



# Park Road Academy Primary School



## Volunteer Policy 2025-2026



## Statement of Intent

At Park Road Academy Primary School, we recognise and value the effort taken by volunteers who contribute towards our school.

This policy sets out the practices and procedures which will be followed when appointing, managing and supervising volunteers, as well as a code of conduct which all volunteers are required to comply with.

We are committed to promoting equality, diversity and inclusion. Volunteers are expected to uphold the principles of the Equality Act 2010, ensuring all children and adults are treated fairly and with respect.

## Legal Framework

policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- The Childcare Act 2006
- UK General Data Protection Regulation (GDPR)
- The Data Protection Act 2018
- DfE (2024) 'Keeping children safe in education'
- DfE (2018) 'Disqualification under the Childcare Act 2006' This policy operates in conjunction with the following school policies:
  - Child Protection and Safeguarding Policy
  - Allegations of Abuse Against Staff Policy
  - Low-level Safeguarding Concerns Policy
  - Complaints Procedures Policy
  - Safer Recruitment Policy
  - Data Protection Policy
  - Staff Code of Conduct



## Definitions

The following definitions apply for the purposes of this policy. For the purposes of this policy:

**“Volunteers”** are individuals who engage in an activity which involves spending time, unpaid (except for travel and other approved expenses), doing something which aims to benefit some third party, i.e. the school, and not a close relative.

**“Occasional volunteers”** are individuals who only accompany staff and pupils on one-off trips that do not involve overnight stays, or who volunteer at specific one-off events, such as sports days.

**“Regular volunteers”** are individuals who volunteer at the school:

- Three or more times in a 30-day period
- Once a month or more

A volunteer will be engaging in **“regulated activity”** if they:

- Will be responsible, on a regular basis in school, for teaching, training, instructing, caring for or supervising children.
- Will be working on a regular basis in a specified establishment, such as a school, or in connection with the purposes of the establishment, where the work gives opportunity for contact with children.
- Engage in intimate or personal care or healthcare or any overnight activity, even if this only happens once.

## Recruitment

Anyone who wishes to become a volunteer at the school, either on an occasional or more regular basis, will be required to submit a [Volunteer Application Form](#) to Lowri Harrison.

### Occasional volunteers

Occasional volunteers will be appointed at the headteacher’s discretion and will not be required to go through the recruitment process.

An occasional volunteer will always be supervised by a member of staff, unless the appropriate DBS checks have been obtained.



## **Regular Volunteers**

Regular volunteers will always go through the following recruitment process:

- The individual will be asked to have an informal discussion with a member of the SLT to ensure they are suitable for the role
- The appropriate safer recruitment checks will be undertaken
- The individual will be made aware of the roles and responsibilities they will be undertaking
- References will be sought where appropriate

## **Safeguarding Checks**

Under no circumstances will a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

The school will conduct a risk assessment and use its professional judgement to decide what checks are required. The risk assessment will consider:

- The nature of the work with children, especially if it will constitute regulated activity, including the level of supervision.
- What the school knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers.
- Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability.
- Whether the role is eligible for a DBS check, and if it is, the level of check required.

Details of the risk assessment will be recorded and any DBS checks applied for will be recorded on the school's Single Central Record.

If a volunteer will be working in regulated activity, an enhanced DBS check with children's barred list information will be required. The school will not request barred list information on a volunteer if they are supervised, as they are not considered to be engaged in regulated activity.

For volunteers who are not in regulated activity, but who have the opportunity to come into contact with pupils on a regular basis, it is at the discretion of the school to decide whether or not a DBS check is required.

## **Disqualification under the Childcare Act**

Any individual who is classified as being disqualified under the Childcare (Disqualification) Regulations 2009 and section 25 of the Childcare Act 2006, is unable to provide any means of childcare provision.

Any volunteer who is directly concerned with the management of childcare provision, or who works with children on a regular basis, whether supervised or not, is covered by these regulations and may be disqualified.



An individual will be classed as disqualified if:

- They have been reported on the DBS Children's Barred List.
- They have been noted as committing certain violent and sexual offences against children and adults.
- They have been refused any provision relating to childcare, or have been prohibited from private fostering.
- Have received certain orders in relation to the care of children.

The school will not employ any volunteer who is classified as being disqualified under the above regulations.

When gathering information to make decisions, the school will ensure that they act proportionately in order to minimise any intrusion into an individual's private life.

The school will obtain a new DBS check, at the level appropriate to the role for each volunteer.

All checks will be conducted in line with the school's Safer Recruitment Policy.

