



Policy for Volunteers

Reviewed by Full Governing Board on 28th November 2019 and 15 December 2020, November 2022, December 2023, December 2024, December 2025

Signed: Victoria Davis

Chair of FGB

Next review date December 2026

The Governing Body of Walmley Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

Introduction

Walmley Infant School benefits from developing well-planned, active parental and community links. Participation by adults in the activities of the school on a voluntary basis helps to achieve this. We believe that volunteers are a welcome resource for helping to raise children's achievement by supporting the work of teaching staff in delivering the curriculum to all learners.

Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children at Walmley Infant School without encroaching on the professional teaching responsibilities of the class teacher.

Aim

The aim of this policy is to establish expectations for both staff and volunteers regarding the work undertaken by volunteers and their conduct whilst in school.

Categories of Volunteers

Volunteers could include any of the following (this list is not exhaustive):

- Members of the Governing Body
- Parents, carers, older siblings or Grandparents of learners
- Students on Work Experience or Placement
- University Students
- Ex-members of staff
- Local community members
- Staff family members
- People volunteering through charities e.g. Pets as Therapy

Types of Activities

Activities volunteers may be engaged in could include any of the following:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with small groups of children
- Working with children on computers
- Preparing resources for a lesson
- Accompanying school visits
- Escorting children on local walks
- Running or assisting with an after-school club

- Social activities such as running a disco
- Fund raising activities such as running a cake stall or Summer Fair
- Helping at lunchtime

Becoming a Volunteer

Anyone wishing to be a volunteer who will be in school on a regular basis or a one-off occasion completing a work placement should request a **Volunteer Application Pack** from the school office or download it from our school website. The application form (Appendix 2) should be completed and returned and an appointment made with Mrs Sarah Butler, Senior School Secretary, to bring in the necessary original identity documents to facilitate a DBS (Disclosure and Barring Service) clearance check. Where the volunteering is a placement linked to a course of study the cost of the DBS (if required) should be met by the volunteer (or his/her college).

The Head Teacher (or staff member with delegated responsibility) will interview the potential volunteer and an appropriate placement will be agreed. This will usually be in a class which has no family connection to the applicant. A regular day and time will be agreed, and the applicant will be expected to sign all relevant documentation (Appendix 1).

The names of two referees will be required from the applicant. As a school we will then write to these two people with a reference request form (Appendix 4). References should be from the most recent employer and should not be character references. If on teaching placement or school work experience, the name of a school tutor or placement lead, should be identified.

An entry will be made on the school's **Safeguarding Single Central Record** and a file maintained with the confidential details of the volunteer which will be retained by school for 7 years after the volunteer resigns from their volunteering responsibilities.

The exceptions to this are:

- Work Experience Students or University Placements who apply via their educational establishment as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at Walmley Infant School. The student will be expected to sign a confidentiality agreement and Walmley Infant School Off-site Volunteer Agreement (Appendix 1). They will not be placed in a class with any family connection.
- One-off volunteers i.e. assisting with a school walk, a fundraising event or a school visit may not require a DBS. This will be decided on a case by case basis. If a person does not have a DBS, care should be taken to ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care. They would always be supervised and a risk assessment carried out.

If there is any doubt as to the level of checks required, a decision should be sought from the Headteacher.

On receipt of a satisfactory DBS check and two satisfactory references, the Headteacher (or specified member of the leadership team) will meet with the volunteer to complete the induction process (See Appendix 5).

Information on the Role of a Volunteer

All volunteers should have access to this policy. Volunteers should also have access to the following policies which are available from the school's website www.walmleyinfantschool.co.uk.

- Health and Safety Policy
- Confidentiality Policy
- Data Protection Policy
- Safeguarding Policy
- Equality and Diversity Policy
- Behaviour Policy
- Whistleblowing Policy
- ICT Acceptable Use Policy (where regular access to the school's computer network is necessary - This will be provided as a paper copy and need to be signed prior to start)

Volunteers are asked to sign to acknowledge that they have read and understood the policies and will adhere to them.

As a school we also provide a booklet available for volunteers that contains key information and guidance. (see Appendix 3)

Volunteers' Expectations from School

Volunteers in school should expect to:

- Be recognised for their valuable contribution to the learning experience for the children they support
- Be assigned worthwhile tasks
- Have access to any school policies or procedures that are relevant to their role
- Access any training that is necessary for the success of their activities.

