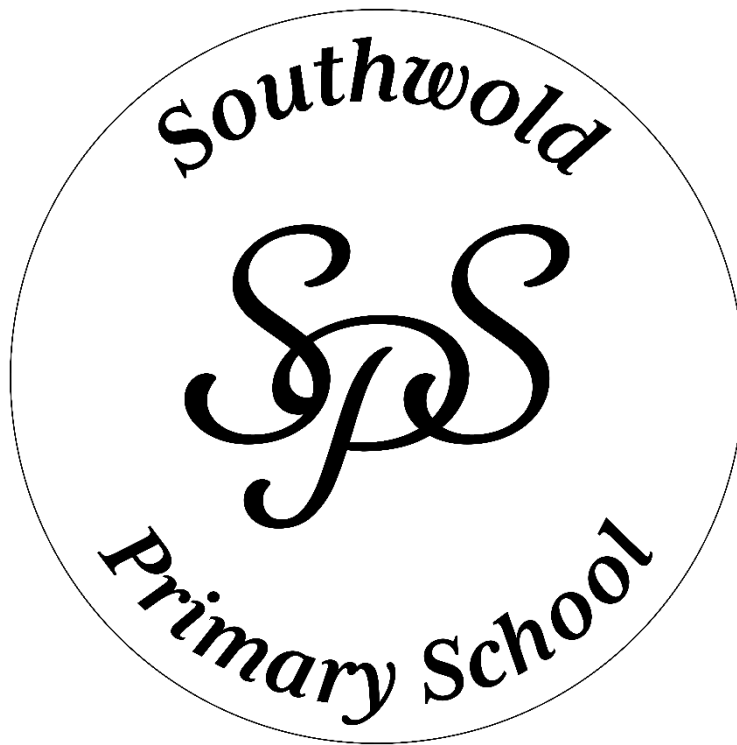




Southwold Primary School and Early Years' Centre

Volunteer Policy

Date adopted by Governors: 23.06.26

Review date: 23.06.28

Policy owner: Yolanda Salmeron – Headteacher

Lead DSL: Yolanda Salmeron - Headteacher

1. Introduction

We value the contribution that volunteers make to our school. Volunteers enrich pupils' learning experiences, support staff, and help strengthen our school community. This policy sets out the principles and expectations for all volunteers working within the school.

2. Aims

- To ensure volunteering is a safe, positive and rewarding experience.
- To support volunteers in understanding their role and responsibilities.
- To safeguard and promote the welfare of all pupils.
- To ensure consistency and clarity across all volunteering activities.

3. Scope

This policy applies to all volunteers, including:

- Parent/carer volunteers
- Student volunteers
- Community volunteers
- Work experience placements

4. Recruitment and Checks

To ensure the safety of pupils:

- All volunteers will be approved by the Headteacher or designated leader.
- Volunteers may be required to complete a DBS check depending on frequency and level of contact with children.
- References may be sought where appropriate.
- Volunteers will complete an induction before starting.

5. Safeguarding

- All volunteers must read and follow the school's Safeguarding and Child Protection Policy.
- Volunteers must report any concerns immediately to the Designated Safeguarding Lead (DSL).
- Volunteers must never be left alone with pupils unless formally agreed and risk assessed.

- Confidentiality must be maintained at all times.

6. Code of Conduct

Volunteers are expected to:

- Support the ethos, values and policies of the school.
- Treat all pupils, staff and visitors with respect and professionalism.
- Follow instructions given by staff.
- Use appropriate language and behaviour at all times.
- Dress appropriately for a school environment.
- Avoid using mobile phones while working with pupils unless authorised.

Volunteers must not:

- Administer first aid unless trained and authorised.
- Take photographs of pupils unless permission has been granted.
- Share personal contact details with pupils.
- Engage in one-to-one/group work unsupervised by a member of staff unless DBS checked.

7. Roles and Responsibilities

Volunteers may support:

- Reading activities
- Classroom learning tasks
- School trips and events
- Clubs and enrichment activities
- Administrative tasks (where appropriate)

Volunteers do not replace teaching staff and should always work under direction.

8. Supervision and Support

- All volunteers will have a named staff contact.
- Volunteers will be given clear instructions and tasks.

- Feedback and support will be provided where needed.
- Concerns or issues should be raised with the class teacher or senior leader.

9. Health and Safety

- Volunteers must follow all health and safety procedures.
- Any accidents or incidents must be reported immediately.
- Volunteers should be aware of evacuation procedures and emergency routines.

10. Confidentiality

Volunteers may have access to sensitive information. All information must remain confidential and not be shared outside school.

11. Equality and Inclusion

Volunteers are expected to promote equality and respect diversity in line with the school's Equality Policy.

12. Withdrawal of Volunteer Status

The school reserves the right to withdraw volunteer status if:

- Safeguarding concerns arise
- Conduct is inappropriate
- School policies are not followed

13. Safeguarding Statement

Southwold Primary School is committed to safeguarding and promoting the welfare of children. We follow the guidance set out in Keeping Children Safe in Education (DfE) and Nottingham City safeguarding procedures.

All volunteers are expected to understand that safeguarding is everyone's responsibility. Any concern, however small, must be reported immediately to the Designated Safeguarding Lead.

14. Safer Recruitment Note

In line with DfE safeguarding requirements, all volunteers will be risk assessed prior to commencing their role. Depending on the nature and frequency of contact with children, an enhanced DBS check may be required. Volunteers will not be left unsupervised with children unless appropriate checks and approvals are in place.

15. Volunteer Agreement Form

All volunteers must read and sign this agreement before commencing any voluntary work in school.

17. Review

This policy will be reviewed regularly in line with school safeguarding updates and statutory guidance.

Appendices:

Volunteer Agreement - Appendix One

Appendix One

Volunteer Agreement

School Name: _____

Volunteer Name: _____

Date: _____

Agreement

I confirm that I have read and understood the school's Volunteer Policy and agree to:

- Support the school's ethos, values and safeguarding procedures in line with **Keeping Children Safe in Education (DfE)**.
- Follow all instructions given by school staff and work under their direction at all times.
- Treat all pupils, staff and visitors with respect, dignity and professionalism.
- Maintain confidentiality regarding all pupils, families and staff, both during and after my volunteering role.
- Report any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL.
- Refrain from being alone with pupils unless formally authorised and risk assessed by the school.
- Use mobile phones responsibly and only in line with school expectations (not during pupil contact unless agreed).
- Ensure I do not share personal contact details with pupils or engage with pupils on social media.
- Adhere to all health and safety procedures, including emergency evacuation arrangements.
- Act in a way that reflects the values and expectations of the school and Nottingham City safeguarding guidance.

I understand that my volunteer role may be withdrawn if the school has concerns about conduct, safeguarding, or adherence to school policies.

Declaration

I confirm that the information I have provided is accurate and that I will comply with the expectations outlined above.

Signed (Volunteer): _____

Print Name: _____

Date: _____

Signed (School Representative): _____

Role: _____

Print Name: _____

Role: _____

Date: _____