

MAYBURY PRIMARY SCHOOL

Volunteers Policy

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engage enrich excel academies



Mission

Our values-based school nurtures curiosity and creativity through an inspiring, broad and engaging curriculum, where learning is at the heart of all that we do. Our children learn to become resilient and self-assured in an environment where safety is outstanding. Everyone is challenged and encouraged to thrive and achieve as individuals, preparing them for their role as caring and active citizens in modern Britain.

Vision statement

Believe. Achieve. Succeed.

SAFEGUARDING STATEMENT

Maybury is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All volunteer roles are subject to appropriate safeguarding and vetting checks, including Enhanced DBS checks where required.

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 the Maybury Primary School 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’s statutory safeguarding guidance, [Keeping Children Safe in Education](#).

2. How we use volunteers

At Maybury Primary volunteer roles may include activities such as:

- Hearing children read
- Accompanying school visits
- Working with individual children
- Working with small groups of children
- Supporting specific curriculum areas, such as Computing or art

Volunteers may be:

- Members of the governing board
- Parents
- Former pupils
- Students on work experience
- Local residents
- Friends of the school
- Former members of staff

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

An expression of interest to become a volunteer should be made via the online form [Volunteer Enquiry form](#) (see appendix 1)

Once received the following documents will be emailed to the recipient:

- Onboarding letter (see appendix 2)
- Application form (see appendix 3)
- Reference Consent form

On receipt of application form, references will be sought, DBS application process will begin and training will be booked. **The level of DBS and safeguarding checks undertaken will be proportionate to the role, level of supervision and nature of contact with children, in line with Keeping Children Safe in Education.** The applicant will receive regular updates via email regarding the status of their application.

4. Appointment of volunteers

Volunteers are appointed by the Headteacher.

Appointment is dependent on the candidate and available spaces within the school and is usually at the start of a term.

All appointments are conditional upon the completion of an enhanced DBS check and other appropriate safeguarding checks, and relevant training. All volunteers undertake safeguarding training including Prevent duty training with the DSL or DDSL before commencing their role.

The Headteacher reserves the right to terminate a placement at any time. Volunteers should be aware that they will be required to attend school at least once per term; if they do not then their appointment will be terminated and they will have to start the process again.

5. Safeguarding

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

Volunteers are expected to follow school safeguarding policies and procedures to ensure all children within the school are safeguarded.

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

- Conduct enhanced DBS checks with a barred list check on all volunteers undertaking regulated activity. Volunteers will be recorded on the single central record. The level of DBS and safeguarding checks undertaken will be proportionate to the role, level of supervision and nature of contact with children, in line with Keeping Children Safe in Education.

The Headteacher will review 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.

- We provide safeguarding training to all volunteers **prior** to them beginning work at the school, including ensuring that they have read and understood the relevant information in Keeping Children Safe in Education.

We require volunteers to agree and adhere to our code of conduct (see appendix 4) and to read, and adhere to, the school's policies on:

- Child Protection & Safeguarding Policy
- Whistleblowing Policy
- Low Level Concern Policy
- Allegations of Abuse Against Staff Policy
- Health & Safety Welfare Policy
- Privacy Notice for Volunteers, Visitor and Contractors

In addition, the following safeguarding forms and declarations must be read, understood and agreed to, a link for an MS form will be emailed:

- Computing/Acceptable Use Agreement
 - Code of Conduct for Volunteers
 - Childcare Disqualification Self Declaration
 - Safeguarding Children Safe Working Practice Code of Conduct
- EEEA Data Protection Policy Subject Access Request

6. Induction and training

All volunteers will have an induction meeting with the Home School Link Worker to go through the volunteer handbook.

All volunteers must have safeguarding training including Prevent duty training prior to starting their role. Other training requirements will be based on the nature of the work the volunteer will be doing. Training will be refreshed every 2 years.

A volunteer will not be confirmed in post until all safeguarding and training requirements are met.

