

VOLUNTEERS AT SCHOOL



**The Priors
Primary School**
Inspiring a Love of Learning

REVIEW DATE:

AUTUMN 2026

NEXT REVIEW DATE

AUTUMN 2027

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1. Aims and Objectives

At the Priory Primary School, we believe that volunteers provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience.

We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

The aim of The Priory Primary School volunteer policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers

This policy has been developed in line with the Department for Education's statutory safeguarding guidance, [Keeping Children Safe in Education](#)

2. How we use volunteers

At The Priory Primary school volunteers may:

- Hear children read
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT, DT or art etc.

This isn't an exhaustive list.

Volunteers may be:

- Members of the governing board
- Parents
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTA
- Local clergy or members of the congregation from our local church, The Priory

This is not an exhaustive list.

Members of the governing board working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings), are not covered by this policy. They are covered by our governor code of conduct.

3. How to apply to volunteer

If you are interested in becoming a volunteer at our school please enquire by one of the methods below:

- By emailing the school office using office.tpps@sfet.org.uk
- Approaching senior leaders, class teachers or the school office manager
- In order to become a volunteer at our school you will need to complete an application form for our school records (see appendix 1)
- We require at least one (preferably 2) personal /professional references

4. Appointment of volunteers

Volunteers are appointed by the Head teacher and or Deputy Head teacher/Designated Safeguarding Lead

Intake of new volunteers can take approximately 6 weeks and is dependent on the candidate and available spaces within the school.

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training.

The Head teacher reserves the right to terminate a placement at any time.

Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation. The school will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.

Once we have received an application the Deputy Head/DSL will meet with the prospective volunteer to discuss the role and the area of the school within which they will support. This is not a formal interview process but an opportunity to gain more information about the prospective volunteer, any relevant experience that they may have as well as providing relevant information about the school and the role.

5. Safeguarding

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we're upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks on volunteers who:
 - Work one-on-one with pupils unsupervised
 - Work with groups of pupils unsupervised
 - Supervise or accompany groups of pupils on overnight residential visits
- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in
- Provide safeguarding training to all volunteers **prior** to them beginning work at the school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education. This may include face-to-face training on site or e-learning modules that the individual can complete off site where completion can be confirmed and the DSL receives certificates of completion.
- Require volunteers to agree and adhere to our code of conduct (see appendix 2) and to read, and adhere to, the school's policies on:
 - Safeguarding and Child Protection
 - Use of mobile phones
 - ICT and internet acceptable use
 - Online safety
 - Behaviour
 - Volunteers
 - Whistleblowing
- Ensure that, if on occasion there is a volunteers without an enhanced DBS check, they are always supervised, and are never left alone with pupils
- Conduct a risk assessment to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
 - The nature of the work they will be doing
 - What we know about them
 - References from employers or other voluntary roles
 - Whether the role is eligible for an enhanced DBS check

In relation to safeguarding at our school:

- We will make the distinction between visitors and volunteers - people 'volunteering' at the school on a one-off basis will be classed as visitors, particularly if they will be working whilst supervised by school staff. especially if they won't be working unsupervised)

- DBS certificates from other organisations will only be accepted where the individual is providing a service to the school. For instance, a football coach with a DBS through the Football Association, visiting educators from external organisations e.g. Coram Life. Only up to date and valid DBS certificates will be accepted.
- Volunteer details will be added to our Single Central Register and held for the relevant period of time whilst they remain a volunteer and to comply with data protection and data retention schedules.

6. Induction and training

Volunteers must complete appropriate training **prior** to beginning work at the school.

Training requirements will be determined by the headteacher, Deputy headteacher or DSL.

All volunteers must have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing.

Induction training for volunteers will include the following which is summarised on the Priory Volunteer & Visitor Guide given to each volunteer on or before their first day volunteering :

- Relevant policy overviews
- Health and Safety
- Allergy Safety
- Safeguarding
- What to do in relation to First Aid
- Code of conduct and expectations
- Confidentiality
- Further support for our school volunteers is available from the school's leadership team, the DSL, class teachers and our Safeguarding Governor.

7. Confidentiality

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation.

If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents.

This doesn't prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our child protection and safeguarding policy, and inform the designated safeguarding lead.

