

# Applecroft School



## Volunteer Policy

<b>Person Responsible:</b>	<b>Headteacher</b>
<b>Review Cycle:</b>	<b>Annual</b>
<b>Date of Issue:</b>	<b>July 2026</b>
<b>Review Date:</b>	<b>July 2027</b>

# Volunteer Policy

## **1. Introduction:**

### **School Vision**

'To create a positive and inspiring community that nurtures each individual and empowers leaders for life'.

### **School Mission Statement**

'Nurturing Potential, Inspiring Minds, Changing Lives'.

### **School Values**

- Ambition and Leadership
- Kindness and Supportiveness
- Respect and Honesty
- Determination and Resilience.

At Applecroft School we recognise that volunteers bring with them a range of skills and experiences that can enhance the learning opportunities of our children and as a result we warmly welcome and encourage volunteers from the local community.

The staff at Applecroft School work positively to promote an ethos of partnership within our school. Such involvement by parents, carers and other members of our community, appropriately directed, will benefit the whole school community, both enriching the curriculum and encouraging a wider understanding of schools and the education system.

Our Volunteers include:

- Members of the Board of Trustees
- Current and ex-parents and carers of pupils
- Ex-pupils
- Students on work experience
- University students
- Ex-members of staff
- Local residents
- Members of staff in local charities and businesses.

The types of activities that volunteers are engaged in include:

- Working with small groups of children
- Working alongside individual children
- Undertaking art & craft activities with children
- Helping during 'Themed Weeks'
- Sharing their own life/work experiences with the children
- Helping to run before and after-school clubs
- Accompanying school visits
- Driving children to activities (a copy of your current driving license, insurance documentation and MOT are required)
- Leading assemblies.

When you offer to volunteer you will be deployed according to needs across the school and therefore, as a parent/carer you may not be asked to help in your child's class.

All volunteers are expected to follow the school's policies and procedures and uphold and reinforce our school's vision, mission statement and values as well as the British Values of:

- Democracy,
- Rule of Law,
- Mutual Respect,
- Individual Liberty,
- Tolerance of different faiths and beliefs

## **2. Confidentiality:**

Volunteers in school are bound by a code of confidentiality. It is essential that all volunteers appreciate and support the necessity for confidentiality. Awareness and understanding of the guidelines surrounding conduct and confidentiality must take place prior to volunteers spending time in school. In addition to this, volunteers must sign a 'Volunteer Guidelines and Confidentiality Agreement' detailing that they have read and understood the guidelines.

Involvement of volunteers in classrooms is an optional arrangement and as such will be undertaken only if the individual staff working in the class feel comfortable about doing so. As this arrangement is by mutual agreement, both staff and volunteers should be aware that it can be terminated at any point should this be felt necessary.

We are keen to ensure that time spent in school by volunteers is as enjoyable and beneficial as possible. We endeavor to involve volunteers as fully as possible in school life whilst ensuring safe boundaries for all involved.

Any concerns that Volunteers have about the children they work with and come into contact with should be voiced to the Class Teacher and NOT with the parent/carer of the child or persons outside school. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parent/carer of a child, and the child themselves, if they hear about such issues through a third party rather than directly from the school.

What you hear or observe about pupils or staff while volunteering in our school is confidential. Even a seemingly harmless comment repeated to another can be misunderstood and cause unnecessary distress to the school team.

For our building to be a safe, secure place for our children to learn and grow, we ask that volunteers working within our school show respect for children and staff at all times by honouring our request for keeping information regarding children and staff confidential.

## **3. Child Protection and Safeguarding:**

Volunteers must follow the school's safeguarding procedures in line with 'Keeping Children Safe in Education'.

If a child makes a disclosure, volunteers must:

- Listen carefully without asking leading questions,
- Reassure the child but not promise confidentiality,
- Report the concern immediately to a Designated Safeguarding Lead (DSL).

A copy of the school's 'Child Protection Policy' is provided to all volunteers.

## **DBS Checks:**

The level of DBS check required will depend on the frequency and nature of the volunteering role, in line with statutory guidance.

- **Regular Volunteers:**

Regular volunteers will be invited to undertake an Enhanced DBS Disclosure before they can help at our school.

- **One-off / ad-hoc Volunteers:**

For 'one-off' or more 'ad-hoc' volunteering visits, a DBS check is not required.

Volunteers will be allowed to help but will have to be supervised by a member of staff at all times and therefore will not be allowed to be with the children at any time unsupervised.

