



Policy Number VOL1

VOLUNTEER POLICY

Produced by Childwall Church of England Primary School

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Our Mission Statement

“And the child grew and became strong; He was full of wisdom and God’s blessings were upon Him.” (Luke 2:40)

Our Vision

We strive, with God’s grace, to enable every child to grow academically, socially, morally, spiritually and culturally in the knowledge they are loved by God and are safe and valued within our school community. Our core Christian values are woven throughout our curriculum and wider school ethos to fully prepare each of our children to achieve the highest holistic outcomes.

Our mission statement, “And the child grew and became strong...” (Luke 2:40) embodies our vision and commitment to equip children with the values, knowledge and tools to enable them to thrive and flourish, embracing both success and challenge, prepared for “life in all its fullness.” (John 10:10)

DOCUMENT STATUS

Version	Date	Action
Version 1	18/05/2016	New Policy Agreed by Standards & Quality
	07/06/2016	New Policy Agreed by Personnel & Performance
Updated	22/05/2019	Updated section 8.2 Agreed by Personnel & Performance
Updated	26/04/2023	Reviewed with slight amendments
Review Period	3 yearly	
Review Date	Summer 2026	

1. Introduction

1.1. Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children at our school. We welcome and encourage volunteers from the local community.

1.2. Our Volunteers include:

1.2.1. Members of the Governing Body

1.2.2. Parents of pupils

1.2.3. Ex-members of staff

1.2.4. Local residents

1.3. The types of activities that volunteers are engaged in might include:

1.3.1. Hearing children read

1.3.2. Working with small groups of children

1.3.3. Working alongside individual children

1.3.4. Undertaking art & craft activities with children

1.3.5. Assisting with extra-curricular clubs e.g. drama, art, sports etc.

1.3.6. School discos

1.3.7. Accompanying school visits

2. Safeguarding

2.1. Childwall Church of England Primary School are committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment and to follow all school policies. All volunteers will be expected to read relevant safeguarding policies.

3. Becoming a Volunteer

3.1. Anyone wishing to become a volunteer, either for a one-off event such as a school visit or on a more regular basis (see 8.1.3), e.g. hearing children read, should complete a Volunteer Application Form (Appendix 1) and return to the school office.

3.2. Before starting to help in school, volunteers should complete the Volunteer Agreement (Appendix 2), which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

3.3. Volunteer roles may be subject to a DBS check. If you hold a DBS certificate and you are subscribing to the Update Service you will be asked to provide details; if you

are not subscribing to the Update Service the school may apply for a new DBS check before you can start to help in school.

- 3.4. Where your voluntary role is covered by the Childcare (Disqualification) Regulations 2009 and the Childcare Act 2006, you cannot start to help in school until a disqualification check is completed. The disqualification check requires you to disclose cautions or convictions of relevant offences; where a care order is issued with respect to a child who has been in your care; or whether you or anyone living or employed in your household is named on the DBS Children's Barred List. You do not need to provide details about any protected cautions or protected convictions and you are not required to disclose the spent cautions or convictions of a person who lives or is employed in your household. The following DfE guidance outlines the need to make this check and which cautions and convictions are relevant and need to be disclosed:
<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

- 3.5. It is an offence for the school to employ someone, in either a paid or voluntary capacity, whom they know to be disqualified from working with children.
- 3.6. Prior to starting to help in school we will be contacting your referees as stated on your application form.
- 3.7. Volunteer records will be kept in a central, secure place within the school.
- 3.8. Volunteers will be required to complete a Volunteer Induction. During this the school policies and documentation will be explained and issued. These will include, but are not limited to:
- 3.8.1. The Health and Safety Policy
 - 3.8.2. Code of Conduct for Staff and Volunteers
 - 3.8.3. Child Protection Policy
 - 3.8.4. Whistleblowing Policy
 - 3.8.5. Keeping Children Safe in Education

4. Our School Vision

- 4.1. All adults who work in our school, whether a paid member of staff or a volunteer are expected to work and behave in such a way as to actively promote our school vision.

5. Confidentiality

- 5.1. Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/ come into contact with should be voiced with the designated supervisor and NOT with the parents of the child(ren).
- 5.2. Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the headteacher or appropriate senior member of staff. Any information gained at the school about a child or adult must remain confidential.

6. Supervision

- 6.1. All volunteers work under the supervision of the class teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.
- 6.2. Volunteers should have clear guidance from the teacher as to how an activity is carried out / what the expected outcome of an activity is. Volunteers are encouraged to seek further advice/ guidance from the teacher in the event of any query/ problem regarding children's understanding of a task or behaviour.

7. Health & Safety

- 7.1. The school has a Health & Safety Policy and this is made available to volunteers working in the school. Our induction processes ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment/ accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher/ Headteacher.

