



Full Governors
03.12.25
Signed.....

Volunteer, Student and Work Experience Policy

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Statement of intent

At Portway Infant School, we recognise and value the effort taken by parents, students and other volunteers who contribute towards our school.

We encourage your assistance and acknowledge that many school activities and processes would be at risk if it weren't for your help. We aim to make sure that your time spent in the school is productive and enjoyable.

The deployment of any volunteer or student, whether for one day or for a number of sessions over a longer period, must take account of the needs of pupils and the staff to whom they are assigned. We have a duty to ensure that the welfare of pupils is promoted and they are safeguarded from harm.

This policy sets out the practices and procedures which will be followed when appointing, managing and supervising volunteers and students.

It also contains a code of conduct which all volunteers and students are required to comply with, in order for us to provide a safe environment and positive educational climate for pupils.

1. Statutory guidance

- The school will have regard to the DfE's statutory guidance, 'Keeping children safe in education', which states that if a school seeking volunteers has little or no recent knowledge of the individual, it should adopt the same recruitment measures as it would for paid staff.
- In circumstances where a school approaches a volunteer who is well known to the school, a streamlined procedure can be adopted: background checks, references, conducting an informal interview to gauge the person's ability and aptitude, and undertaking a children's barred list check and a Disclosure and Barring Service (DBS) check.
- If the volunteer's role is a one-off, such as accompanying teachers and pupils on a day trip or for a school fair or concert, measures are not required, as long as the person is not left alone in charge of children in this instance the teacher in charge of the event would be asked to fill in a volunteer risk assessment (**Appendix 1**)
- If the volunteer is recruited by another organisation to work in a school, for instance, sports coaches from a local club, the school should receive assurance from the organisation that the person has been properly vetted.

2. Safeguarding children and child protection

- Depending on the extent of the volunteering role, as stated above, volunteers may be asked to complete a DBS and declaration form. This is standard practice for anyone in regular contact and/or in a position of trust with children. Any criminal convictions must be declared.
- The law requires any persons who will come into unsupervised regular contact with children in any of the following capacities to undertake a DBS check:
 - Teach
 - Train
 - Instruct
 - Care for or supervise children
 - Provide advice/guidance on wellbeing
 - Drive a vehicle only for children
 - Personal care for a child
 - Child-minding
- The minimum age at which someone can be asked to apply for a DBS check is 16-years-old. Volunteers will not be subject to a DBS check if they are not in regulated activity. Regulated activity is where a person provides unsupervised activity more than four times in a 30-day period. Work experience children will not be required to have a DBS check.

3. Welfare and safety of volunteers and pupils

- At Portway Infant School, we want to make sure activities are planned properly and safely, and that volunteers and students are informed of these plans. We strive to ensure that volunteers and students have access to a member of school staff, should they wish to discuss difficulties or report on issues that may arise.
- All staff, visitors and volunteers are required to be identified and located at all times. For this reason, the following process must be adhered to:
 - Sign in and out of the building at the office
 - Visitor's badge worn at all times
 - The school office is made aware of where the volunteer is working this information is retained in a central place in the school office.

4. School regulations

- Volunteers need to be aware of all relevant aspects of the following procedures:
 - KCSIE (Keeping Children Safe in Education) Part One Annex A
 - Disciplinary Policy
 - Complaints procedures
 - Equal Opportunities Policy
 - Behaviour Policy
 - Whistleblowing Policy

5. Health and safety

- Volunteers are required to comply with the school's Health and Safety Policy.
- They should be made aware of emergency procedures (e.g., evacuation and keepsafe) and safety aspects of being involved in a particular task (e.g., cookery).
- Any potential hazard which might put people at risk of injury or harm must be reported straight away to the class teacher.
- All helpers are asked to complete the Emergency Contact Information form, which is retained in the school office.

6. Absence

- Volunteers and students are requested to inform the school office well in advance if they are unable to attend at their regular time. This enables teachers to change their planning.
- If a volunteer or student is called away in the event of an emergency while volunteering, they should inform the office and sign out before leaving the premises.

7. Confidentiality

- Volunteers are reminded that all information on individual pupils and members of staff is confidential and that the sharing of data is protected under the General Data Protection Act 2018. They are not permitted to discuss children's or staff members' issues with other person either in or out of school. A code of conduct is to be read and signed before starting in school.
- There may be instances where volunteers or students must pass information to the headteacher or class teacher. These include incidents where the child is bullied or when a child discloses he or she is being harmed in any way. Volunteers are advised not to report this to the child's parents/carers and instead to inform the class teacher as soon as possible. Volunteers and students should know that the designated DSL (Designated safeguarding leads) are Emma Wood Hayley Anderson, Claire Stockwell and Lisa McSherry.

8. Internet use

- Volunteers and students are expected to behave in an ethical and lawful manner with regard to the use of the internet and emails.
- Care and attention should be taken while using social networking sites. Use of these sites should not involve communication regarding employment at this school or any activities which may bring the school into disrepute and/or may cause the school to question an individual's suitability to work with children.
- Volunteers and students must not attempt to contact pupils via social media or email, or make arrangements to meet outside of school.

9. Equal opportunities

At Portway Infant School, we do not tolerate discrimination on the grounds of age, disability, race, ethnic background, colour, religion, gender, sexual orientation or marital, social or financial status. All volunteers and students are required to make a commitment to this policy and treat everyone with respect at all times.

