



Volunteer Policy

Approved by:	Headteacher	Date: 01.09.2025
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Last reviewed on:	September 2025
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Next review due by:	September 2027
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1. Introduction

Our school values the contribution that volunteers make to the learning and wellbeing of pupils. Volunteers include parents, carers, governors, community members, and others who offer their time and skills to support the school. This policy outlines the expectations, responsibilities, and procedures for all volunteers.

2. Aims

- To ensure volunteers understand their role and responsibilities.
- To provide a safe and supportive environment for pupils, staff, and volunteers.
- To meet legal and safeguarding requirements.
- To set clear guidance for health, safety, and accessibility.

3. Recruitment & Induction

- All regular volunteers must undergo safeguarding checks (DBS where appropriate).
- An induction will be provided, covering safeguarding, health & safety, confidentiality, and school routines.

4. Roles & Responsibilities

- Volunteers work under the guidance of school staff.
- They must respect confidentiality at all times.
- They should follow the school's policies on behaviour, equality, and inclusion.
- They must report any concerns immediately to the Designated Safeguarding Lead (DSL).

5. Safeguarding

- The welfare of children is paramount.
- Volunteers must not be left unsupervised with pupils unless approved and DBS-cleared.
- All safeguarding concerns must be reported to the DSL or Deputy DSL.
- Volunteers should never use personal devices (phones, cameras) for school activities.

6. Fire Evacuation Procedures

- Volunteers must familiarise themselves with fire exits, alarm points, and assembly areas.
- In the event of a fire alarm:
 - Follow staff instructions immediately.
 - Escort pupils calmly to the nearest safe exit.
 - Do not return to the building until the Headteacher or Fire Officer confirms it is safe.
- Fire drills are held regularly, and volunteers are expected to participate.

7. Accessibility & Inclusion

- Our school is committed to being an inclusive environment for pupils, staff, and volunteers.
- Reasonable adjustments will be made to support volunteers with disabilities.
- Volunteers must support accessibility by ensuring:
 - Equal treatment and respect for all pupils.
 - Activities are adapted where necessary to include every child.

8. Health & Safety

- Volunteers must comply with the school's Health & Safety Policy.
- Any accidents or incidents must be reported immediately to staff.
- Volunteers should not administer first aid unless trained and authorised.

9. Conduct & Confidentiality

- Volunteers must maintain professional boundaries with pupils.
- They must not discuss pupils, staff, or school matters outside school.
- Any concerns should be directed to staff, not handled independently.

10. Monitoring & Review

- The Headteacher (or delegated staff member) will oversee volunteer activity.
- This policy will be reviewed biennially.

Volunteer Agreement (to be signed):

I have read and understood the School Volunteer Policy. I agree to follow the guidance and procedures outlined.

Signature: _____ Date: _____

Volunteer Quick Guide

Thank you for supporting our school! Please read and keep this guide with you.

Safeguarding

- The safety of children is our top priority.
 - Always report concerns to the **Designated Safeguarding Lead (DSL)** or Deputy.
 - Do not use your own phone/camera for school activities.
 - Never discuss pupils or staff outside school.
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Fire & Emergency

- Know the **nearest fire exit** and **assembly point**.
 - If the alarm sounds:
 1. Leave the building immediately.
 2. Escort pupils calmly to the assembly point.
 3. Do not go back inside until told it is safe.
 - Take part in fire drills when present.
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Accessibility & Inclusion

- Treat all pupils with respect and fairness.
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Health & Safety

- Follow staff instructions at all times.
 - Report accidents or hazards straight away.
 - Do not administer first aid unless trained and authorised.
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Working in School

- Volunteers always work **under staff guidance**.
 - Keep everything you see or hear **confidential**.
 - Speak to staff if you are unsure about anything.
 - Maintain professional boundaries with pupils.
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 **Remember:** If in doubt – ask a member of staff.