



**Our mission: Valuing Potential; Creating opportunities**  
**HARTSBOURNE PRIMARY SCHOOL**  
**VOLUNTEER POLICY**

**To be read in conjunction with Equal Opportunities Policies, Pupil Diversity Policies, Curriculum Policies, SEND Policies**

This policy has been agreed by staff and Governors and will be regularly reviewed.

<b>DATE OF POLICY:</b>	SEPTEMBER 2025	<b>DATE OF NEXT REVIEW:</b>	SEPTEMBER 2027
<b>MONITORED BY:</b>	HEAD OF SCHOOL	T & L COMMITTEE	

## **RATIONALE**

Volunteers at Hartsbourne Primary School bring with them a range of skills and experience that can enhance the learning opportunities of children at the school. We welcome and encourage volunteers from the local community. Our Volunteers may include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience / placements
- Local residents

The types of activities that Volunteers are engaged can include:

- Hearing children read, using computer programmes
- Working with small groups and/or individual children
- Undertaking art and craft activities with children
- Accompanying school visits
- Organising resources, working in the library

## **ORGANISATION**

### **Becoming a Volunteer**

Anyone wishing to become a volunteer on a regular basis should approach the school office in the first instance, and once their voluntary placement has been agreed, a DBS (Disclosure and Barring Service) request will be made. Volunteers wishing to accompany a class on a school trip should contact the school office after details of said trip have been shared in School Notices.

### **Volunteer Induction**

All regular volunteers in school will receive induction from the Head of School, who manages volunteers and student placements in school.

### **Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children they work with should be shared with a member of the safeguarding team, who may ask them to record it using a paper 'Cause of Concern' sheet.



Volunteers are not permitted to approach parents and discuss concerns or activities with them. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with a member of the safeguarding team, who may ask them to record it using a paper 'Cause of Concern' sheet. Procedures for raising concerns about a member of the senior leadership team are displayed in every classroom.

### **Supervision**

All volunteers work under the supervision of the class teacher of the class to which they are assigned. Teachers always retain responsibility for children including the children's behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the teacher as to how an activity is carried out/what the expected outcome of an activity is. Volunteers are encouraged to seek further advice/guidance from the teacher in the event of any query/problem regarding children's understanding of a task or behaviour.

### **Health & Safety**

The school has a Health and Safety Policy and this is made available on request to volunteers working in the school. Induction will ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) but class teachers should brief volunteers about any safety aspects associated with a particular task (e.g. using DT equipment/accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher.

### **Safeguarding**

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

- All volunteers are given a copy of the Volunteer Policy and asked to sign the code of conduct before they commence a voluntary placement.
- All regular volunteers must have a current DBS that the school has requested.
- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of a class visit, no formal checks are carried out. The volunteers will work under the supervision of the class teacher and will not be left alone with the children.

### **Complaints Procedure**

Any complaints made about a volunteer will be referred to the Executive Headteacher or Head of School for investigation. Senior leaders reserve the right to take the following actions:

- To speak with a volunteer about a breach of the Volunteer Code of Conduct 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.
- Inform the volunteer that the school no longer wishes to offer the opportunity to volunteer.
- Report the volunteer to appropriate authorities, should this be necessary.



## **HARTSBOURNE PRIMARY SCHOOL CODE OF CONDUCT FOR ALL VOLUNTEERS**

All Volunteers will be asked to read and sign to say that they understand and will abide by the Code of Conduct for Volunteers.

This Code of Conduct reflects relevant legislation, expectations and principles for employees, and reflects the requirement that only the highest standards of probity and integrity are expected. The code sets out the minimum standards that should apply and is not exhaustive. Inevitably, some issues affect some staff groups more than others and a 'common sense approach' should be employed to the application of the Code of Conduct to different staff groups. However, all employees are covered by this code, and as such non-compliance or claimed ignorance of the code could result in disciplinary action being considered.

### **General Requirements**

Volunteers should ensure they demonstrate appropriate attitudes consistent with these statements:

- Attend punctually and dress appropriately for an educational setting.
- Be honest and trustworthy and represent the school positively.
- Follow Health and Safety procedures and take care of yourself and others at the school.
- Display commitment to the aims, vision and mission statements of the school.
- Follow reasonable management instructions ensuring that you do not knowingly undermine the leadership, management or smooth running of the school.
- Accept and adhere to school policies and procedures.
- Take care of school property, making careful and best use of all resources provided.
- Always maintain appropriate levels of confidentiality.
- Do not discuss children with parents/carers.
- Show respect for all and respect the rights of individuals to hold religious or political beliefs, or sexual orientation, different to your own.

### **With Children**

Please remember that the emotional, physical, intellectual and moral welfare of the children is the prime purpose and first concern of our school; therefore we try to:

- Behave with compassion and impartiality.
- Be sensitive in expressing criticism of children and avoid hurtful comments of a personal nature.
- Do nothing to abuse, exploit or undermine the staff/pupil relationship, which is based on trust.
- Respect the confidentiality of information relating to children unless its disclosure is either required by law or is in the best interests of a particular child.
- Ensure that reports (verbal or otherwise) are based on factual and objective information.

### **With Colleagues**

- Exercise a duty of care to all colleagues – for their physical and emotional health and wellbeing.
- Acknowledge the various roles and responsibilities that colleagues have within school.
- Respect colleagues, particularly when making any assessments or observations of their work, making objective judgements, comments, observations or assessments.



- Not denigrate a colleague in the presence of others.

**Social Networking Sites**

Use of social networking sites out of school should be undertaken with due care and attention.

Use of such sites should not involve communication regarding a placement at this school or any activities which may bring the school into disrepute and / or may question your suitability to work with children.

I have read and understood the school's Code of Conduct and am aware of the possible consequences of breaching it.

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

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