## **Supervision**

If a volunteer is required to be supervised when undertaking an activity, who would otherwise be in regulated activity if not supervised, the school will ensure that:

- There is supervision by an individual who is in regulated activity.
- The supervision is regular and day-to-day.
- The supervision is reasonable in all the circumstances to ensure the protection of the pupils.

When determining what supervision is reasonable so that the volunteer would not be in regulated activity, the school will take the following factors into consideration:

- The ages of the pupils, including whether there is a large gap in their ages
- The number of pupils that the volunteer is working with
- Whether or not there are other staff members present during the activity
- The nature of the volunteer's work and the opportunity for contact with pupils
- How vulnerable the pupils are
- How many volunteers would be supervised by each member of supervising staff



## Induction

Volunteers will be required to read and agree to the Volunteer Code of Conduct and Staff Code of Conduct before starting their role at the school.

All volunteers will be required to make themselves familiar with school procedures as part of their induction, including the following:

- Child Protection and Safeguarding Policy
- Allegations of Abuse Against Staff Policy
- Low-level Safeguarding Concerns Policy
- Health and Safety Policy
- Fire Safety Policy
- Behaviour Policy
- Anti-bullying Policy
- Whistleblowing Policy
- Disciplinary Policy and Procedure
- Complaints Procedures Policy
- Allegations of Abuse Against Staff Policy
- E-Safety Policy
- Data Protection Policy
- Social Media Policy
- Staff Confidentiality Policy

Volunteers will be provided with access to the above documents upon their induction.

Volunteers will be required to read Part 1 of 'Keeping Children Safe In Education' as part of their induction.

All volunteers will be provided with a point of contact within the school who they can go to if they have any questions or issues they need to discuss.

## Our commitment to you

As one of our valued volunteers, we are committed to giving you the following:

- A friendly and supportive working environment
- Enthusiastic and cooperative children
- A link staff member to support you in your volunteering
- Recognition for the work that you do and its impact on learning
- A reference if you apply for paid work here or elsewhere



## Working with children

Whether you have previous experience of working with children or not, here are some guidelines to help you be successful in your voluntary work:

- Be friendly and encouraging with the pupils, especially when working with them for the first time. Expect them to be a little nervous – introduce yourself and explain that you will be helping them with their reading/spelling, etc.
- Remember that although we need to be friendly, we are not making friendships, and it is important that the pupils give you the same amount of respect as other adults in the school. Expect children to use your 'grown up' name, e.g. Mrs Smith.
- Our pupils are usually enthusiastic and cooperative. You are not responsible for managing their behaviour beyond making a reasonable attempt to help the pupil focus on their task. Be positive and clear in your explanations, and remember you are not there to negotiate about what the pupils have to do.
- If a pupil is overenthusiastic, ask them politely to settle down to help them and others concentrate. If a pupil is not engaging with their work, remind them of the purpose of the activity and that you are there to help them.
- Please don't issue consequences. If you have any concerns at all, go and get help from a member of staff immediately.
- When you have finished working with children, it is good to reflect on how the activity has gone. Praise the pupils when they have done well with their learning and attitude; when they haven't, use phrases like 'Next week you should think about...' and 'I think it would help your learning if...' rather than telling the pupil off.
- Remember that the pupils are always watching – it's good to let them see you interacting respectfully and cooperatively with other adults in the school.

For more information, you can read the school's Behaviour Policy. If you are apprehensive about this area, the best advice is to watch members of staff or other adults working with children, even for the first few weeks. If it just isn't working with a particular pupil or group, please let someone know. Volunteers must never discuss a pupil's progress, behaviour or needs with parents or carers. All such communication must go via the class teacher or a senior leader.



## Safe Practice

To protect the pupils you are working with, and yourself, from any false accusation, follow these simple steps:

- Try to work close to where other volunteers or staff members are working.
- Avoid any physical contact with the pupils.
- Try to ensure that your conversation with pupils is friendly but not over-familiar.
- Never accompany pupils into the toilets.
- Do not share any personal information with the pupils.

## Safeguarding

Volunteers will be provided with safeguarding information as determined by the governing board, using a proportionate, risk-based approach.

The school will ensure that activities are planned properly and safely, and that volunteers are informed of these plans. The school will ensure that volunteers have access to a member of school staff, should they wish to discuss difficulties or report on issues that may arise.

All volunteers are required to be identified and located at all times. For this reason, the following process will be adhered to:

- Volunteers will sign in and out of the building at the school office
- Volunteers will wear a visitor's badge at all times
- The headteacher will be made aware of where the volunteer is working

Volunteers will be made aware that they must report any safeguarding concerns in line with the school's Child Protection and Safeguarding Policy. The identity of the school's DSL and any deputies will be made known to all volunteers.