**Conduct:**

All those visiting Applecroft School should adopt high standards of personal conduct. This means that no adult should act in a manner, which would lead any reasonable person to question their suitability to be with children or act as a role model including:

- No physical contact,
- No taking photos,
- No use of mobile phones, cameras, smart watches or any personal electronic device,
- No social media contact with pupils,
- Maintain professional boundaries at all times.

Volunteers must keep any mobile phone or electronic device on silent and out of sight at all times when on the school site.

Applecroft School's Child Protection Policy makes it clear that all staff have a duty to report concerns they have about the welfare of a child or children. Volunteers who are concerned about anything regarding a child's welfare should speak to any of our Designated Safeguarding Leads (DSLs).

**4. Complaints Procedure:**

Any complaints made about a volunteer will be referred directly to the Headteacher for investigation (or Deputy Head in their absence).

The Headteacher reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Guidelines and Confidentiality 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 a different class
- Inform the volunteer that the school no longer wishes to use them.

The full Complaints procedure is available from the school office and on the [school website](#).

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher.

If a volunteer has any concerns about a member of staff they should inform the Headteacher straight away. A copy of the school's Whistleblowing Policy can be found here on the [school website](#).

**5. Supervision:**

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behavior

and the activity they are undertaking

Volunteers should have clear guidance from the Teacher as to how an activity is carried out and 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 or problem regarding children's understanding of a task or behaviour.

#### **6. Health & Safety:**

The school's Health and Safety Policy is available on request to Volunteers working in the school as well as on the [school's website](#).

Class Teachers ensure that volunteers are clear about emergency procedures (e.g., evacuation and invacuation) and 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 in the first instance.

#### **7. Monitoring and Review:**

This policy will be reviewed at least annually by the Policy Review Committee and updated in the light of new guidance.

#### **8. Becoming a Volunteer:**

All volunteers must complete a Volunteer Application Form and attend one of our Volunteer Meetings (held in September) including Safeguarding training before they are permitted to volunteer in the school. All volunteers are expected to read and sign the Volunteer Guidelines and Confidentiality Agreement and accompanying policies.

All volunteers are also required to provide two references, photographic ID, and complete the annual paperwork before being allowed to start volunteering.

When this documentation has been read and guidelines signed then volunteers can begin supporting in school.

## Applecroft School



Dear Prospective Volunteer,

Thank you very much for volunteering to help at Applecroft School. Below are a set of guidelines, which we hope will help to establish a successful partnership between staff and volunteers at the school.

- Teachers work hard to plan lessons and direct learning in advance. If you are unsure of the purpose of the activity you have been asked to assist with, please clarify it with the teacher or Learning Support Assistant (LSA) at the start of the session
- If you are committed to helping on a regular basis and for any reason are unable to attend on a day when you are expected, please inform the teacher or the school office in advance. Similarly, if your help is not required on a particular day (due to a trip or other school activity) then the teacher will provide you with advance notice of this
- Helping in the same school that your child attends will give you an insight into their education. Should you have any questions that arise out of this please direct them to the class teacher privately on a separate occasion, through parent/carer consultation evenings, or through the other channels that already exist within the school
- When you are working with the children it is important to create an atmosphere that makes the children want to learn. Enthusiasm and encouragement are extremely important in helping with development and encouraging motivation
- Should a child or children disrupt an activity in which you are participating for others, please provide one verbal warning before asking the teacher or LSA to intervene
- Under the Children Act 1989 relating to child protection, if a child tells you something that you feel is of concern, but you might not know the relevance of, you should discuss this privately with the teacher as soon as possible after it has been said
- Confidentiality regarding what might be seen, heard or discussed within the class by children or adults is extremely important. School staff are bound by the rule of confidentiality that as a volunteer will also apply to you. Please do not discuss any issues that might arise in class with anyone other than the class teacher who is best placed to decide on the correct course of action
- Volunteers will, in no way, discriminate on the grounds of age, disability, gender, race or religion or belief or sex or any other protected characteristics (please see the school's Equality Information & Objectives policy for more details)

- Volunteers must not use a mobile phone or other personal electronic devices when on the school site and must ensure that they are switched to silent and always remain out of sight. Smart Watches should also be silenced and only used in the capacity of a watch whilst on the school site. All other uses i.e., messages, camera, phone should be disabled and not used whilst on the school site.
- You may be aware that legislation requires all people working unsupervised with 'vulnerable members of society', whether in a professional or in a regular voluntary capacity, have to apply for a "Disclosure" from the 'Disclosure and Barring Service' (DBS). Please make an appointment, with our Finance & Business Manager, to complete the online DBS application.

Thank you very much for volunteering your time, effort and enthusiasm to help in our school. You can be assured that your help is greatly appreciated and will be of genuine help to both children and staff alike.

Yours sincerely,

Mrs Lisa Withe  
Headteacher

# Applecroft School



## Applecroft Volunteer Information Form

To help us use your skills appropriately please complete the following:

Name of Volunteer: .....

Address:.....  
.....  
.....

Email:.....

Telephone: .....

What skills / areas would you like to help with in school?  
.....  
.....  
.....

Please circle days you would be most able to help on a regular basis

Monday      Tuesday      Wednesday      Thursday      Friday

Are there any particular age groups / classes you would like to work with?  
(This cannot be guaranteed)  
.....

Do you have any disabilities / other needs we need to consider when working as a volunteer in our school? (Please give details)  
.....  
.....  
.....  
.....

Thank you for taking time to complete this Volunteer Information Form. Please hand it into the school office with all the other paperwork.

# Applecroft School



## Applecroft School's Volunteer's Code of Ethics

- Respect the confidentiality of the school staff and children and refrain from discussing them outside of the school setting
- Practice tolerance and understanding towards the children and school staff with whom you come into contact
- Follow the school's policies and procedures acting in a professional manner at all times whilst on the school site
- Uphold the school's vision, mission statement and values as well as those values known as 'British Values'
- Be dependable. Follow through on tasks by attending at the times or dates arranged
- Inform staff if at any time you will not be able to volunteer.

## Applecroft School's Volunteer Procedures

- 1) All volunteers are expected to use the Main Entrance to enter the school building
- 2) On arrival, sign in and collect a visitor badge from the school office. This badge must be worn at all times while on the school site. Please remember to sign out when you leave
- 3) Work routines will be explained by the school staff with whom each volunteer works
- 4) Please respect the teaching and learning process by not using your time at school for an informal parent-teacher consultation
- 5) As a Volunteer you are NOT expected to be responsible for the actions of the children or for the administration of discipline to them. If a child continues to be disruptive after one request for cooperation, seek assistance and support from the Class Teacher or LSA
- 6) Be open, honest and respectful in your communication to the staff. If you feel that problems exist, help us to identify them by communicating with us. If you have questions or concerns, please discuss these with the staff member and if necessary, the relevant Phase Leader

I agree to follow Applecroft School's policies and follow their Volunteer Procedures while volunteering at the school.

Name:.....

Signed:..... Date:.....

# Applecroft School



## Applecroft School Volunteer Guidelines and Confidentiality Agreement

Thank you for offering your services as a volunteer at Applecroft School. Your offer of help is greatly appreciated, and we hope that you will gain much from your experience with us.

Please read and sign this Volunteer Agreement Sheet and hand it to the school office.

- I have received and read a copy of the School's Volunteer Policy, Child Protection Policy, Preventing Radicalisation Policy and Volunteer Policy and agree to follow what they state
- I agree to support the School's Vision, Mission Statement and Values and uphold 'British Values' at all times
- I agree to follow the school's policies and procedures
- I agree to treat information I learn/hear from being a volunteer in school as confidential
- I understand that my services are being offered on a voluntary basis without anticipation of financial remuneration
- I agree that while volunteering at Applecroft School I will keep all information in strictest confidence and the failure to do so may result in me being denied the opportunity to volunteer
- I know of no reason why I cannot/am not suitable, to work with children
- I understand that I am to remain under the supervision of the member of staff I am supporting at all times if I don't hold a current DBS for the school.
- I understand that if I am to volunteer on a more regular basis, I will be invited to hold a DBS Enhanced Disclosure
- I will not use a mobile phone, camera, smart watch or other personal electronic devices whilst on the school site
- I will not share any personal information with children such as phone number, email or social media addresses
- I will alert a member of staff immediately if I have any concerns about the safety or welfare of a child
- I will alert a member of staff if I observe a Health and Safety issue
- I know that the school's Fire Assembly Meeting Point can be found at the bottom of the school field
- I know who the school's Designated Safeguarding Leads are and how to contact them.

Name:.....

Signed:..... Date:.....