

# Caythorpe Primary School

## Volunteer Policy

**Policy Reviewed:** Feb 2026

**Date of Next review:** Feb 2028

Our 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. Caythorpe Primary believes 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 pupils.

Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children at Caythorpe Primary School without encroaching on the professional teaching responsibilities of the class teacher. Becoming a school volunteer also benefits the individual in that it gives the volunteer the opportunity to share in school-related experiences as well as developing social and communication skills.

### **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**

#### **Definition:**

- to freely offer to do something.
- to work for an organization without being paid.

"volunteering is an easy way to get involved in practical conservation"

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

- Members of the Governing Body
- Parents, carers, guardians, elder siblings or Grandparents of Pupils
- Students on Work Experience or Placement
- University Students

- Ex-members of staff
- Local residents
- Staff family members
- Volunteers from local business

## **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 future 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
- Interviewing children on a governor visit
- Helping at lunchtime

## **Becoming a Volunteer**

Anyone wishing to work as a volunteer who will be in school on a regular basis or a one-off occasion completing a work placement should request a meeting with a senior member of staff at school (Headteacher, Senior Teacher or SENDCO).

To ensure safeguarding, CIT request that volunteers should be processed in line with the Safer Recruitment Policy, ie in exactly the same manner as Trust employees. (Please refer to the Safer Recruitment Policy). A risk assessment should be completed when considering whether a person working as a volunteer at the school should be asked to apply for an enhanced DBS certificate.

Any volunteer wishing to be in school on a regular basis will be required to complete an application for and two references to be requested. Volunteers will be given the information required to complete a DBS check and provide references from two referees known to the volunteer. Volunteers will only be allowed to commence with regular activities upon receipt of the DBS and clearance by a senior member of staff. At a meeting with the senior member of staff you will go through the induction process for volunteers. (CIT Staff to refer to Trust's Volunteer Guidelines).

Where the volunteering is a placement linked to a course of study the cost of the DBS (if required) will be met by the volunteer (or his/her college). The senior member of staff will arrange an appropriate placement. A regular day and time will be agreed and the applicant will be expected to sign all relevant documentation (such as the induction attendance form). The Volunteer Arrangement Letter (Appendix 1) will be used for any existing and new volunteers moving forward. An entry will be made on the school's **Single Central Record**.

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 Caythorpe Primary.

- One-off volunteers i.e. assisting with a school walk, a fund raising event or a school visit will not require a DBS. Care will be taken to ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care.

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

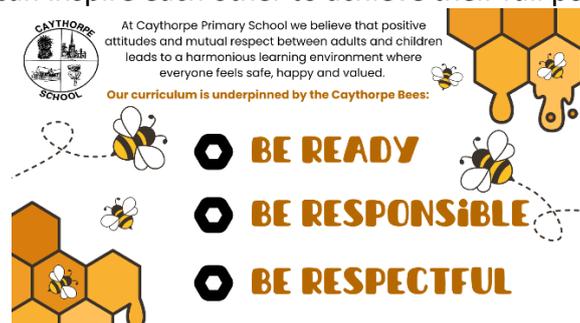
### Information on the Role of a Volunteer

All volunteers should have access to this policy. Volunteers should also have access to the following policies which are all available from the school's website <https://caythorpe.eschools.co.uk/web>

- Health and Safety Policy
- Data Protection Policy
- Safeguarding & Child Protection Policy
- Equal Opportunity Policies
- Behaviour Policy
- Work Experience Policy (if applicable)

### School Values

All adults who work in school are expected to work and behave in such a way as to promote our school values. At Caythorpe our vision is that the school is a happy place where children are individuals, cared for within a supportive, secure and creative environment. We endeavour to promote positive relationships where both staff and children can inspire each other to achieve their full potential.



### 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
- 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 name protocol for staff.
- Adhere to the school's Health & Safety Policy, Safeguarding Policy, Data Protection Policy, Confidentiality Policy 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 it is not possible to attend.
- Be familiar with school evacuation procedure and follow staff instruction.

### **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.

### **Volunteer Code of Conduct**

All those completing work experience are expected to maintain high standards of behaviour and conduct while involved in activities at the school. You should:

- Observe the high standards of behaviour and ethical conduct mandated by the school.
- Respect other members of the school and make them feel valued.
- Be approachable, pleasant and a positive role model for pupils.
- Adhere to all school policies.
- Maintain confidentiality of personal information at all times, unless there is a need to report something.
- Treat all pupils and members of staff equally.
- Report any incident of bad behaviour to the class teacher immediately.
- Dress and behave in a manner which promotes professional, healthy and safe working practices. The dress code in the staff handbook should be complied with.
- Accept and follow directions from the class teacher providing supervision, as well as any other staff members at the school, and seek guidance through clarification where you may be uncertain of tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report to the supervising class teacher any potential hazards in the workplace.
- Avoid waste or extravagance and make proper use of the resources of the school.
- Conduct work in a co-operative manner.
- Ensure your mobile phones is turned off while work experience tasks are performed and during class time.

You should never:

- Tell a pupil off. As a volunteer, you are not expected to sanction pupils. If there are any problems, tell the class teacher straight away and they will deal with the situation.
- Shout, hit, threaten or manhandle a pupil.
- Take photographs in school without the prior permission of the headteacher.
- Develop 'personal' relationships with pupils.

- Work with pupils when you are not in the proper physical or emotional state to do so, for example, under medication which makes you drowsy, or under extreme stress which may impair your judgement.
- Behave in an illegal, improper or unsafe manner, for example, smoking or drinking alcohol.
- Share your personal contact details with pupils or make personal arrangements to meet children outside school.
- Discriminate favourably or unfavourably towards a child.
- 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.
- Present for work under the influence of drugs or alcohol, including hangovers.
- Give or receive gifts, other than 'token' gifts of no appreciable economic value.

Appendix 1:

Please insert template below onto school letterhead.

Date

Name

Add 1

Add 2

Add 3

Postcode

Dear Volunteer

### **VOLUNTEER ARRANGEMENT**

Further to our recent conversations, I would like to welcome you to (school).

I extend a big thank you to you for providing your time and support to our school.

This volunteer arrangement is not a contract of employment and it is not intended to be a legally binding contract between us.

I wanted to take this as an opportunity to explain a little about what we do, so that you have a better understanding of our purpose and what we are trying to achieve.

(School) has been running since ..... (give relevant background/outline of school).

Your role as a volunteer is (insert name/details) and starts on (insert date).

You will be responsible to (insert name).

The volunteering role is designed to (insert brief description of scope).

Your voluntary hours will be (insert detail if specific, otherwise delete this option).

The School is not obliged to offer ongoing work to you, nor are you obliged to accept such work if offered.

You will be based at (insert details).

Once again, thank you for your support and if you have any queries, please do not hesitate to discuss these with (insert name).

Yours sincerely  
**Community Inclusive Trust**

**Name**  
**Position**  
**School**