Volunteers must also be aware of the school's duty under the Prevent Strategy (Counter-Terrorism and Security Act 2015). Any concerns about extremism or radicalisation should be reported immediately to the DSL.

Any safeguarding concerns or allegations raised regarding a volunteer will be dealt with in line with the Low-level Safeguarding Concerns Policy and/or the Allegations of Abuse Against Staff Policy.



## Child Protection

Because of the school's duty of care to all pupils and adults in the school, we must ensure that your volunteering does not put anyone at risk.

The school's designated safeguarding lead is (DSL) Laura Taylor, Deputy Safeguarding Lead is Lowri Harrison (SENDCo) and Designated Lead for Wrap-a-around is Susan Breen.

It is possible that pupils may tell you (or try to tell you) things relating to some form of child protection. If this happens, do not question the pupil. While you cannot promise confidentiality within school (i.e. you must make it clear to the child that you'll have to tell someone), you must ensure that once you have passed the matter on you do not discuss it with anyone else. Following this please let your link staff member know immediately or a DSL, and allow them to deal with it.

**If you are in any doubt about the safety of a child, immediately tell the DSL or link staff member, or class teacher.**

## Internet Use

All volunteers will be required to behave in an ethical and respectful manner with regards to email and internet use, and will be expected to follow the processes outlined in the following school policies:

- E-safety Policy
- Social Media Policy

Volunteers will have restricted access to the school network and will be instructed on ensuring appropriate use.

Volunteers are **not permitted** to use their mobile phones or any other personal devices in the classroom or any other that the children have access to.

It is **strictly forbidden** to take photographs of the children on any type of personal device.

Volunteers are **not permitted** to make contact with pupils via social media or e-mail, or arrange to meet pupils outside of school.

## Where can I leave my belongings?

It's not a good idea to bring too many personal belongings and valuables to school with you; however, your link staff member will let you know where you can leave your coat and bag, etc. All personal items you leave unattended you do at your own risk.



## Where can I go?

Most of the time, you will be working in classrooms or shared spaces. If you need to visit other areas of the school, please be as discreet as possible while lessons are taking place.

At break times, we want you to feel relaxed and comfortable and, therefore, you are welcome to use the Club Room for somewhere to sit. There are tea and coffee making facilities in there, so make yourself a drink. You may prefer use the playground to get a breath of fresh air, or alternatively, you could sit quietly in the classroom where you have been allocated.

## Where can I go to the toilet?

There are staff toilets which you are welcome to use, but please do not use the children's toilets.

## Insurance

Volunteers undertaking authorised duties are covered by the school's public liability insurance.

## Health and safety

Volunteers will be required to read the Health and Safety Policy prior to undertaking any activity on behalf of the school.

Volunteers will ensure that they are familiar with emergency procedures, e.g. evacuation, and of any health and safety procedures relating to the activity they will be undertaking, e.g. whilst in a cookery class.

If a volunteer notices any potential hazard which may put another individual at risk of harm, they will report this immediately to the class teacher or a senior member of staff.

## Absence

Volunteers are required to inform the school office by **8:00am** on the day they were due to attend if they are unable to attend at the agreed time.

Failure to inform the school on more than **two** instances may result in the volunteer being unable to attend the school on any further occasions.

If a volunteer is called away in the event of an emergency while volunteering, they will inform the class teacher or senior leader, and will sign out of the building before leaving the premises.



## **Confidentiality**

All volunteers will be required to act in line with the Staff and Visitor's Confidentiality Policy.

Volunteers will not be permitted to discuss any confidential information regarding a pupil or member of staff with any other individual.

Information will be shared with volunteers on a need-to-know basis, and they will not have access to the school's records unless access is required to fulfil their role.

Volunteers may occasionally come across personal or sensitive data about pupils or staff. This information must be treated as strictly confidential, must not be discussed outside of school, and must never be removed from the premises without authorisation.

Any volunteer who breaches the confidentiality rules will be asked to leave the premises and will not be able to return to undertake any further activity.

There may be instances where a volunteer is required to pass information to a member of staff, such as if they notice a pupil being bullied. Volunteers will report any concerns to a member of staff and are instructed not to notify the parents.



## Signing In and Out

It is important for security and fire regulations that all volunteers working in the school can be identified and located at all times. We ask you to follow this simple routine every time you visit the school:

- Only enter the school via the front entrance.
- Sign in using our electronic system in our entrance, which will produce an ID stick. You will also be required to wear a visitor's lanyard.
- Find your link staff member, Mrs Lowri Harrison, to let them know you have arrived, and to tell them where you will be working.
- When you have finished, please return your badge to the office and sign out.

