Larchfield Primary & Nursery School

Our Vision

Our children are central to all that we do:

nurturing, caring and preparing them to add value to an ever-changing world.

Volunteer Procedure

Approved by:	The Headteacher	**Date:**	June 2026
Next review due by:	June 2029		

Contents

1. Introduction and aims 2
2. How we use volunteers 2
3. How to apply to volunteer 3
4. Appointment of volunteers 3
5. Safeguarding 4
6. Induction and training 5
7. Confidentiality 5
8. Conduct of volunteers 5
9. Data protection and record keeping 5
10. Monitoring and review 5
11. Links to other policies 5
Appendix 1: volunteer application form 6
Appendix 2: code of conduct for volunteers 11

---

1. Introduction and aims

We believe that volunteers provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience.

We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

The aim of this volunteer policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers

This policy has been developed in line with the Department for Education (DfE)'s statutory safeguarding guidance, Keeping Children Safe in Education (KCSIE).

2. How we use volunteers

Volunteers may:

- Hear children read
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT or art

This isn't an exhaustive list.

Volunteers may be:

- Members of the governing board
- Parents
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTFA
- Local clergy or members of the congregation

This is not an exhaustive list.

Members of the governing board working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings), are not covered by this policy. They are covered by our governor code of conduct.

3. How to apply to volunteer

The school office should be the first point of call for enquiries.

- By emailing a named member of staff, or a specific inbox
- Approaching senior leaders or class teachers
- Completing an application form (see Appendix 1)

Volunteers may be referred by charitable trusts who have connections with the school.

4. Appointment of volunteers

Volunteers are appointed by the Deputy Headteacher

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training.

The headteacher reserves the right to terminate a placement at any time.

Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation, if needed. The school will ask for written confirmation that

enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.

5. Safeguarding

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we're upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks with a barred list check on volunteers who:
    - Work 1-on-1 with pupils unsupervised
    - Work with groups of pupils unsupervised
    - Supervise or accompany groups of pupils on overnight residential visits
- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in
- Provide safeguarding training to all volunteers **prior** to them beginning work at the school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education. Volunteers **not working directly** with children can read a condensed version of part 1 (located in annex A) of Keeping Children Safe in Education or the full version of part 1]
- Require volunteers to agree and adhere to our code of conduct (see Appendix 2) and to read, and adhere to, the school's policies on:
    - Safeguarding
    - Use of mobile phones
    - ICT and internet acceptable use
    - Online safety
    - Positive Behaviour
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils
- Conduct a risk assessment to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
    - The nature of the work they will be doing
    - What we know about them
    - References from employers or other voluntary roles
    - Whether the role is eligible for an enhanced DBS check

6. Induction and training

Volunteers will be over seen and work with the class teacher and monitored by the Deputy.

All volunteers must have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing.

7. Confidentiality

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation.

If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents.

This doesn't prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our child protection and safeguarding policy, and inform the designated safeguarding lead (DSL).

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

8. Conduct of volunteers

Volunteers must comply with the volunteer code of conduct set out in Appendix 2 of this policy.

9. Data protection and record keeping

Our privacy notice for volunteers explains what information we collect about volunteers and why we collect it.

We will:

- Retain records relating to volunteers in line with our records retention schedule
- Remove details of volunteers from the single central record (SCR) once they no longer work at our school

10. Monitoring and review

This policy has been approved by the Headteacher and will be reviewed every 3 years.

11. Links to other policies

This volunteering policy is linked to our:

- Child protection policy and procedures
- Staff conduct policy

Appendix 1: volunteer application form

Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

DATA PROTECTION NOTICE
Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law: • You've given us your consent • We must process it to comply with our legal obligations

PERSONAL DETAILS	
Name:	
Date of birth:	
Gender:	
Telephone number:	
Email address:	
Home address:	

DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION
The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate. Volunteers working in regulated activity will also require a barred list check. Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school's privacy notice.

DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION	
Do you have a DBS check? (please circle)	Yes/No
If yes, what type of check do you have? (please circle)	Basic DBS / Standard DBS / Enhanced DBS / Enhanced DBS with barred list information
Date of check:	
Certificate number:	

AVAILABILITY					
	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
AM					
PM					
Before school					
After school					
Lunchtimes					
How many hours per week/month can you volunteer?					
Can you commit to at least 1 term?					

EXPERIENCE AND QUALIFICATIONS
Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.

EXPERIENCE AND QUALIFICATIONS
Why would you like to volunteer at Larchfield
Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc.)
Do you have any relevant qualifications?

EXPERIENCE AND QUALIFICATIONS

PREFERENCES	
What age group would you prefer to work with?	
Would you prefer to work 1-on-1 or with a small group?	

REFERENCES	
Your placement as a volunteer may be subject to satisfactory references. Please give the details of 2 referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc.).	
Name:	**Name:**
Relationship to you:	**Relationship to you:**
Address:	**Address:**
Telephone number:	**Telephone number:**
Email address:	**Email address:**

DISABILITY AND ACCESSIBILITY

The school is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:

Appendix 2: Code of conduct for volunteers

Code of conduct for volunteers

By signing this form, volunteers agree to the following:

1. School rules and policies

1.1. Volunteers will follow all school rules and policies, including those on:

1.1.1. Child protection

1.1.2. ICT and internet acceptable use

1.1.3. Online safety

1.1.4. Mobile phones

1.1.5. Data protection

1.1.6. Health and safety

1.1.7. Equality

1.1.8. Whistle-blowing

1.1.9. Positive Behaviour

1.2. Copies of the school policies are available online or from the school office

2. Professional conduct

2.1. Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the school's volunteer co-ordinator, Domhnall O'Brien.

2.2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy, or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.

2.3. Volunteers must conduct themselves in a professional manner at all times. This includes:

2.3.1. Dressing in a way that is professional and appropriate to the work they are doing

2.3.2. Refraining from using inappropriate language

2.3.3. Setting an example for pupils by acting in a way that reflects the school's ethos and values

2.3.4. Behaving in a way that is appropriate for the role they are undertaking

2.3.5. Ensuring that comments, including those made on social media, do not bring the school
into disrepute

2.4. Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged at the end of term or as a way of saying “thank you”. Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil’s parents have consented.

2.5. Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child’s education with school staff.

2.6. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

3. Safeguarding

3.1. Volunteers must be familiar with, and adhere to, the school’s safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.

3.2. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL. The DSL is Jacqui Kearney and the deputies are Kam Gill and Domhnall O’Brien.

3.3. Volunteers should refrain from physical contact with pupils.

3.4. Volunteers must alert the DSL if a pupil develops an infatuation with them, and must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:

3.4.1. Exchanging contact information

3.4.2. Making contact with pupils outside of school, including on social media

3.4.3. Arranging to meet pupils outside of school

3.5. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

4. Health and safety

4.1. Volunteers must abide by the school’s health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.

4.2. Volunteers must be familiar with the school’s fire safety and emergency evacuation procedures.

4.3. Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

5. Confidentiality

5.1. Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the headteacher.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

Please sign and date below:

X _____

Volunteer name (please print)

X _____ X _____

Volunteer signature Date