

## St. John's CE Primary Academy

*Through our key values of Resilience, Excellence, Agape, Community and Hope we "Believe to Achieve"*

### Volunteer Policy

Original policy written by: M Seex      Date: July 2025

Next review date: July 2026

Executive Principal: M. Seex

Chair of CLAC: Z. Heath

Agreed by CLAC: 10.7.25

At St John's CE Primary Academy we strive to be a community that allows our pupils and staff to flourish and thrive. With this in mind we welcome volunteers into our academy for many reasons including: specific educational events, celebrations, working with the local council, reading volunteers, parent/carer volunteers on education visits.

Our volunteers, mainly but not exclusively parents, are an essential element in our work. As such their use must be carefully considered and planned for.

There are some overriding considerations that staff and volunteers should be aware of:

1. Volunteers must be vetted. Where applicable, they must complete an application form, with two referees. The exception to this is student volunteers from Secondary Schools. These will be vetted by staff from the Secondary School. All volunteers will have to agree to a check of their background to ensure there is no reason why they should not have access to children. A secure record of the DSB checks will be kept in the school office.
2. Safeguarding training.

All volunteers must attend the school 'raising awareness' level 1 safeguarding training, to ensure they are aware of the school's safeguarding duties, how to spot signs and symptoms of abuse, how to report it, and safer working practices.

All volunteers must read the school's Safeguarding Policy and part 1 of Keeping Children Safe in Education.

Volunteers must also sign the code of conduct for adults. Volunteers are given clear guidance on safeguarding children, child protection, and their conduct whilst in school.

No voluntary helper should ever be left in a vulnerable position, i.e. never with a child in a place/situation where they cannot be observed.

### 3. Volunteers must be treated with courtesy and respect.

Whilst some will have the skills or expertise of an experienced classroom assistant or teacher, initially tasks may appear 'menial', but everyone should feel that their contribution is valued and appreciated within the St John's CE Primary Academy community.

### 4. Volunteers should not be asked to tackle tasks beyond their scope.

If necessary, advice and support should be offered to enable the volunteer to feel comfortable with the tasks. Teachers should always explain the learning objectives and expected outcomes of the children so that helpers feel confident about what they are doing. If possible, planning which demonstrates the activities involved should be photocopied for the helper. Don't ask helpers to do things they are not happy with. Some parents prefer to help with practical tasks while others do not. Take time to find out what they are happy doing, it makes the working relationship much more productive and means that they will keep coming back!

### 5. Confidentiality

Volunteers are asked to treat any information, views or opinions they have received whilst in school as confidential. However, staff should be sensitive to the need for strict confidentiality in some matters and if necessary some conversations should only take place in the Executive Principal's Office.

### 6. All volunteers are asked to 'sign in' and 'sign out' of the school.

7. If anyone working within school has a concern about a helper, it is in the interest of the children that the issue is resolved. In the first instance a quiet word may settle the issue. For more serious issues, teachers should inform the Executive Principal or Head of School.

### 8. Supervision of Volunteers.

During a visit to the School each volunteer should be designated to a specific member of staff to whom he or she will be directly responsible. Whilst there should be no significant addition to the workload of the staff member taking responsibility for the volunteer, it

would be expected that time is taken to ensure the volunteer is adequately inducted into the role and that there is mutual agreement and understanding.

This additional responsibility is not compulsory for staff and should only be delegated with the agreement of the employee concerned. It is however essential that the volunteer is clear which member of staff has this responsibility.

#### 9. School Protocols.

In fairness to all concerned, volunteers must be made aware of the rules governing behaviour at the School; the key 'dos' and 'don'ts' for children and adults. This should include procedures designed to avoid hazards or risks associated with the tasks that they are being asked to carry out and, importantly, details of first aid and emergency arrangements such as procedures to follow in case of fire.

As part of their induction to life at the School, volunteers should also be provided with basic information such as a plan of the campus and details of those facilities available to them eg staff room, toilets etc. It is essential that volunteers are made aware of the following procedures:-

- expectations with regard to confidentiality;
- access to information related to pupils and/or staff;
- expected level of behaviour;
- School's Equal Opportunities policy – especially focussing on issues relating to discrimination and the use of appropriate language;
- the School's Complaints procedure;
- the School's Code of Conduct (see end).

#### 10. Insurance

Volunteers should be informed about the extent of the insurance cover available. Whilst volunteering for the school they are covered by the LA for third party liability only and the limitations of this insurance should be explained carefully to volunteers. They may wish to make their own arrangements for insuring against theft, personal injury or damage to their own property.

Volunteers using their own car to transport children other than their own children to school events, (sport, music etc) must provide documentary evidence that their car insurance covers this. Volunteers will never be asked to take children in their car without a member of St John's CE Primary Academy staff with them.