



# SHERSTON C OF E

## PRIMARY SCHOOL



## Volunteer Policy

Date Approved	Review Date	Signed
Apr 2026	Apr 2028	

Year	Amendments (in Yellow)
2024	Opening statement link to vision and values Updated DSL name
2026	Change to interview expectations – removal of need for class teacher to be present



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### 1. Introduction and aims

In our vibrant community of learners, we embrace a vision that encapsulates our commitment to growth and solidarity, Learning, Caring & Achieving Together. At the heart of our primary school's ethos lies a profound belief in collaboration and support, where children, educators, and volunteers unite to cultivate an environment where every individual thrives. This volunteer policy is not just a set of guidelines; it's a testament to our collective dedication to fostering a culture of inclusivity, empowerment, and excellence.

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 Sherston Primary School's volunteer policy is to:

- 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 process for recruiting and managing volunteers

This policy has been developed in line with the Department for Education's statutory safeguarding guidance, [Keeping Children Safe in Education](#).



## 2. How we use volunteers

At Sherston 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 body
- Parents or carers
- Students on work experience
- Local residents
- Local clergy or members of the congregation

Members of the governing body 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

Volunteers should contact the school by -

- Approaching the school via [admin@sherston.wilts.sch.uk](mailto:admin@sherston.wilts.sch.uk) to see if any volunteers are needed
- If there is an opening for a volunteer then
- Completing an application form and follow the recruitment process (see appendix 1)

## 4. Appointment of volunteers

Volunteers are appointed by the Headteacher following an informal discussion/interview.

Appointment and induction of new volunteers can take several weeks (often 6+ weeks), and is dependent on the candidate and available spaces within the school.

All appointments are conditional upon the completion of an enhanced DBS check and other appropriate safeguarding and recruitment checks.



The headteacher reserves the right to terminate a placement at any time.

## 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 will:

- Conduct enhanced DBS checks with a barred list check on volunteers who:

- 
- 
- Work 1-on-1 with pupils supervised and unsupervised
  - Work with groups of pupils supervised and unsupervised
  - Supervise or accompany groups of pupils on overnight residential 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
- 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
  - Use of mobile phones and smart watches
  - Behaviour
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils
- 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
- All volunteers who work regularly in school will be added to the single central record.

## 7. Confidentiality

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with anyone 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.

If concerns relate to safeguarding, volunteers must follow the guidance in our child protection and safeguarding policy, and inform the designated safeguarding lead.

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

## 8. Conduct of volunteers

Volunteers must comply with the code of conduct for visitors.

## 9. Expenses

Sherston Primary School will only pay agreed expenses.

## 10. Insurance



The school's insurance policy covers volunteers in the event of an accident or emergency.

### **11. 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

### **12. Monitoring and review**

This policy has been approved by the governing body and will be reviewed bi-annually.

## Appendix 1: volunteer application form

Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

### Data protection notice

Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:

- You've given us your consent
- We must process it to comply with our legal obligations

You'll find more information on how we use your personal data in our privacy notice for volunteers.

### Personal details

Name:	
Date of birth:	
Gender:	
Telephone number:	
Email address:	
Home address:	

### Disclosure and Barring Service (DBS) information

The Sherston Primary School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Sherston Primary School's privacy notice.

Do you have a DBS check? (please circle)

Yes/No/Applied for







Why would you like to volunteer at Sherston Primary School?

Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc.)

Do you have any relevant qualifications?



### Preferences

What age group/classes would you prefer to work with?	
Would you prefer to work 1-on-1 or with a small group?	

### References

Your placement as a volunteer may be subject to satisfactory references. Please give the details of 2 referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc.).

Name:	Name:
Relationship to you:	Relationship to you:
Address:	Address:
Telephone number:	Telephone number:
Email address:	Email address:

### Disability and accessibility

The Sherston Primary School is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:



## Appendix 2: Code of conduct for volunteers

### Code of conduct for volunteers

By signing this form, volunteers agree to the following:

#### 1. School rules and policies

1.1. Volunteers will follow all school rules and policies

#### 2. Professional conduct

2.1. Volunteers must accept and follow instructions provided by the supervising member of staff.

2.2. 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.

2.3. Volunteers must conduct themselves in a professional manner at all times. This includes:

2.3.1. Dressing in a way that is professional and appropriate to the work they are doing

2.3.2. Refraining from using inappropriate language

2.3.3. Setting an example for pupils by acting in a way that reflects the school's ethos and values

2.3.4. Behaving in a way that is appropriate for the role they are undertaking

2.3.5. Ensuring that comments, including those made on social media, do not bring the school into disrepute

2.4. Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged at the end of term or as a way of saying "thank you".

2.5. Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.

2.6. Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.

2.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible.



### 3. Safeguarding

- 3.1. Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policy.
- 3.2. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) Tommy Towers or deputy DSL Dean Moran.
- 3.3. Volunteers should refrain from physical contact with pupils.
- 3.4. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

### 4. Health and safety

- 4.1. 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.
- 4.2. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.
- 4.3. Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

### 5. Confidentiality

- 5.1. Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the headteacher.

Please sign and date below:

X

\_\_\_\_\_  
Volunteer name (please print)

X

\_\_\_\_\_  
Volunteer signature

X

\_\_\_\_\_  
Date


Appendix 3: Requesting a volunteer (information for staff)

If you'd like assistance from a volunteer in your classroom, or for a specific activity or trip, fill out the form below and submit to volunteer co-ordinator Tommy Towers.

Volunteer request form

Activity details	
Year group/class	
Activity details	
Date(s) and time(s)	
Is this activity ... (circle one)	One-off? Daily? Weekly? Other? If other, please explain:
Will there be any costs for the volunteer (such as entry fees to museums, materials, or travel)?	
Volunteer details	
How many volunteers do you need?	
Do you need your volunteers to have any specific skills or experience?	

Submitted by:



## Appendix 4: Volunteer expenses request form

Record any out-of-pocket expenses on this form. We will reimburse you for any agreed expenses.

Submit your form monthly to the school office.

Please attach your receipts to this form. We can't reimburse expenses without them.



Name:

DATE	TYPE OF EXPENSE	AMOUNT

Signature:

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For school use only:

Authorised by:

Date: