

St Peter's CE Primary School



Voluntary Helpers Policy

Date adopted by : September 2023

Date to be reviewed: September 2025

1. Introduction

At St Peter's C.E. Primary School it is our aim to involve parents in their children's education and to develop and maintain links with the local community. In order to enrich the lives of the children in St Peter's C.E. Primary School and to enable us to deliver the curriculum more effectively, we actively encourage the involvement of parents and volunteers from the community in the work of St Peter's C.E. Primary School, both during school hours and in extra-curricular activities.

2. Status of volunteers

A volunteer will not be an employee of St Peter's C.E. Primary School. He or she will not be engaged on a contract of employment nor on any type of contract for services. The engagement will be binding in honour only, there being no legal agreement between the organisation and the volunteer.

Volunteers are unpaid. St Peter's C.E. Primary School is under no obligation to offer or to continue to offer any volunteering opportunity to any person, irrespective of their carrying out volunteering work currently or in the past. Similarly, the volunteer is under no obligation to accept any opportunity offered, and may withdraw from the agreement at any time.

Before accepting the role of volunteer, the individual concerned will agree with St Peter's C.E. Primary School that they can fulfil the volunteer role expectations. School may withdraw the offer at any time, including after the volunteer has started their engagement. The volunteer may also withdraw from the agreement at any time. Both parties are encouraged to give the other as much notice as possible, should the agreement be brought to an end.

3. Recruitment & Selection

The volunteer applicant must complete a simple application form (see Appendix C) which gives permission to obtain two character references and a Disclosure and Barring Scheme (DBS) application form (criminal records check), obtainable from the School Business Manager. The school may charge the volunteer for the cost of the DBS check. Volunteers who request a placement to support a college course must already hold an enhanced disclosure certificate actioned by the college they attend. All volunteers are required to sign a declaration in relation to the Disqualification under the Childcare Act 2006.

The experience, qualities, skills and needs of any volunteer will be taken into account when deciding about the recruitment of a volunteer in St Peter's C.E. Primary School. Please note, there is no guarantee that a volunteer will be found an immediate placement or any placement at all within the school.

The placement should be mutually beneficial to the school and the volunteer.

An interview will take place with a view to agreeing a placement in order that St Peter's C.E. Primary School and the volunteer will have the opportunity to find out about each other and to agree a role, timetable, support, dress code etc. The school will outline relevant school policies at the interview.

Any placement of a volunteer shall be of a fixed term of 1 term/ 2 terms/1 year and shall at the expiry of the period terminate unless expressly renewed in writing. Any placement may however be terminated by St Peter's C.E. Primary School at any time without notice if the Headteacher deems this to be in the best interest of the school, pupils or staff. Such termination need not involve any fault, shortcoming or wrongdoing attributable to the volunteer.

On occasions, the school may request additional volunteers to assist on school visits who will not be DBS checked. On these occasions, volunteers are always accompanied by a person who holds an enhanced DBS clearance.

St Peter's C.E. Primary School has a duty to promote disability and as a part of our actions to do this we will invite local disabled people to volunteer to help within school. In order to do this we will contact local community groups to forge links and partnerships.

4. Management of Volunteers

St Peter's C.E. Primary School will ensure that volunteers are given suitable induction training at the beginning of their placement. (Please see Appendix B)

The volunteer will be given a named contact person who will review the work undertaken by the volunteer and will assist the volunteer generally and, particularly, in the event of any problems occurring.

Regular supervision of the volunteer will be provided as appropriate to the task undertaken and the needs of the volunteer.

The volunteer's role, including status with pupils, will be made clear.

Volunteers will be given opportunities to contribute their ideas and opinions about the work that they are engaged in.

Volunteers will be given guidelines/training regarding child protection issues/procedures, especially pupils disclosing possible abuse.

5. Support to Volunteers

At St Peter's C.E. Primary School, we value the work of volunteers and in order to demonstrate this we aim to:

- Show appreciation for the volunteer's work.
- Ensure volunteers have the appropriate and up-to-date information they need to do their work.
- Ensure that they are introduced to staff and other volunteers and have access to a support network.
- Ensure that they are issued with a staff file/guidelines

6. Confidentiality

Volunteers will be told that information relating to pupils, parents and staff is confidential and volunteers will maintain confidentiality at all times.

Information about volunteers is also a matter of confidentiality and application forms and personal details must be kept securely by the Headteacher and not divulged to others except on a need-to-know basis.