8. Child Protection

8.1. The welfare of our pupils is paramount. To ensure the safety of our pupils, we adopt the following procedures:

- 8.1.1. All volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement (Appendix 2).
- 8.1.2. Volunteer roles may be subject to a DBS check.
- 8.1.3. Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required. However, such volunteers, who will be under the constant supervision of school staff, must read and sign our Off-Site Visit Agreement (Appendix 3).
- 8.1.4. Any concerns a volunteer has, about child protection issues, should be referred to a member of the designated safeguarding team.

8.2. Safeguarding Team

- 8.2.1. Mrs Mason – Headteacher – Designated Safeguarding Lead
- 8.2.2. Miss Owen – EYFS Lead
- 8.2.3. Mrs Duckworth – Deputy Headteacher
- 8.2.4. Mrs Carew – Assistant Headteacher/Mental Health Lead
- 8.2.5. Mrs Parry – Phase Lead

9. Complaints Procedure

9.1. Any complaints made about a volunteer will be referred to the headteacher or appropriate senior member of staff for investigation. Any complaints made by a volunteer will be dealt with in the same way.

9.2. The Headteacher reserves the right to take the following action:

- 9.2.1. To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again;
- 9.2.2. Offer an alternative placement for a volunteer, e.g. helping with another activity or in another Class;
- 9.2.3. Inform the volunteer that the school no longer wishes to use them.

9.3. The full Complaints Procedure can be obtained from the school office or school website.

10. Monitoring and Review

10.1. This policy has been approved by the Governing Body and will be regularly reviewed and updated.

Appendices

Appendix	Page
1 – Volunteer Application Form	7
2 – Volunteer Agreement	10
3 – Off Site Visit Agreement	11



Volunteer Application Form

Childwall Church of England Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

Applicant's Personal Details

Surname	
First Names	
Title (select as appropriate)	Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐ _____
Previous Names	
Address	
Email Address	
Mobile Telephone Number	
Home Telephone Number	

Why are you applying for voluntary work at the school?

Please mention any skills or experience that you bring to the role, and explain what you want to achieve from volunteering.

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References

Please provide two references. Please let your referees know that we may contact them.

Reference 1	
Name	
Address	
Telephone Number	
Occupation	
Email Address	
Reference 2	
Name	
Address	
Telephone Number	
Occupation	
Email Address	

Safeguarding Vulnerable Groups Act 2006

Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and/ or vulnerable adults, either substantiated or unsubstantiated?	Yes ☐ No ☐
If you have answered yes to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form.	
I have attached details requested	Yes ☐ No ☐

Please note that it is a criminal offence for a person that has been barred from working with children and young people to work or volunteer in a school.

Rehabilitation of Offenders Act 1974

Please note that for any role in a school you must declare any convictions (including bind over and cautions) regardless of whether or not they would be considered “spent” in other circumstances.

Have you ever been convicted of a criminal offence?	Yes ☐ No ☐
Are there any alleged offences outstanding against you?	Yes ☐ No ☐
If you have answered YES to either of the questions above, please give details below or, if you prefer, attach details in a sealed envelope marked 'strictly confidential'.	

Support

Please give details of any disabilities/ other needs we need to take into account or adjustments we need to make to enable you to work as a volunteer in School.

Declaration

I declare that the information given on this application form is true and correct	
Signed	
Date	
Print Name	

How to return your form

Please return your completed application form to the school:

School Business Manager
Childwall Church of England Primary School
Woolton Road
Liverpool
L16 0JD



Volunteer Agreement

Thank you for offering your services as a volunteer at school.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and hand it in at school. You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy ☐
- I agree to support the School's Aims & Vision ☐
- I agree to treat information obtained from being a volunteer in school as strictly confidential ☐
- I hold a DBS certificate and subscribe to the update service. I will provide details to the school ☐

OR

- I do not subscribe to the update service and am aware the school may need to apply for a new DBS check before I can start to help in school, depending upon the nature of the activity ☐
- I have been made aware of who is my designated supervisor e.g. Class Teacher, ☐

Name: _____

Signed: _____

Date: _____



Off Site Visit Agreement

School trips are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper; you will have an important role to play in the success and safety of this school trip.

Please read and return this agreement, and sign and return the helper's slip. This is part of our school's risk assessment planning and safeguarding arrangements.

Role of the Volunteer Helper

- To be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the leader of the school trip
- To stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the school trip
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- To contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour

Working alongside school staff

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of school staff
- Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help to explain the areas of interest
- Follow guidance from the school staff

What is not permitted

- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of the volunteer on the school trip
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties
- Volunteer helpers are not permitted to take photographs of pupils
- Volunteer helpers are not allowed to give/ buy their group treats e.g. ice creams, biscuits, sweets – before, during or after the school trip

First Aid

You will be informed if any child in your group has medication/ needs. If medicine needs to be administered, this will be done by a member of staff unless you are the parent/ carer of the child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and first aid box(es) will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible.

If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

I have read the Volunteer Policy.

I agree to the terms and conditions as stated in the policy.

I will support the young people in enjoying the trip and actively contribute to the smooth running of the event.

I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

Name: _____

Signed: _____

Date: _____