



Volunteer and Student Policy

Updated September 2024

St Peter's CofE Primary Academy Mansfield

"Loving, living and learning with Jesus."

Thank you for offering some of your time to work with us at St Peter's CofE Primary Academy Mansfield. We are very grateful for the support we have from parents, relatives and friends.

We hope the following information will be useful for the time you spend in school.

Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children at our school.

Our volunteers include:

- Governors
- Parents of pupils
- Students on work experience
- University teacher training students
- Local residents
- Reading Volunteers
- People from local churches
- The PTA

The types of activities volunteers do are:

- Hearing children read
- Working with small groups of children
- Working with individual children
- Art and craft activities
- School discos
- Coming on school trips
- Music and drama activities

Becoming a volunteer

Anyone wishing to become a volunteer, either for a one-off event such as a school trip, or on a more regular basis should speak to a member of the Senior Leadership Team.

Volunteers should complete the Volunteer Application Form and sign the Volunteer Agreement.

Volunteers who wish to come in on a regular basis, such as to listen to readers, will require an enhanced DBS. A risk assessment will be carried out before any volunteers start in school.

Volunteer Induction

All regular volunteers in school will receive an induction where we can share policies, expectations and procedures.

Confidentiality

Whilst working in school, you will meet children with a variety of different needs. Volunteers in school are bound by a code of confidentiality, and any comments about children's work, abilities or any other information given to you must not be discussed with anyone else, outside of the school environment. If a parent approaches you for information, please refer them to the Class Teacher.

Supervision

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Teachers have responsibility for the children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers will have clear guidance from the Class Teacher as to how an activity is carried out/ what the expected outcome of an activity is. Volunteers are encouraged to ask the Class Teacher if they have any questions, if a child hasn't understood the activity or about any behaviour concerns.

Health and Safety

During Volunteer Induction, the emergency procedures will be discussed, as well as any other health and safety aspects associated with activities the volunteer will be doing e.g. using DT equipment. Volunteers should also report any obvious hazards and concerns to the Class Teacher or Head teacher.

Child Protection

The welfare of our children is paramount. To make sure our children are safe we do the following things:

- All volunteers are given a copy of the Volunteer Policy.
- All volunteers sign a Volunteer Agreement.
- Volunteers who will be in school on a regular basis will obtain an enhanced DBS.
- A risk assessment will be carried out prior to the volunteer starting.
- Where a volunteer is involved in a one-off activity e.g. a trip, no formal checks need to be carried out. However, the Class Teacher must ensure that these volunteers are under constant supervision of school staff.

If a child confides in you about something which causes you to be concerned:

1. Accept what they say, and write it down.
2. Do not ask the child any questions
3. Listen carefully
4. Pass on the information to a Designated Safeguarding Officer
5. Keep what you have heard confidential.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Head teacher or Deputy Head teacher for investigation. Any complaints made by a volunteer will be referred to the Head teacher or Deputy Head teacher.

The Head teacher reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that it will not happen again
- Offer an alternative placement for a volunteer e.g. another activity or another class
- Inform the volunteer that the school no longer wishes to use them

Social Networking Sites

Use of social networking sites should be undertaken with care. In particular, these sites should not involve communication regarding your work in school and any other activities that might bring the school into disrepute and/or question your suitability to work with children.

Monitoring and Review

This policy has been approved by the Governing Body and will be reviewed annually and updated in light of any new guidance.

APPENDIX 1

Volunteer Information

I would be willing to help in a classroom on a weekly basis. These days would be best:

I would like to help with (circle):

Hearing readers

Craft activities

Sports

Music

School Trips

Information required for enhanced DBS application:

Full name: _____

Email address: _____

Parent of _____ Class _____ Signed _____

APPENDIX 2

Induction for Staff/Students/other adults

Date:		
Name	Position/organisation	Signature

Aspects	notes	
Child protection & safeguarding	Types of abuse, protecting yourself, child protection concerns	
Fire safety and lockdown procedures	What to do if the alarms go off	
Dress code		
Times of work	Relate to the role	
Social media	Policy, sharing personal information, mobile phones, using photographs, Professional relationships	
Confidentiality		
Policies	Behaviour, whistle blowing, social media, mobile phones	
Who's who		

Any other information:

Signed _____

Print name _____ Date _____