



Staindrop CE Primary School Volunteer Policy

September 2025 26

Our vision is founded on St Luke's Parable of the Sower. We are the rich soil that enables our children to develop deep roots and flourish. We aim to ensure that everyone grows to fulfil their potential. Our school provides an environment rooted in Christian values where learning, laughter and friendship are at the heart of everything we do.

Through God's love, we are the rich soil where roots grow and seeds flourish. Luke 8:4-15

The school's volunteer policy is part of the schools safeguarding system and policy.

Introduction

Volunteers at our schools bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Board of Governors therefore, welcomes and encourages volunteers from the local community.

Our volunteers may include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- Ex-members of staff
- Local residents
- Friends of the School

For Staindrop Church of England Primary School, pupils will always be a priority. Senior Management maintains the right to refuse volunteers and also terminate placements.

The types of activities that volunteers engage in, on behalf of the school, include:

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional tutor
- Accompanying school visits

All adults/young people who work in our schools, whether a paid member of staff, or a volunteer are expected to work and behave in such a way as to actively promote our schools aims and educational purpose, as identified below:-

School Vision:

At Staindrop Church of England Primary School all our children will be given the opportunity and experiences to nurture their talent, realise their potential and achieve success in academic and personal development. We will value each other, our families and the wider community.

- The school is driven by a strong sense of equality and entitlement.
- Its core purpose is to give children aspirations, ambition and life chances - nothing is more important.
- The quality of the day to day teaching and learning gives the children life chances they rightly deserve.
- All staff are dedicated to making sure these aims are met.

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one-off event such as a school visit or on a more regular basis, e.g. hearing pupils read, usually approaches the Class Teacher, Head teacher, senior member of Staff or Class Teacher directly. It is the school's decision to take on volunteers and this will depend on the time of year, the number of volunteers we already have in school and the potential impact on the children.

Volunteers should complete the Volunteer Application Form.

Child Protection and Safeguarding

Safeguarding is our priority and we following the safer recruitment guidelines to ensure that we as a school are committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment. The process of recruitment of volunteers mirrors the safer recruitment of paid staff to ensure the most suitable adults for our school. A list of volunteers will be kept in the main office - this will be kept up to date and the responsibility of the Office Manager.

To ensure the safety of our pupils, we adopt the following procedures:

- All volunteers are given a copy of the Volunteer Policy.
- All of our frequent volunteers (regulated activity) must have been cleared by the Disclosure and Barring Service (DBS). An Enhanced DBS Disclosure will be issued to the individual to present to the designated member of staff in school.
- Volunteers agree to the visitor's code of practice daily when they sign the visitor's book at reception

If a volunteer does not have a DBS they should not under any circumstances be left with a child alone.

Where a volunteer is engaged in a 'one-off' activity (un-regulated) activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required.

Volunteers for school visits

School visits are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. The class teacher or staff member leading the visit will brief the volunteer regarding the risk assessment, daily schedule and any other important pieces of information. The visit lead, who will be a staff member, has ultimate responsibility for the pupils. Pupils should never be left with a volunteer unsupervised.

Work Experience/ Placement Students

Staindrop Church of England Primary School has a long-standing relationship with various local secondary schools, colleges and universities. We are happy to take students on placement if we have suitable experiences available based on the smooth running of Staindrop Church of England Primary School. Secondary schools, colleges and universities wanting students to be placed with us need to formally make contact with the Head Teacher or Deputy Head Teacher outlining the aims of the placement and duration.

If the placement is as part of a teaching course (BA/ Bed. or PGCE) the Deputy Head Teacher will deal with further correspondents/ details. If the placement is just for work experiences purposes the school/ college is asked to provide the reference for the student and the student is requested to complete the volunteer's paperwork.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the designated supervisor and NOT with the parents of the child/persons.

Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Head teacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

All volunteers work under the supervision of a teacher or full-time member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the pupils understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

Health and Safety

The school has a Health & Safety Policy and this is made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using DT equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/Office Manager.

On-line Safety

Online Safety relates to the teaching and learning of technology and through technology in a responsible and safe environment, focusing on raising awareness of the core messages of safe content, contact and conduct when using it. This can include accessing websites and online content, email, online chat rooms, mobile phones, gaming and games consoles, social networking sites, instant messaging (IM), viruses and spam. Volunteers, like staff are expected to follow the Online Safety Policy which is available from the main office or the school website.

Personal devices including mobile phones and wrist watch phones that connect to the internet should not be used in school during class time. Use of phones or phone watches must be limited to non-contact time when no children present. Staff should keep devices out of sight in desks or cupboards when on school property. Staff must only use school owned devices for capturing, recording and storing data or photos of children.

Complaints Procedure

Any complaints made about a volunteer the person concerned must follow the school's complaints policy which is found on the schools' website.

STAINDROP CHURCH OF ENGLAND PRIMARY SCHOOL

VOLUNTEER APPLICATION FORM – FOR NEW VOLUNTEER

Name of Volunteer:

Date of Birth:

Address:

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Home phone:

Mobile:

What activities/areas of the school's work would you like to help with?

Are there any particular age groups/classes you would like to work with?

Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a Volunteer in School? (Please give details)

STAINDROP CHURCH OF ENGLAND PRIMARY SCHOOL VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at school.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please sign this Volunteer Agreement and hand it in to the School Office.

I have been accepted as a volunteer at Staindrop Church of England Primary School and I can confirm the following:

- I understand and accept the Volunteer Policy
- I agree to support the school's aims and educational purpose
- I agree to adhere to policies and procedures at all times
- I agree to work within the boundaries of Staindrop Church of England Primary School safeguarding procedures at all times
- I agree to treat any information obtained from within school with the strictest of confidence
- I agree to undertake an enhanced disclosure check
- I have been informed of who will be my designated supervisor
- I agree to follow the Online Safety policy
- I agree not to make any comments on Social Media in relation to my role in School

Signed:

Full Name:

Date: