



METROPOLITAN BOROUGH OF CALDERDALE

Woodhouse Primary School

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MANAGEMENT AND GOVERNANCE DOCUMENTATION

VOLUNTEERS IN SCHOOL POLICY

September 2025

	Date	Next review due
Adopted	December 2019	
Reviewed	November 2023	November 2026
Reviewed	September 2025	September 2028

1. Introduction and aims

This policy is part of the school's wider safeguarding procedures.

Introduction

Volunteers in school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Governors therefore, welcome and encourage volunteers from the local community. We are committed to using volunteers in a way that supports the school's strategic aims and vision

The aim of this 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 Woodhouse, volunteers may:

- Hear children read
- Accompany school visits
- Work with individuals or small groups of children to assist them in their learning

This isn't an exhaustive list.

Volunteers may be:

- Members of the governing body
- Parents of pupils
- Former pupils
- Students on work experience
- Local residents
- Friends of the school

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. Appointment of volunteers

After the need for, and role of, volunteers has been identified, this will be advertised via the School Newsletter.

Anyone wishing to become a volunteer, either for a one-off event such as a school visit or disco, or on a more regular basis (e.g. hearing pupils read) usually approaches the admin team when a request has been circulated via the School Newsletter. Volunteers should complete the *Volunteer Application Form* (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help.

Applicants will then have a discussion with a member of the Senior Leadership Team to ensure they are suitable for the role. However, this may be delegated to a teacher or Administrator for one-off events such as a school visit or disco.

For volunteers who will be participating in regulated activity, an enhanced DBS check will be carried out.

4. Safeguarding

The welfare of our pupils is of paramount importance, and our volunteers must share our commitment to safeguarding. To ensure we're upholding our responsibility to keep our pupils safe, we will adopt the following procedures:

- Conduct enhanced DBS checks (certificates must be seen by the School Business Manager) with a barred list check on volunteers who:
 - Work 1:1 with pupils unsupervised
 - Work with groups of pupils unsupervised
 - Supervise pupils on educational 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 and can recognize the signs of abuse and neglect.
- Ensure that volunteers know how to raise concerns about a pupil or another adult with a DSL
- 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
 - Acceptable use
 - E-safety
- 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
- Names, dates of birth, and details of identity and vetting checks will be added to the Single Central Record

- Understand how to recognize and respond to concerns about a child's mental health and know what to do if they are worried about a child's safety.
- Understand that there may be many reasons why children and young people display behaviour perceived to be challenging and are able to respond appropriately.

5. Induction and 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.

All volunteers must have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing but will also include evacuation and lockdown procedures.

6. 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. This will be the class teacher in the first instance, or a DSL if the concerns relate to safeguarding. Concerns should not be discussed with pupils or their parents.

This doesn't prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

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

7. Conduct of volunteers

Volunteers must comply with the Volunteer Agreement (Appendix 2) which sets out the school's expectations of its volunteers.

All adults / Young People who work in our school, whether a paid member of staff, or a volunteer are expected to work and behave in such a way as to actively promote our school vision and aims, as identified below:

Vision:

At Woodhouse Primary School we aim to provide a welcoming, safe and caring environment where everybody is encouraged and enabled to become successful, resilient and confident learners. We have high expectations and work collaboratively, encouraging pupils to think for themselves and respect others, thus enabling them to be responsible and self-assured citizens.

Aims:

- United: To celebrate our social and cultural diversity so that everyone feels valued and respected
- Creative: To offer a curriculum which is relevant and creative; promoting high quality learning which challenges and develops all our pupils' talents and gifts enabling them to reach their full potential
- Bold: To provide learning experiences, both inside and outside the classroom, which promote and develop pupils' independence and resilience
- Safe: To provide a caring, secure and nurturing environment where all can learn, work or play with confidence
- Healthy: To provide opportunities for pupils to develop healthy lifestyles and thereby promote physical, spiritual and emotional well – being.

- Caring: To respect and value ourselves and others in the community by displaying positive attitudes, pride in our school, appreciation of each other and challenging negative influences and behaviour

8. Behaviour

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.

9. Complaints procedure

Any complaints made about a volunteer will be referred to the Headteacher for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Headteacher reserves the right to take the following action-

- To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class
- Based upon the facts identified in the investigation it may be necessary for the School to inform the volunteer that the placement is terminated

10. Monitoring and review

This policy has been approved by the Governing Board and will be reviewed at least once every three years.

APPENDIX 1

VOLUNTEER APPLICATION FORM

Woodhouse Primary School is committed to safeguarding children and all posts are subject to enhanced DBS checks and references being taken prior to candidates starting work in our school.

First Name: _____ Surname: _____

Date of Birth: _____

Address: _____

Phone: _____ Email: _____

Thank you for applying for a volunteer position within our school. Please can you explain why you would like to do this?

Please tell us 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?

Please tell us about any relevant experience or qualifications which you have, which you feel will help you in your role as a volunteer.

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)

Please could you provide us with the names and contact details of two people who we may contact for a reference regarding your suitability for your volunteer role in school.

Reference 1

Name: _____

Occupation: _____

Capacity known: _____

Address: _____

Tel: _____

Email: _____

Reference 2

Name: _____

Occupation: _____

Capacity known: _____

Address: _____

Tel: _____

Email: _____

Thank you for taking time to complete this Volunteer Application Form. Please return it to the school office.
Your offer of help is greatly appreciated and we will be in touch as soon as possible.

Appendix 2:

Volunteer agreement

WOODHOUSE 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 read and sign this Volunteer Agreement and hand it in at school.

You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy
- I agree to support the School's Vision and Aims
- Setting an example for pupils by acting in a way that reflects the school's ethos and values
- I agree to treat information obtained from being a Volunteer in School as **Strictly Confidential** and not to be shared or discussed with any persons outside of school. This includes discussing school related matters via any social media platform.
- I understand that an enhanced Disclosure and Barring Service (DBS) check will be undertaken
- If you already have a DBS Certificate, please contact the School Business Manager who will confirm if another check needs to be undertaken.
- In the event that I am informed by the police that I am being investigated for a criminal offence/allegation, or that I am arrested, cautioned or charged by police in relation to any criminal matter, or convicted by a court of any criminal offence, I will immediately inform the headteacher
- I am aware who the Designated Safeguarding Leads are.
- I have received induction training relevant to the role: Safeguarding, evacuation and lockdown procedures.

Signed: _____

Name: _____

Date: _____