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 pupil safeguarding, concerns must be raised immediately with the DSL or DDSL. If the concerns are related to an adult they must be shared immediately with the Headteacher, if the concerns are related to the Headteacher, these concerns must be shared with the Chair of Governors. Volunteers must follow the guidance in our child protection and safeguarding policy.

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 the code of conduct set out in the appendix to this policy.

9. Insurance

The school's insurance policy does cover volunteers in the event of an accident or emergency.

If a volunteer is working at the school through another organisation, we will also check that organisation's insurance arrangements.

10. 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

11. Equality statement

The school is committed to equality of opportunity and will make reasonable adjustments where possible to support volunteers with disabilities.

12. Monitoring and review

This policy will be reviewed every two years.

Appendix 1 – Volunteer Enquiry Form

Thank you for your interest in our school.

Please submit the information below and we endeavour to respond in a timely manner.

1. Full name
2. Contact phone number
3. Email address
4. Do you have a child in our nursery or main school– YES/NO
5. If Yes, my child’s name is:
6. Briefly outline why you would like to volunteer in our school, and what you expect to gain from the experience.
7. Please confirm that you understand and accept our induction procedures; that **all** volunteers will be subject to stringent vetting and induction processes which will include the completion of an application form, an Enhanced DBS check with Children's Barred list check for all volunteers undertaking regulated activity, obtaining satisfactory references and completion of any necessary training. – YES/NO
8. Please use the space below to add any questions or comments you may have.

Appendix 2 – Onboarding Letter

We are delighted that you have kindly offered to volunteer at Maybury Primary School. We are most grateful to you for giving up your time to support us.

As I am sure you can appreciate, all volunteers must be suitably vetted before they start assisting within the school. I am therefore writing to explain the next steps that need to be taken, in order to obtain the necessary clearances.

1. Please can you kindly complete and return the attached volunteer application form, which also requires you to provide names of two referees.
2. In addition, an Enhanced Disclosure and Barring Service (DBS) check needs to be undertaken to carry out a criminal background check for you. Once the completed application form has been returned we will begin the DBS application process. You will receive an email directly from Strictly Education. Please complete the online application form using the link sent in the email from Strictly Education. Full instructions are contained within the attached guide.
3. Once you have completed this, please contact Mrs Lock on 01483 763272 to arrange to come in to have your documents verified and photocopied. The attached document gives full details of the acceptable ID, but these are typically your passport, driving licence, birth certificate and proof of address (utility bill or bank statement showing your name and address and that has been issued in the last three months, or a council tax statement which has been issued in the past 12 months). Please note these must be original copies, we cannot accept copies of documents.
4. If you are registered with DBS Update service you do not need to complete step 2 and 3- please complete the attached “DBS Update Service: Consent Form for Status Check” . Please then complete all other steps.
5. In addition, if you have changed your name, we will also need to see appropriate evidence confirming this (e.g. your marriage certificate).
6. You can bring the documents to the office anytime Monday to Friday between 8am and 4pm. If these times are a problem please contact us on 01483 763272 so we can discuss alternative options. We will need to see these before we can send your application to the DBS for processing.
7. If you have lived abroad for *3 months or more in the last 5 years you will also need to complete an Overseas Criminal Record Check, relevant to the country/countries you lived in. Please contact the office if this is the case so we can advise you on the checks that are required as this differs per country.*
8. Once your DBS certificate has been issued, we will need to see the original DBS certificate once it has been issued to you- please bring to the school office as soon as you receive it.
9. We will also send you a “Safeguarding Pack” which includes a Safeguarding Declaration and a number of other forms you will need to complete to confirm that you read and understood these safeguarding documents. It will also contain relevant school policies you will need to familiarize yourself with.
10. We will arrange for you to come in and meet with Mrs. Sullivan, our Designated Safeguarding Lead or one of her deputies who will run a Safeguarding training session with you. We will contact you with further details about this.