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

8. Conduct of volunteers

Volunteers must comply with the code of conduct set out in appendix 2 to this policy.

9. Expenses

Unfortunately, the school is unable to cover any expenses that you may occur as a volunteer in our setting or in relation to any activities that you undertake as a volunteer for the school.

10. Insurance

The school's insurance policy doesn't cover volunteers in the event of an accident or emergency.

If a volunteer is working at the school through another organisation, we will also check that organisation's insurance arrangements.

11. Data protection and record keeping

Our privacy notice for volunteers explains what information we collect about volunteers and why we collect it.

We will retain records relating to volunteers in line with our records retention schedule.

12. Monitoring and review

This policy has been approved by the governing board and will be reviewed every 2 years or as regulations necessitate a review and update.



Appendix 1: The Priory Primary School volunteer application form

Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

Data protection notice

Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

You've given us your consent

We must process it to comply with our legal obligations

Personal details

Name:	
Date of birth:	
Gender:	
Telephone number:	
Email address:	
Home address:	

Disclosure and Barring Service (DBS) information

The Priory Primary school is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. We use enhanced DBS checks because the physical space in the school can mean that volunteers are not always in the same room as teachers when volunteering.

The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trust's privacy notice.

Do you have a DBS check? (please circle)	Yes/ No
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If yes, what type of check do you have? (please circle)	Enhanced DBS / Enhanced DBS with barred list information
Date of check:	
Certificate number:	

Availability					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
Before school					
After school					
Lunchtimes					
How many hours per week/month can you volunteer?					
Can you commit to at least 1 term?					

Experience and qualifications
Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.
Why would you like to volunteer at The Priory School?
Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, artistic, computing etc)

Do you have any relevant qualifications?

Preferences

(We will try to accommodate your preferences, however, we will do our best to match volunteers with the needs and teacher requests for volunteers across the school)

What age group would you prefer to work with?

Would you prefer to work one-on-one or with a small group?

References

Your placement as a volunteer may be subject to satisfactory references. Please give the details of two referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc).

Name:

Name:

Relationship to you:

Relationship to you:

Address:

Address:

Telephone number:

Telephone number:

Email address:

Email address:

Disability and accessibility

The school is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:

Appendix 2: code of conduct for volunteers

The Priory Primary School VOLUNTEER CODE OF SAFE CONDUCT POLICY

South Farnham Educational Trust/The Priory Primary School highly values parents and others who volunteer to help out with school activities. We hope to encourage your support, contributions and assistance. Many school activities would be at risk if it weren't for your help and many of our pupils benefit greatly from it.

It is our duty to ensure that whilst you are engaged in voluntary activities for the school that we care for you and ensure your safety. We also, of course, have a duty to ensure that our pupils' welfare is promoted, they are cared for appropriately and they are safeguarded from any harm.

This information is to inform you of what measures we need to apply to ensure that all volunteers and pupils are safe and cared for.

Disclosure and Barring Service (DBS) Checks

We have a responsibility to ensure that all adults working for the school are suitable people to work with children. The Department for Education and the Local Authority sets out guidance regarding when adults working on behalf of the school must be subject to these checks. This means that in certain circumstances, depending on the nature and regularity of your help and also the level of unsupervised access you have with children, we may need to ask for your permission for a DBS check.

Depending on the level of check required we will check that: you are not included on Department of Health or Department for Education lists of those people who have been barred from working with children, you do not have convictions, the police do not have any relevant information about you which suggests that you are unsuitable to work with children.

We appreciate that some volunteers find this intrusive and unacceptable. However, we wish to reassure you that this information is solely for the purpose of ensuring that our pupils are safe from unsuitable people. We can further assure you that this information will be kept confidential to those who 'need to know' (usually the headteacher) and securely stored. If you do have convictions this does not mean that you will be considered unsuitable, usually this would only apply if a person has convictions for offences against children, sex offences or offences of serious violence.

No checks will be undertaken without your agreement and you will receive a copy of the check.

In some instances we may ask for your permission to seek information from another person regarding your suitability to work with children e.g. from an employer.

If you have any concerns or would like further information about checks, please discuss these with the Headteacher.