Volunteer Co-ordinator	<b>Lowri Harrison</b>
Main school office	<b>Ian Clark and Sophie Daine</b>
Headteacher	<b>Kerry Hart</b>
Designated Safeguarding Lead (DSL)	<b>Laura Taylor</b> <b>Lowri Harrison – Deputy Leadership</b> <b>Susan Breen – Extended Services DLS</b>
Senior Leadership Team	<b>Laura Taylor, Lowri Harrison, Gabbie Fenner and Tom Smart</b>
Extended Services Lead	<b>Susan Breen</b>
Site Manager	<b>Pete Boughen</b>

## Complaints

Any complaints made in relation to a volunteer will be managed in line with the school's Complaints Procedures Policy.



## **Monitoring and Review**

The headteacher will review this policy on an annual basis and will communicate any changes to all members of staff, existing volunteers and relevant stakeholders.

Either the school or the volunteer may bring the arrangement to an end at any time. The headteacher reserves the right to terminate a volunteer placement immediately where necessary.

All volunteers will be required to read this policy prior to their attendance at the school. The next review date for this policy is October 2026.

## **Volunteer Code of Conduct**

All volunteers are expected to maintain high standards of behaviour and conduct when undertaking any activity at the school.

Volunteers will:

- Observe the high standards of behaviour and ethical conduct mandated by the school.
- Respect other volunteers, members of staff and pupils, and make them feel valued.
- Be approachable, pleasant and positive role models for pupils.
- Adhere to all school policies, including the Child Protection and Safeguarding Policy, Health and Safety Policy, Data Protection Policy, Anti-bullying Policy, and Behaviour Policy.
- Maintain confidentiality of personal information at all times, unless there is a need to report an issue to a member of staff.
- Treat all pupils and members of staff equally.
- Report any incident of challenging behaviour to the class teacher or a senior member of staff immediately.
- Dress appropriately and behave in a manner which promotes healthy and safe working practices.
- Accept and follow directions from the supervisor 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 any potential hazards in the workplace to the supervisor.
- Make proper use of the resources.
- Conduct work in a cooperative manner.
- Turn off mobile phones while on school premises.



Volunteers will not:

- Discipline pupils; if there are any problems, the class teacher or a senior member of staff will be informed immediately, and they will manage the situation.
- Shout at, hit, threaten or handle a pupil.
- Take photographs in school without the prior permission of the headteacher.
- Develop 'personal' or sexual relationships with pupils.
- Work with pupils when not in the proper physical or emotional state to do so, e.g. under medication which causes drowsiness, or under extreme stress which may impair judgement.
- Behave in an illegal, improper or unsafe manner, e.g. smoking or drinking alcohol.
- Share personal contact details with pupils or make personal arrangements to meet pupils outside school.
- Express any extremist or discriminatory views, or any views that would offend others.
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
- 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, e.g. giving an outgrown sports kit, football boots or uniform to a pupil.

I, \_\_\_\_\_, have read the code of conduct and agree to abide by the rules outlined in this policy.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## Volunteer Agreement Form

Please visit the following link or scan the QR code to complete the Volunteer Application Form:



<https://forms.office.com/e/OLGkPNkdbY>

This application form must be completed before you undertake any volunteer work at Park Road Academy Primary School.



In the first section, please write each piece of information in the relevant box. In the second section, please circle whether your application is in connection to an educational course and, if so, fill out the table that follows. In the third section, please fill out your availability. Please sign and date the fourth section in the boxes on the right.

**Please give details of why you wish to volunteer and the activities you want to undertake:**

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<b>Name:</b>		<b>Date of birth:</b>	
<b>Postcode:</b>		<b>Telephone:</b>	
<b>Address:</b>			



<b>Is your application in connection to an educational course? (please circle)</b>	<b>Yes/No</b>		
<b>If you answered 'yes' to the above, please fill out the table below:</b>			
<b>Name of educational school/college/university:</b>		<b>Postcode:</b>	
<b>Address:</b>			
<b>Course details:</b>			
<b>Qualification:</b>		<b>Length of course:</b>	
<b>Link tutor:</b>		<b>Telephone:</b>	



Please fill out the sections below, providing accurate details of when and how long you are available for:

I wish to work on the following school days (please tick):

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

I wish to work (please tick):

- A full day (**8:30**am – **3:30**pm)
- Mornings
- Afternoons

Please list any other requirements in terms of availability (e.g. specific times):

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:

Signature of volunteer:

Date: