'We can and we will'

GLEBE PRIMARY SCHOOL

VOLUNTEER POLICY AND CODE OF CONDUCT

Mission Statement

At Glebe Primary School, we believe in an ethos that values the whole child. We strive to enable all children to reach their full potential academically, socially and emotionally.

1. Introduction and aims

The Disclosure and Barring Service defines a volunteer is a person who performs an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), undertaking a role which aims to benefit a 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 Glebe 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 (DfE)'s statutory safeguarding guidance, Keeping Children Safe in Education (KCSIE).

2. How we use volunteers

At Glebe 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 or art

This is not an exhaustive list.

Volunteers may be:

- Members of the governing board
- Parents
- Former pupils
- Local residents
- Friends of the school/members of the PTA
- Local clergy

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 a person wishes to volunteer at our school, then an email needs to be sent to the office, for the attention of the Assistant Head Teacher or the Deputy Head Teacher. The individual will then receive a volunteer application form to complete, where suitable references will be required.

4. Appointment of Volunteers

Volunteers are appointed by the Assistant Head Teacher or the Deputy Head Teacher after receiving a completed application form.

Appointment and induction of new volunteers can take up to 8 weeks and is dependent on the candidate and available spaces within the school. The process may also require the applicant to come in for a pre-meeting to discuss the volunteering role and candidate's suitability.

All appointments are conditional upon the completion of an enhanced DBS check including children's barred list information (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training.

The school 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, if needed. 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.

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

- Require an enhanced DBS check with a children's barred list information for all volunteers who are carrying out **regulated activity**. This means a person who will be, regardless of whether or not they are supervised:

Activity	Frequency
• Teaching, training, instructing, caring for, or supervising children • Providing advice or guidance on physical, emotional or educational wellbeing	• Frequently (once a week or more), or • On more than 3 days in a 30-day period, or • Once at any time between 2am and 6am and with opportunity to have face-to-face contact with children
• Driving a vehicle only for children and their carers or supervisors	• Frequently (once a week or more), or • On more than 3 days in a 30-day period
Providing intimate or personal care, including: • Assisting with toileting, washing, bathing and dressing due to a child's age, illness or disability • Assisting with eating and drinking due to illness or disability • Providing healthcare (physical or mental health)	• Any time, even if only once
Moderating a public electronic interactive communication service (e.g. the school's social media platforms) which is likely to be used wholly or mainly by children	• Frequently (once a week or more), or • On more than 3 days in a 30-day period

  - For existing volunteers who will be in regulated activity from 1 September 2026, we will check their children's barred list status by obtaining an enhanced DBS check with children's barred list information. We will never permit volunteers to begin working in our school until we have received an enhanced DBS certificate including children's barred list information.
- 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
- Require volunteers to agree and adhere to our code of conduct (see appendix 1) and to read and adhere to, the school's policies on:
    - Child protection and Safeguarding
    - ICT & acceptable use
    - Health and safety

- E-Safety Policy
- Keeping Children safe in Education Part 1

- Ensure that volunteers without an enhanced DBS check are always supervised and are never left alone with pupils
- Undertake a safeguarding risk assessment particularly if the volunteer is undertaking any regulated activities.

Induction and training

Depending on what the person is volunteering for, different induction training will be available. However, all volunteers will be given safeguarding and child protection training.

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

Training requirements will be determined by the headteacher or the appropriate member of staff.

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 (DSL) or a member of the safeguarding team.

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

Conduct of Volunteers

Volunteers must comply with the code of conduct set out in appendix 1 of this policy.

Insurance

Volunteers assisting with school functions are covered by the public liability policy and the level of coverage is £30,000,00.

Volunteers are also covered for personal accidents.

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

- Remove details of volunteers from the single central record (SCR) once they no longer work at our school

Monitoring and review

This policy will be reviewed bi-annually.

Written: November 2026

To be reviewed: November 2028

Appendix 1: Guidelines of Conduct

Guidelines for Volunteers and Work Experience Working at Glebe Primary School

We greatly appreciate the time and support given by volunteers and work experience students to help the children and staff at Glebe Primary School. To ensure the safety, wellbeing and professionalism of our school environment, all volunteers and work experience students are expected to follow the guidance below at all times.

1. Before starting at the school, all required safeguarding checks, including a DBS check where applicable, must be completed through the school office. Once issued, the original DBS certificate must be shown to the office so it can be recorded.
2. Volunteers must sign in and out at the school office for every visit and wear a visitor badge at all times.
3. Volunteers should familiarise themselves with fire evacuation routes, assembly points and school health and safety procedures.
4. Parent volunteers should allow their own child to enter and leave school as normal before signing in or after signing out. Volunteers should avoid unnecessary interaction with their child during the school day and should not use volunteering time to discuss their child's education with staff.
5. Volunteers must follow instructions given by the supervising teacher or member of staff and ask for guidance if unsure about their role.
6. Behaviour management is the responsibility of school staff. Volunteers should not reprimand pupils or issue sanctions and must report concerns to the class teacher.
7. If hearing readers, volunteers should allow the class teacher to choose the appropriate reading book.
8. Volunteers must behave professionally at all times by:
    - Dressing appropriately for a school environment
    - Using appropriate language
    - Acting respectfully and courteously
    - Reflecting the school's ethos and values
9. Volunteers must not:
    - Discuss pupils' behaviour, progress or personal information outside school
    - Discuss staff performance
    - Repeat confidential conversations heard in school
    - Share information about pupils, staff or parents, including on social media
    - Make comments that could bring the school into disrepute
11. If parents approach volunteers for information, they should be directed to speak to the class teacher or headteacher.
12. Volunteers should remain in classrooms during break times unless directed otherwise and should not go onto the playground or field.
13. Volunteers are welcome to use the allocated staff toilets.
14. Mobile phones must be switched off, kept out of sight and not used during the school day.
15. Volunteers must not take or share photographs of pupils unless instructed to do so by staff using approved school equipment only.
16. Volunteers should avoid unnecessary physical contact with pupils and use professional judgement at all times.
17. Volunteers must not:

- Exchange personal contact details with pupils
- Contact pupils outside school or on social media
- Arrange to meet pupils outside school

18. Any safeguarding concerns, disclosures or concerns about a pupil's welfare must be reported immediately to the Designated Safeguarding Lead (DSL) or safeguarding team.

19. Volunteers must not give gifts or sweets to pupils. Small end-of-term thank you tokens approved by the school are acceptable.

20. Volunteers should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.
21. Volunteers must not transport pupils in their own vehicles.
22. If unable to attend when expected, volunteers must inform the school office as soon as possible.
23. Volunteers should keep personal belongings and valuables with them at all times. The school cannot accept responsibility for loss or damage.
24. The school reward system may be used to encourage pupils. Please ask the class teacher for guidance.
25. Volunteers must abide by all school policies, procedures and instructions at all times. Volunteers must have read all relevant information and policies before arrival and asked any questions pertaining to them before the volunteering start date.
26. Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.

Failure to adhere to these expectations may result in the placement being reviewed or terminated.

Agreement

I confirm that I have read, understood and agree to follow the Glebe Primary School Volunteer and Work Experience Code of Conduct and Guidelines. I understand that failure to follow these expectations may result in my placement ending. Please sign and date below:

X _____

Volunteer name (please print)

X _____

Volunteer signature

X _____

Date