Welfare and Safety of Volunteers and Children

We undertake to ensure that any activities which you are involved with are planned properly and safely, also that you are consulted on and informed of these plans. This helps us to make sure that you are happy and comfortable with the arrangements, also that you have the opportunity to make us aware of any anticipated difficulties, reservations or problems which arise. We further undertake to ensure that at all times you will have access to a member of the school staff should any emergencies arise or you need to talk to someone immediately regarding any difficulties.

Code of Safe Conduct

It is essential that we acknowledge that the vast majority of volunteers behave appropriately whilst working with our pupils. However, expected conduct of adults working in or for a school is sometimes different from that which applies whilst caring for our own children. Conduct is also governed by certain laws and government guidance (e.g. smacking children). Furthermore, staff and volunteers sometimes express uncertainty as to what is and isn't acceptable and ask for guidance regarding those behaviours which, whilst most probably innocent, may be considered illegal, improper or could be misconstrued by another person.

The following, therefore, gives a guide to appropriate conduct whilst working in or on behalf of the school (e.g. residential visits, out of school activities). Adherence to this code will ensure that both children and adults are safe, including from the possibility of allegations being made against them

You must:

- Adhere to the school's Child Protection, Behaviour, Physical Intervention, Photography and Video, Health and Safety, E-Safety and Whistleblowing Policies that are displayed on the school website.
- Behave in a mature, respectful, safe, fair and considered manner.
- Provide a good example and a 'positive role model' to pupils.
- Not behave in a way that could lead a reasonable observer to question your conduct, intentions or suitability to care for other people's children.
- Observe people's rights to confidentiality (unless you need to report something to the headteacher e.g. child protection concerns).
- Not touch children in a manner which is gratuitous or would be considered sexual, threatening or intimidating.
- Treat all children equally, never build 'special' relationships with individual children or confer favour on particular children.
- Not discriminate favourably or unfavourably towards any child.
- Not make arrangements to contact, communicate or meet children outside of your work.

- Not develop 'personal' or sexual relationships with children.
- Not push, hit, kick, punch, slap, throw missiles at or smack a child or threaten to do so.
- Not be sarcastic, make remarks or 'jokes' to children of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature.
- Not embarrass or humiliate children.
- Not give or receive (other than 'token') gifts unless arranged through school e.g. donating outgrown PE Kit, football boots, uniform.
- Not allow, encourage or condone children to act in an illegal, improper or unsafe manner e.g. smoking, drinking alcohol.
- Not behave in an illegal or unsafe manner e.g. exceed the speed limit, be under the influence of drugs or alcohol, drive a vehicle which is unroadworthy or otherwise unsafe or not properly insured, use a mobile phone, fail to use seat belts or drive safely whilst transporting children.
- Never undertake any work with children when you are not in a fit and proper state to do so e.g. under the influence of medication which induces drowsiness, have a medical condition which dictates that you should not be caring for children.

Report to the headteacher:

- Any behaviour or situation which may give rise to complaint, misunderstanding or misinterpretation.
- Any difficulties you experience e.g. coping with an unruly child, situations for which you anticipate you may not be sufficiently qualified, trained or skilled to deal with or handle well.
- Any behaviour of another person working for the school, which gives you cause for concern. (You will be protected by our 'Whistleblowing policy' in these circumstances.)

Appendix 3: requesting a volunteer (information for staff)

If you'd like assistance from a volunteer in your classroom, or for a specific activity or trip, fill out the form below and submit to our volunteer coordinators, Mrs Debra Adams and Mrs Lucy Hipgrave

You do **not** need to use this form if you are using volunteers for a one-off school trip or for a one-off visit to school to help in your classroom, however the volunteer coordinators need to be informed of any temporary visitors/volunteers that will be coming on to the school site, the time and date of their visit and the purpose of their visit. **In these circumstances the visitor must be supervised by staff at all times.**

Volunteer request form

Activity details	
Year group/class	
Activity details	
Date(s) and time(s)	
Is this activity... (circle one)	One-off? Daily? Weekly? Other? If other, please explain:
Will there be any costs for the volunteer (such as entry fees to museums, materials, or travel)?	
Volunteer details	
How many volunteers do you need?	
Do you need your volunteers to have any specific skills or experience?	

