

THE PRIORY PRIMARY ACADEMY TRUST	DATE AGREED	January 2024
POLICY AND PROCEDURE STATEMENT	REVISION DATE	January 2026
 <h2 style="color: blue;">The Priory Primary School</h2>		
Volunteers at School Policy		
HEAD TEACHER	MATT WALSH	
CHAIR OF GOVERNORS	PRUBIE SAHOTA	

Edits and Changes

Jan 2024	Added reference to Priory Volunteers Guide. Added Volunteers Guide as appendix 4
	Amended DBS information in volunteer application form

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1. Introduction and aims

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@priory.hants.sch.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
- 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 incur 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
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

Code of conduct for volunteers

By signing this form, volunteers agree to the following:

1. School rules and policies

- 1.1. Volunteers will follow all school rules and policies, including those on:
 - 1.1.1. Safeguarding and Child protection
 - 1.1.2. ICT and internet acceptable use
 - 1.1.3. Online safety
 - 1.1.4. Mobile phones
 - 1.1.5. Data protection
 - 1.1.6. Health and safety
 - 1.1.7. Equality
 - 1.1.8. Whistle-blowing
 - 1.1.9. Behaviour
- 1.2. Copies of the school policies are available online or from the school office

2. Professional conduct

- 2.1. Volunteers must accept and follow instructions provided by school staff supervising/organising the activity, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the school's volunteer coordinator, Mrs Debra Adams, Deputy Headteacher/DSL and Mrs Natalie Kingston, Office Manager
- 2.2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy, or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.
- 2.3. Volunteers must conduct themselves in a professional manner at all times. This includes:
 - 2.3.1. Dressing in a way that is professional and appropriate to the work they are doing
 - 2.3.2. Refraining from using inappropriate language
 - 2.3.3. Setting an example for pupils by acting in a way that reflects the school's ethos and values
 - 2.3.4. Behaving in a way that is appropriate for the role they are undertaking
 - 2.3.5. Ensuring that comments, including those made on social media, do not bring the school into disrepute
- 2.4. Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged during the holidays or as a way of saying "thank you". The school's Gifts and Hospitality Policy can be referred to if necessary.
- 2.5. Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.
- 2.6. Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.
- 2.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

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 Georgia Nicoli.

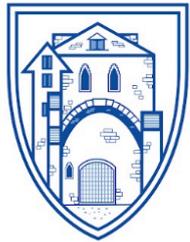
You do **not** need to use this form if you are using volunteers for a one-off school trip or for a one-off visit to school to help in your classroom, however the volunteer coordinators need to be informed of any temporary visitors/volunteers that will be coming on to the school site, the time and date 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 following guide should be given out to volunteers and longer-term/regular visitors.



The Priory Primary School

Inspiring a Love of Learning

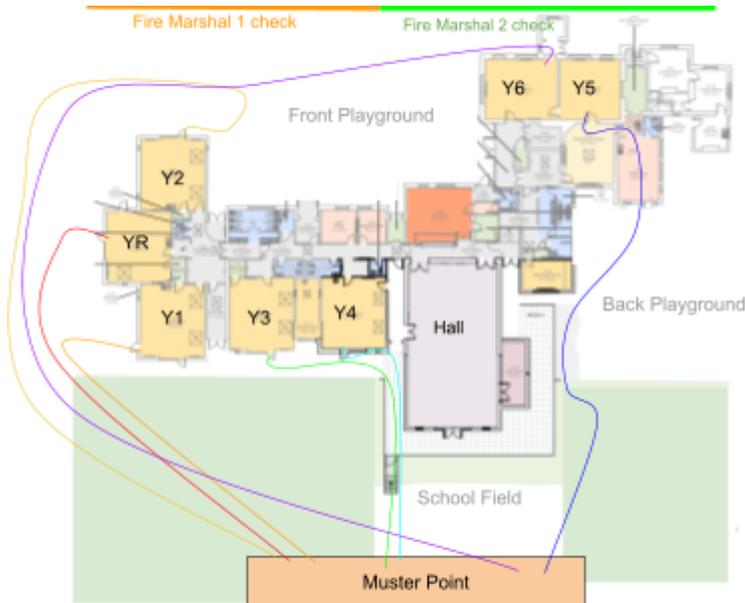
Pamber End, Tadley, Hampshire.
RG26 5QD. Tel 01256 850062
email:
office@priory.hants.sch.uk

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



ESSENTIAL INFORMATION FOR

School Staff

Headteacher	Matt Walsh (pic left)
Deputy Head & DSL	Debs Adams
Office Manager	Natalie Kingston
Finance Manager	Lisa Philpott
Site Manager	Rob Henry
Catering Manager	Fiona Clitheroe
SENCo	Angela Selwood
Reception Class	Mrs (Emma) Ewins (M-W) Mrs (Michele) Austin (W-F) LSA - Honey Waspe & Emma Roberts
Year 1	Ms (Amy) Hollingshead LSA - Lynsey Hunt
Year 2	Mrs (Kate) Britt (M-W) Mrs (Rachel) Hughes (Th-F) LSA - Nikki Mullock
Year 3	Mrs (Kirsten) Sowden (M-W) Mrs (Louise) Marzetti (W-F) LSA - Carla Brown
Year 4	Mr (David) Cripps LSAs - Lucy Rand & Lisa Nicholson
Year 5	Mrs (Carol) Coe LSA - Charlie Webb
Year 6	Mrs (Teri) Heathcote LSA - Su West (also ELSA)
Interventions LSA	Sharon Bowman

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

- LSA's 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>
<p>The volunteer policy includes a full code, but volunteers should conduct themselves in the following ways:</p> <ul style="list-style-type: none"> • 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.

Enjoy your day!