School's Expectations from Volunteers

School expects all volunteers to:

- Adhere to the same protocol for staff
- Adhere to the school's Health & Safety Policy, Safeguarding Policy, Data Protection Policy, Confidentiality Policy, Whistleblowing and ICT Acceptable Use Policy (where appropriate)
- Work under the supervision and direction of staff
- Be role models for the children they work with.
- Wear appropriate, smart but casual dress
- Refer any behavioural or safeguarding concerns to the class teacher and not to attempt to deal with any such issues themselves

- Use the staffroom but be reminded of school policies as stated above
- Commit to a regular window of time to allow teachers to plan activities to include the volunteer
- Advise school as soon as possible when you are unable to attend
- Be familiar with school evacuation procedure and follow staff instructions.

Security

All volunteers must sign in and out using the visitors' electronic sign in system at Reception and wear a visitor badge for the duration of their volunteering session.

Parking

There is no parking available for volunteers unless he/she is a blue badge holder or have been granted permission for a particular reason.

Lunch

We are unable to provide lunch but do have fridges should you need to keep your lunch cool during the day.

Complaints Procedure

Any complaints made by a volunteer or about a volunteer will be referred to the Headteacher (or a delegated staff member) for investigation.

The Headteacher (or delegated staff member in her absence) reserves the right to take the following action:

- To speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated
- Offer an alternative placement or activity for a volunteer
- Inform the volunteer that the placement has been withdrawn.

Walmley Infant School Volunteer Confidentiality Agreement

Thank you for offering your services as a Volunteer at Walmley Infant School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement Sheet and hand it in at school.

- I have received a copy of the School's Volunteer Policy
- I agree to support the School's Aims and Core Values
- I agree to treat information I learn from being a Volunteer in school as strictly confidential. This includes information about Pupils, families and staff.
- I will not share information about the school, including pupils, staff or incidents in public places, this includes on social media.
- I will not take photos, videos, or audio recordings of pupils, unless using a school device and requested by a member of staff.
- I will not share any personal, behavioural, medical, or academic information about a pupil with anyone outside the school.
- I understand that, if necessary, I will undergo a DBS check to advise the school of my suitability as a volunteer
- I will report any concerns about a child's safety or wellbeing directly to the designated safeguarding lead, not to other volunteers or parents.
- I will only access school systems and records that I have permission to and will not use this information for personal reasons outside the scope of my volunteer role.
- I will maintain confidentiality even after your volunteering role has ended.

By signing, I acknowledge that I understand and agree to these expectations.

Signed: _____

Name: _____

Date: _____

Walmley Infant School Off-site Volunteer Agreement

Educational 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 you have come forward as a volunteer helper: you will have an important role to play in the success and safety of this visit.

Please read, sign and return this form.

This is part of our school's risk assessment planning.

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 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 any other person, including their own children on the school trip
- Volunteer helpers are not allowed to re-organise school visit groups
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices
- Volunteer helpers are not permitted to use their own mobile phone to make or receive calls, to send messages or take photographs 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. If you need to move a child or gain a child's attention we always use their name and under no circumstances are we to come into physical contact with a child.

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 become separated from the rest of the school party, please telephone the school office who will contact a lead member of staff on the trip.

-
- 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 visit and actively contribute to the smooth running of the occasion.

Signed : _____

Name: _____

Date : _____



Volunteer Application Form

FOR OFFICE USE
Volunteer Ref number _____
Date _____

Thank you for your interest in volunteering at Walmley Infant School

Volunteers play a vital role in our school community. All volunteer applications are reviewed with consideration of current volunteer opportunities. The information you provide will be stored in confidence under the provisions of the Data Protection Act. Your completed form will be held securely and confidentially. Only authorized staff will have access to your information.

Personal Details

Name: _____ Mr. Mrs. Miss. Ms.

Postal Address: _____

Telephone: (Home) _____ (Mobile) _____

E-Mail: _____

If you are involved with us as a volunteer and an emergency arises, who should we contact?

Name: _____ Relationship: _____

Telephone: _____

Equal Opportunities

Walmley Infant School is committed to equal opportunities and all volunteer recruitment decisions will be based on merit, suitability for the role and experience. No volunteer recruitment decisions will be influenced by race, colour, nationality, religion, sex, marital status, family status, sexual orientation, disability or age. Walmley Infant School fully endorses a working environment free from discrimination and harassment.