Appendix 4: Priory Volunteer & Visitor Guide



**The Priory
Primary School**
Inspiring a Love of Learning

Pamber End, Tadley, Hampshire. RG26
5QD. Tel 01256 850062 email:
office.tpps@sft.org.uk

Part of
 South Farnham Educational Trust
The Continual Pursuit of Excellence

ESSENTIAL INFORMATION FOR VOLUNTEERS AND VISITORS



School Session Times KS2 8.30am - 3.15pm
KS1 8.40am - 3.15pm
Break - 10.10-10.30am
Lunch 12-1pm

The School



School Staff

Headteacher	Matt Walsh (pic left)
Deputy Head & DSL	Debs Adams
Office Manager	Lisa Hipgrave
Finance Manager	Lisa Philpott
Site Manager	Rob Henry
Catering Manager	Kristina Tyler
SENCo	Angela Selwood
Reception Class	Mrs (Honey) Waspe
	LSA - Abi Crew
Year 1	Miss (Holly) Goodchild
	LSA - Lynsey Hunt
Year 2	Mrs (Kate) Britt (M-W)
	Miss (Gee) King (W-F)
	LSA - Nikki Mullock
	LSA- Charlotte Lock
Year 3	Mr (David) Cripps
	LSA - Carla Brown
	LSA - Emily Taylor
Year 4	Mr (James) Smith
	LSAs - Natalie Hilton
	LSA - Sarah Ayto
Year 5	Mrs (Louise) Marzetti (M-W)
	Mrs (Kirsten) Sowden(W-F)
	LSA - Charlie Webb
Year 6	Mrs (Teri) Heathcote
	LSA - Su West (also ELSA)

Signing-in - all visitors should sign-in using the ipad at the school office. The lanyard given upon sign-in should be worn at all times whilst on the premises.

Policies

Copies of key school policies (including the Volunteers at School policy) can be found in a folder in the school reception area, and on the school website.

Evacuation/Lockdown(see diagram above for evacuation assembly point)

There is a separate fire alarm. Classes evacuate via the closest fire exit in each room with the lead teacher taking the laminated class list. The assembly point is on the back field. Wait for the all clear from the Head before returning to the classroom.

Break duties

- LSAs and SLT do morning and lunch break duties - check rota
- First Aid – there is always a nominated first aid trained staff member on duty
- We use the 'First aid forms' app to record first aid
- Wet Playtimes: All teachers on duty in classes.



School Vision - At the Priory Primary School, our vision is to inspire our school community with a passion for learning, where all children achieve and thrive in an environment where positivity and well-being are at the heart of all that we do.

School Values

- Positivity
- Unity
- Respect
- Resilience
- Honesty



Safeguarding and Child Protection

The safeguarding and child protection policies are kept in the staff room.

The Designated Safeguarding Lead is Debs Adams (pic left). If you have any concerns about a child please report these concerns to Debs who will record and act accordingly.

Medicines.

The school policy is that only prescribed medicines are allowed in school or pain relief medicines that parents have authorised. These should be handed to the office by the parent where the parent signs an [authorisation slip](#).

The First Aid forms app is used to record administration of medicines.

Risk Assessments

The suite of risk assessments is kept online. These should be referred to when planning and/or carrying out potentially risky activities at school. Where there are obvious risks (eg. trips), individual risk assessments are completed or built into planning by the class teachers.

Assemblies

Monday - 8.50-9am House point and theme assembly

Wednesday - 2.40 - 3pm Singing assembly

Friday - 2.40 - 3pm Awards assembly

<u>Visitor Code of Conduct</u>
The volunteer policy includes a full code, but volunteers should conduct themselves in the following ways: • Dressing in a way that is professional and appropriate to the work they are doing • Refraining from using inappropriate language • Setting an example for pupils by acting in a way that reflects the school's ethos and values • Behaving in a way that is appropriate for the role they are undertaking • Ensuring that comments, including those made on social media, do not bring the school into disrepute

Confidentiality

Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the headteacher.

Learning Support Assistants

Each class has LSA cover and this decreases through the key stages. The staff list above shows the main class that each LSA is assigned to.

The Children

I hope you will find the children resourceful, confident, independent and able to help you find everything you need. If at any stage you feel you need support - for example for First Aid or discipline do not hesitate to send a child for the Headteacher.