10. Code of conduct for volunteers and students

- Volunteers and students are expected to maintain high standards of behaviour and conduct while involved in activities at school. The following is a guide to appropriate conduct while working in or on behalf of the school (including school trips)
- Volunteers and students should:
 - Observe the high standards of behaviour and ethical conduct mandated by the school.
 - Respect other volunteers, members of the staff and pupils, and make them feel valued.
 - Be approachable, pleasant and a positive role model for pupils.
 - Adhere to all school policies. For example, Child Protection Policy, Health and Safety Policy, Anti-bullying Policy, Behaviour Policy, etc.
 - Maintain confidentiality of personal information at all times, unless there is a need to report something. This also applies to things heard around school and in the staffroom.
 - Treat all children and members of staff equally.
 - Report any incident of poor behaviour to the class teacher immediately.
 - Dress and behave in a manner which promotes healthy and safe working practices.
 - Accept and follow directions from the class teacher and seek guidance through clarification where uncertain of tasks or requirements.
 - Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report to the supervising staff member any potential hazard in the workplace.
 - Avoid waste or extravagance and make proper use of the resources of the school.
 - Conduct work in a co-operative manner.
 - Leave any mobile phones in the school office while on school premises these must be left in the school office as you enter the school. They can then be collected at the end of your session in school. The school office will have a box for mobile devices to go into.

- Volunteers and students should never:
 - Tell a child off. Volunteers and students are not expected to discipline children. If there are any problems, the class teacher should be informed straight away and he/she will deal with the situation.
 - Shout, hit, threaten or manhandle a child.
 - Take photographs in school without the prior permission of the headteacher.
 - Work with children when not in the proper physical or emotional state to do so. For example: under medication which causes drowsiness, or under extreme stress which may impair judgement.
 - Share personal contact details with pupils or make personal arrangements to meet children outside school.
 - Add pupils on any form of social media.
 - Discriminate favourably or unfavourably towards a child.
 - Behave in a manner which may bring the school into disrepute when representing the school.
 - Give or receive (other than 'token') gifts, unless arranged through the headteacher. For example, outgrown sports kit, football boots or uniform.
 - Discuss any subject with the children that is not age appropriate.

Amy Broad
Autumn 2025
To be reviewed autumn 2028

Risk

☐ **High Risk** – the person has no previous connection with the school and cannot provide references from elsewhere.

Note: there is no statutory reason why this person needs to apply for an enhanced DBS certificate. However, the school should consider whether the person's uncorroborated background would raise an unacceptable risk.

☐ **Medium Risk** – the person can provide suitable references for other work with children (either paid or unpaid), they have a connection to the school and no issues have come to light that would mean they would be unsuitable.

Note: there is no statutory reason why this person needs to apply for an enhanced DBS certificate. However, the school may wish to do so as no enhanced DBS has been seen.

☐ **Low Risk** – the person is signed up to the DBS Update Service and the checks reveal no negative information OR the person is employed or volunteers elsewhere, has a recent DBS and can provide references OR the school knows the person well (e.g., may be a former employee)

Note: there is no statutory reason why this person needs to apply for an enhanced DBS certificate. However, the school may wish to do so as no enhanced DBS has been seen.

Decision

☐ Application for enhanced DBS is **not** needed – reasons below,

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☐ Application for enhanced DBS is needed – reasons below,

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☐ Application for enhanced DBS and Barred list check is needed because the person is in Regulated Activity.

Class teacher	Please Print	Please Sign	Date

Headteacher	Please Print	Please Sign	Date

Appendix 2: Volunteer Agreement Form

Please complete the following agreement:

Your name:	
Name of staff member to whom you will report:	
Times that you will volunteer in the school:	

I have read and understand the following documents found on the website: -

Anti-bullying Policy	
Behaviour Policy	
Classroom Evacuation Plan and Keepsafe Procedures	
GDPR Policy	
Health and Safety Policy	
Intimate Care Policy	
Safeguarding and Child Protection Policy	
Volunteer Policy	

I have read and understand the following documents included in this pack.

KCSIE 2022 Part 1 and Annexe A	
Code of Conduct for Volunteers	
GDPR 20 Key Principles for Staff	

I understand that I am volunteering in the school and will therefore not receive any payment as a volunteer for my duties.

Signature:

Date:

Supervisor:

Headteacher:

Appendix 2:**Application to Volunteer at Portway Infant School**

Name:	
Date of birth:	
Address:	Postcode:
Telephone:	

Is your application connected to a college course/qualification? Yes No	
If yes, please complete the following,	
Name of college:	
Address:	Postcode:
Course details:	
Link tutor:	
My work will be supervised, ☐ Weekly ☐ Termly ☐ Half termly ☐ Other (please specify)	
Name:	Telephone:
Qualification:	Length of course: _____ years/months

Availability

Please complete the following, giving accurate details of when and how long you are available for.

I wish to work in school on the following days:

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday

I wish to work:

- ☐ A full day (8.30am to 3.25pm)
- ☐ Mornings (8.30am to 12.00pm)
- ☐ Afternoons (1.15pm to 3.25pm)
- ☐ Other

Dates I am available to work,

From:

To:

If accepted, I understand that I will need to attend an induction meeting and will need to be aware of, and follow, all school policies.

Signed: _____

Date: _____