Walmley Infant School is committed to standards of excellence in Safeguarding of Children. As your volunteer role will have direct contact with children, you will be required to complete a DBS check. In the meantime, please complete the questions below.

Have you ever been convicted of a criminal offence?

Yes No

If you ticked yes, please provide details in a separate envelope.

Your Skills and Interests

1. Have you ever done any voluntary work before? Yes No

If you answered yes, please tell us a little about the experience.

2. Why do you want to volunteer now? What has motivated you to get in touch with us?

3. Do you have any particular skills or qualities that you could use in your voluntary work?

4. Are you applying for a specifically advertised position? Yes No

If yes, please write the following: Role name _____

5. When are you available for voluntary work? Totally Flexible

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
Evening					

6. How long do you intend to volunteer for? _____

7. Which year group would you like to volunteer in? (Please tick)

- Early Years (Nursery & Reception)
 Key Stage One (Year 1 and Year 2)

8. Are you related to anyone currently at the school, pupil or staff? Yes No

If yes, please provide details _____

References

(If on you are a pupil on work experience, please identify your school contact in Referee 1 box)

Referee 1	Referee 2
Name:	Name:
Relationship:	Relationship:
Place of Work (If applicable):	Place of Work (If applicable):
Position:	Position:
E-Mail:	E-Mail:
Telephone:	Telephone:

To comply with [Keeping Children Safe in Education](#), we will seek and scrutinise references prior to interviews. Referees will be contacted to provide further clarification if needed. All information provided by referees will be compared for consistency against the information disclosed in your application form, and you will be asked about any discrepancies at interview.

If you have any queries when completing this application form, please e-mail:
abaines@walmleyinfant.org

Is there any additional information you would like to bring to our attention?

I declare that the information I have provided is true. All my actions as a volunteer will reflect the ethos of Walmley Infant School and I agree that the safeguarding of children will be central to my role.

Signed _____ Date _____

For office use only

Volunteer Position _____

Volunteer Interview _____

References Collected _____

Volunteer Start Date _____

Appendix 3- Volunteer Information Booklet

At Walmley Infant school we aim to create an atmosphere where all our children can feel secure, valued and listened to. Everyone working with our children should be aware that their role is to listen and note carefully any disclosures or observations that concern them.

If you are concerned about a child being harmed, being at risk of harm, you must talk to the

DSL: Mrs H Murphy

Deputy DSLs: Mrs A Baines, Mrs L Whittall and Miss J Steele

To make sure you are safe:

- Please sign in each time you arrive and sign out each time you leave the school
- Wear an identification badge on a lanyard whenever you are in school
 - Do not pick children up or place them on your lap
- Ensure that when you are with children, there is always an adult with you, do not go into a room with a child/children on your own
- Ensure the adult supervising you knows where you are at all times

Walmley Infant School is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody volunteering in this setting to share this commitment.



Information for Volunteers or those on Work Experience Placements

Welcome to Walmley Infant School. Thank you for volunteering to support our learners in school. We hope that you will enjoy the time you spend here and find it personally rewarding.

We pride ourselves in providing a safe and secure environment for all of our children, parents, staff and volunteers. We ask that you follow these guidelines during your time in school to play your part in providing a safe environment.

All children in school are learning to respect each other and the adults with whom they work, please ensure you respect the children and staff and that they afford you the same respect. If you are concerned about any aspects of how a child is behaving in school, please discuss your concerns with the child's teacher.

Fire Safety

In the event of the fire alarm being sounded, you should go immediately to the nearest classroom and help the members of staff in the classroom evacuate the building by the nearest exit and assemble in the main school playground.

Confidentiality

While you are in school you may hear discussions about the children and possibly their families. You must treat this information confidentially. Please ensure that you do not discuss what you have heard or seen outside school. It is essential that nothing about the school is discussed on social media. If our attention is brought to any discussions on social media that identify the school, children or staff, immediate action will be taken against the person concerned.

Dress Code

Please ensure that you dress to be able to move comfortably to support the children. Jeans are not permitted. Please do not wear tight or over-loose clothing as this will be uncomfortable and may compromise children's safety. Always ensure that clothing is modest. Please wear comfortable shoes. High heeled shoes are not appropriate when working in classrooms.

Non-Smoking site

Smoking is not permitted anywhere on the school site.