As you can appreciate, Safeguarding is of paramount importance and we have an obligation to ensure that all our governors, volunteers, and staff, are aware of the measures in place to protect children and know what to do if they have any concerns. Safeguarding is everyone’s responsibility. **Please note, we are required to get all of these checks, documents and training in place, before you can begin volunteering in school.**

Appendix 3: 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

You'll find more information on how we use your personal data in our "privacy notice for volunteers, visitors and contractors"

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.

Are you registered with the DBS Update Service?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Date of check:		
Certificate number:		

Overseas Checks

Please indicate if you have lived or worked abroad for a period of three months or longer in the last five years?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, please can you provide details of the country and relevant dates spent there: <i>(Please note, Maybury Primary School will make additional checks related to time spent abroad)</i>		

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
<p>Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.</p>
<p>Why would you like to volunteer at Maybury Primary School?</p>
<p>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.)</p>

Do you have any relevant qualifications?

Preferences

What age ranges would you prefer to work with?

References

Your placement as a volunteer will be subject to satisfactory references. Please give the details of 2 referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc.). This cannot be a family member.

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:

Declaration

I certify to the best of my knowledge and belief the information given in this form is true and accurate. I understand that if the information is false or misleading it may disqualify me from volunteering at Maybury Primary School. I acknowledge that where this form is submitted electronically and without a signature, electronic receipt of this form by Maybury Primary School will be deemed equivalent to submission of a signed version and will constitute confirmation of declaration.

I authorise Maybury Primary School to obtain references to support this application to volunteer and release Maybury Primary School and the referees from any liability caused by giving and receiving information.

Print name		Date	
Signature			

Code of Conduct for Volunteers

By signing this form, volunteers agree to the following:

1. School rules and policies

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

- Child protection and Safeguarding
- Computing and internet acceptable use
- Online safety
- Mobile phones (as per the guidance in the Volunteer Handbook)
- Data protection
- Health and safety
- Equality
- Whistle-blowing
- Behaviour

Copies of the school policies and the Volunteer handbook will be sent to you prior to starting your role. Additional copies can be requested anytime from the school office.

2. Professional conduct

- 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 the Home School Link Worker.
- 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.
- Volunteers must conduct themselves in a professional manner at all times. This includes:
 - Dressing in a way that is professional and appropriate to the work they are doing
 - Refraining from using inappropriate language
 - Setting an example for pupils by acting in a way that reflects the school's ethos and values
 - Behaving in a way that is appropriate for the role they are undertaking
 - Ensuring that comments, including those made on social media, do not bring the school into disrepute. Volunteers must maintain professional boundaries online and must not communicate with pupils via personal social media or messaging platforms
- Volunteers should be addressed by pupils as their Title and Surname e.g. Mrs Smith and not by their forename.
- Volunteers must not accept gifts from, or give gifts to, pupils.
- Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school.

- 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.
- 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

- 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.
- If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly and immediately to the designated safeguarding lead (DSL) or deputy DSL. Details of who the DSL and DDSL are found within the Volunteer Handbook.
- Volunteers should refrain from physical contact with pupils.
- Volunteers should not undertake any form of intimate care for example changing children or nappies.
- 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:
 - Exchanging contact information
 - Making contact with pupils outside of school, including on social media
 - Arranging to meet pupils outside of school
- Volunteers should not take or share photos of pupils on personal devices.

4. Health and safety

- Volunteers must abide by the school's health and safety and first aid policies. Volunteers should seek assistance from a qualified first aider and should not administer first aid unless in an emergency situation
- Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.
- Volunteers must sign in and sign out at the beginning and end of every visit using the school Inventory system, and must wear a visitor badge with their photo and a lanyard at all times.

5. Confidentiality

- 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.
- Any suspected data breach must be reported immediately to the school office or senior leadership team.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, will be treated in line with the school’s safeguarding procedures which could include referrals to the LADO.

I have read and understood, and will comply with the Volunteer Policy and Code of Conduct.

Name: _____

Date: _____

Signature: _____

Reviewed by Headteacher

Name: _____

Date: _____

Signature: _____