7. Health & Safety Policies

St Peter's C.E. Primary School policies, including the Health and Safety Policy, Whistleblowing Policy and Equal Rights Policy, will be explained to volunteers at the outset.

8. Insurance

All volunteers should be made aware of the cover provided.

9. Expenses

Out-of-pocket expenses will be paid to volunteers and the procedure for claiming these will be explained at the outset.

10. The Volunteer

The Volunteer agrees to carry out all reasonable tasks assigned to him/her to the best of their ability and to generally promote the values and interests of St Peter’s C.E. Primary School and to abide by the terms and conditions set out in this policy and agreement. All volunteers are required to sign the school’s Volunteer Code of Conduct (please see Appendix B).

St Peter’s C.E. Primary School, we are committed to the rights of the child, the child's safety and emotional wellbeing and the protection of the child from all forms of abuse. In view of this, St Peter’s C.E. Primary School reserves the right to refuse voluntary help and to terminate or vary a placement at any time without prior notice.

Signed on behalf of the St Peter’s C.E. Primary School Dated

Print name

Signedon behalf of the volunteer Dated

Print name

At St Peter’s C.E. Primary we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at St Peter’s C.E. Primary. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

Agreed September 2023

Will be reviewed in September 2025

APPENDIX A

ST PETER'S C.E. PRIMARY SCHOOL

CODE OF CONDUCT FOR VOLUNTEERS

St Peter's C.E. Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

- All Volunteers**
- Follow school procedures whilst on the premises
 - Sign in at the designated area and receive a visitor pass
 - On the initial visit volunteers will be met in the reception area and escorted into the building by a member of staff
 - Surrender your visitor pass and sign out when you leave the building

Safeguarding children Safeguarding is everyone's responsibility. If you have any concern that a child has been harmed, is at risk of harm, or you receive a disclosure, please contact the main reception as quickly as possible and ask to speak to the Headteacher or a member of the senior leadership team.

Health & Safety Your safety and well-being during your visit is important to us. As a volunteer you have a legal duty to care for the health and safety of yourself and others.

Classrooms Do not enter classrooms unless accompanied by a member of staff or by prior arrangement.

Emergency Fire evacuation procedures are clearly displayed around the school. If the fire alarm sounds, leave the building by the nearest exit and proceed to the designated assembly point. Do not re-enter the building until you are told it is safe to do so.

Accidents Any illness, injury or accident must be reported to the school reception.

Smoking The school site and building is a no smoking zone.

Property or vehicle The school accepts no responsibility for any loss or damage to volunteers property or vehicles.

Confidentiality Refraining from discussing on social media sites on anything about St Peter's C.E. Primary School

Use of mobile phones Volunteers are not allowed to use their mobile telephones in school during the school day

SIGNED DATE.....
(Visitor)

SIGNED DATE

(Induction Staff member)

APPENDIX B

VOLUNTEER INDUCTION

NAME OF VOLUNTEER **DATE COMPLETED**

STAFF MEMBER CONDUCTING INDUCTION

PLACEMENT START DATE **END DATE**

	Please initial discussed/policy issued	
	Volunteer	Inductee
Identity Check		
Proof of Enhanced DBS check		
Disqualification in Childcare Act Declaration		
School hours including break times and lunch break		
Introduction to Head and SLT		
Introduction to the staff in school		
Tour of the premises – entrances, facilities for the disabled, toilets, refreshments, fire exits, security		
Volunteer Policy		
Volunteer Code of Conduct		
Whistleblowing Policy		
Health and Safety Policy		
Safeguarding Policy including information on Designated Safeguarding Lead/Deputy Leads		
Accident/First Aid Procedures		
Behaviour Policy		
Advised of and discussed statutory guidance for schools and responsibility of volunteer to be familiar with Keeping Children Safe in Education September 2023		
Safeguarding Training		
Class Placement		
Staff Welfare Facilities, (staff room, toilets etc)		

SIGNED **DATE**

(Volunteer)

APPENDIX C

ST PETER'S C.E. PRIMARY SCHOOL

APPLICATION FOR VOLUNTEER PLACEMENT

Name D.O.B.....

Address

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Contact telephone number

Occupation/College attended.....

Please summarise reasons why you would like a placement at St Peter's C.E. Primary.....

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Do you have a child attending the school *YES/NO*.....

Do you hold a recent DBS enhanced certificate *YES/NO*

If yes, DBS certificate number Date of clearance.....

Provider/employer

Please provide the name of two referees;

Referee 1

Referee 2

Name Name

Address Address

.....

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Tel No Tel No

E-mail E-mail

SIGNED DATE