Use of Mobile Phones/cameras/USB sticks

Everyone in school is required to follow our school policy which states that mobile phones are not allowed to be used in school. If you need to make an emergency call you may ask to use the school telephone. No-one is allowed to take photographs or recordings of the children on their own devices while working in school. You must not bring your own camera or USB stick into school.

Attendance, Punctuality and Absence

Please ensure that you attend regularly and on time, as the class/group will be relying on you. If, for any reason, you know you will not be able to attend, please inform us by telephoning the school office on 0121-351-1355.

Students on Placement

Please ensure that any forms that need to be completed by staff or information required for assignments are provided with as much notice as possible. If you are expecting a visit from your tutor, you should arrange a convenient time with the class teacher so that the visit can be agreed and added to the school calendar. **If visits are not arranged in advance, you may not be able to meet.**

Lunchtimes

If you are in school at lunchtime, Reception is 12.00pm to 1.00pm, and KS1 is 12.15pm to 1.15pm. If leaving school, please sign out and in again, ensuring you are back in the classroom 5 minutes before the start of the afternoon session.



REFERENCE REQUEST FORM – RECRUITING VOLUNTEERS WHO HAVE CONTACT WITH CHILDREN AND/OR YOUNG PEOPLE

Please note that should the applicant be offered a position as a volunteer, he or she will have access to the reference provided in accordance with the DATA PROTECTION ACT 1998 and the Authority’s policy on personal records and files.

Please complete all sections for which you have the required information.

PRIVATE AND CONFIDENTIAL

Role:	Classroom Volunteer at Walmley Infant School
REFEREE DETAILS	
Referee Name	
Contact telephone number:	
Address:	
If replying on behalf of an employer please name the employer	
REFERENCE FOR	
Applicant’s Name	
Applicant’s address	
Please state how long you have known the applicant	
Please state in what capacity you know the applicant and, if the applicant was employed/managed by you, for how long you employed/managed the applicant	
Where applicable: Please indicate if you are acting as referee as an employer or as a representative of the employer.	

<p>Please state if you are satisfied that the applicant is suitable and has the ability to undertake the role of classroom volunteer.</p>	
<p>Where applicable: Please indicate whether or not that you are completely satisfied that the applicant is suitable to work with children.</p>	
<p>If you feel that the applicant is unsuitable to work with children, please state the specific details of your reasons/concerns that the applicant is unsuitable</p>	
<p>Please add any other comments you wish to make.</p>	
<p>Signed:</p>	
<p>Please print your name:</p>	
<p>Position in organisation (where applicable):</p>	
<p>Date:</p>	

Please return your completed form to abaines@walmleyinfant.org

Thank you for your time and assistance.



Volunteer Application and Induction Procedure

Volunteer information is sent out to all those interested. This information contains a Volunteer leaflet highlighting Safeguarding information and an application form requesting two referees and indicating that a DBS check needs to be satisfactorily completed before the placement can commence.

An initial meeting is held during which the school's safeguarding procedures and volunteer expectations are explained. Two references are taken up and a DBS clearance carried out.

Once satisfactory references and a DBS clearance have been received, a meeting is arranged during which requirements for providing support in the classroom as well as Child Protection and health and safety rules are explained.

The following are discussed:

- What does Safeguarding mean when volunteering in school? Emphasis on commitment to the child and not to a parent or member of staff.
- Our commitment to Safeguarding at Walmley Infant School and how to report any concerns.
- Where our Safeguarding Policy can be found www.walmleyinfantschool.co.uk
- Safeguarding themselves from allegations.
- What to do in case of a disclosure about someone outside school (Write it down and report immediately to DSL: Helen Murphy)
- What to do about a disclosure about a member of staff or an observation that makes you feel uncomfortable (Write it down and report immediately to Helen Murphy), Please refer to our Whistleblowing policy, particularly in case of an allegation against Headteacher, this can be found on the school website www.walmleyinfantschool.co.uk.
- Appropriate use of internet, mobile phones prohibited-Acceptable Use Policy
- Importance of Confidentiality.
- Fire safety.
- A Risk Assessment will also be completed

During a volunteer's time in school, unannounced drops-ins to classrooms are made, discussions with the teacher with whom a volunteer is placed are carried out to ensure that he/she is following procedures and that the person to address any concerns, if required, is known to the volunteer.