

STOKE ROW C OF E PRIMARY SCHOOL



VOLUNTEER POLICY

Policy reviewed and agreed by: Teaching, Learning and Inclusion Committee
Date: September 2026
Next review: September 2028

1. Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children. We welcome and encourage volunteers from the local community. A volunteer is an unpaid adult who provides support to our school.

Our volunteers include:

- Members of the governing body
- Parents, guardians and close relatives of pupils
- Students on work experience
- Former members of staff
- Local residents
- Church members

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

- Hearing children read
- Working with small groups of children
- Undertaking arts and craft activities with children
- Supporting teachers to run before-school and after-school clubs
- Supervising small groups of Foundation or Key stage 1 children at Forest School (see section 7 for specific information on volunteering to accompany school visits)
- Running lunchtime clubs
- Working with children on the computer (see Appendix 1 for the Volunteer Acceptable Users Policy)
- Accompanying school visits (see section 7 for specific information on volunteering to accompany school visits)

2. Becoming a volunteer

Stoke Row Primary School regularly requests volunteers to assist with routine or one-off events within the school. Information on such events and volunteering opportunities will usually be issued via ParentMail and regular newsletters. In addition, anyone wishing to become a volunteer, either for a one-off event, or on a more regular basis, should approach their child's class teacher, the head teacher, or the school office.

Before starting to help in school, all volunteers should be directed to, and have read, a copy of the Volunteer Policy and the school's Safeguarding and Child Protection policy (section 4).

Before starting to help in school, and to ensure the safety of our pupils at all times, most volunteers will be required to complete a DBS check which will be initiated via the school administrator. The number of this certificate will be recorded. This requirement applies, at the discretion of the head teacher/deputy head teacher, to all regular volunteers and to all those who may be working in a 1:1 situation with a child, not necessarily under the direct supervision of a member of staff. It is advisable that all volunteers undertake safeguarding training which will be delivered by the head teacher.

3. Confidentiality

Volunteers in school are bound by our Confidentiality Policy (see the Policies page on the school website). All staff members, voluntary helpers and visitors should be aware that information relating to individual children or members of staff is totally confidential. Whilst in school volunteers may hear conversations which are of a confidential nature. These cover aspects such as children's academic progress, behaviour, or home circumstances. All information relating to individual children and staff is totally confidential and volunteers must respect this.

4. Safeguarding and Child Protection

All volunteers must read and adhere to the school's Safeguarding and Child Protection Policy (see the Policies section on the school website or request a copy from the office). Any concerns that volunteers have about the children they work with/come into contact with should be shared with the class teacher and NOT with the parents of the child or any persons outside school. These comments, particularly if taken out of context, can cause distress to the parents of the child if not heard directly from the school. A situation may arise in school, where the duty to the child is greater than that to the parent. If a child discloses something, this information should be shared promptly with the child's teacher, head teacher/DSL or one of the DDSL's.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the head teacher.

5. Supervision

All volunteers work under the supervision of the class teacher to which they are assigned, or under the supervision of the deputy head teacher or head teacher. Although teachers retain responsibility for children at all times, this does not require volunteers to be in their direct supervision at all times. Volunteers should feel confident enough to carry out the task they have been assigned and should seek further advice/guidance from the teacher in the event of a query or problem regarding a child's behaviour or understanding of a task.

6. Health and Safety

The school has a Health and Safety Policy (see the Policies page on the school website). Class teachers should ensure that volunteers are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). If a volunteer attends a school visit, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher or head teacher.

7. Volunteering for School Visits

School visits are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. We are pleased that so many people come forward as volunteer helpers and they have an important role to play. However, due to their nature, being of longer duration and often taking place off the school site, the following guidelines are particularly relevant to volunteers

accompanying school visits and should be followed at all times to ensure the success and safety of such visits.

Role of the volunteer helper

- to be responsible and look after, in equal measure, all of the children in your group
- to stay with your allocated group of children, ensuring that their well-being 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 immediately 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 line management of school staff
- show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest
- follow guidance from the school staff

What is not permitted

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to reorganise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs or videos of children.
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice-creams, biscuits, sweets – before, during or after the school trip.
- Volunteers are not allowed to touch or reprimand children but should speak to a school staff member if there are any difficulties.
- **Volunteer helpers are not allowed to contact the parents of children who are on the trip unless requested to do so by the teacher in charge.**

First Aid

For each class on the school visit, there will be at least one qualified first aider. 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. Under no circumstances will a volunteer be asked to administer medication of any kind. 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.