



Bleak Hill Primary School

VOLUNTEER POLICY

SPRING 2026

Contents:

1. Introduction
2. Equal Opportunities Statement
3. Regulated Activity
4. Volunteer Status
5. Recruitment
6. Volunteering Agreement & Code of Conduct
7. One-off Volunteering Opportunities
8. Health & Safety
9. Recompense
10. Policies & Procedures
11. Insurance
12. Confidentiality
13. Supervision
14. Concerns and Complaints
15. Volunteer's Pack
16. Records
17. Training
18. Monitoring & Review

Appendices:

1. Volunteer Code of Conduct
2. Volunteer Application Form
3. Volunteer Agreement Form

Statement of Intent

At Bleak Hill Primary School, we recognise and value the effort taken by parents and other volunteers who contribute towards our school.

We encourage your assistance and acknowledge that many school activities and processes would be at risk if it were not for your help. As a result, we want to make sure that your time spent in the school is productive and enjoyable.

The development of any volunteer, whether for one day or for a number of sessions over a longer period, must take into account the needs of pupils and the staff to whom they are assigned. We have a duty to ensure that the welfare of pupils is promoted, and that they are safeguarded from harm.

This policy sets out the practices and procedures which will be followed when appointing, managing and supervising volunteers, as well as a code of conduct which all volunteers are required to comply with.

1. Introduction

- 1.1 A volunteer is a person who gives freely of their time, skills and experience to the school without expectation of financial reward.
- 1.2 Volunteering can take many forms, some tasks can require particular skills whereas others require no specific skills.
- 1.3 Volunteering may be a one-off activity, for a limited time to complete a particular activity or project or carried out on a frequent basis.
- 1.4 This policy also covers those who are undertaking work experience in the school.

2. Equal Opportunities Statement

- 2.1 The school is committed to ensuring that our equal opportunities policy is fully effective. All new volunteers will be given an outline of our equal opportunities policy document. Volunteers will be expected to adhere to the principles contained in the policy.
- 2.2 The school is committed to ensuring our volunteering opportunities are accessible to all through open and flexible recruitment, selection, support, monitoring and evaluation procedures.

3. Regulated Activity

- 3.1 For the purpose of this policy, a volunteer will be engaging in “regulated activity” if they work unsupervised when teaching or looking after pupils regularly or provide pastoral care on a one-off basis.

4. Volunteer Status

- 4.1 A volunteer is not an employee and will not have a contract of employment with the school or benefit from any of the school’s terms and conditions of employment, such as payment for work, holidays or sickness.
- 4.2 The school will agree a role with the volunteer and there will be an expectation that the volunteer will meet the requirements of the role and that the school will provide an opportunity for the volunteer.
- 4.3 The volunteer is free to refuse to fulfil the role and the school is not bound to provide the opportunity. It is expected that both the school and the volunteer will give as much notice as possible if unable to meet these expectations.
- 4.4 Volunteers are not, and must never be, a substitute for employees.

5. Recruitment

- 5.1 The recruitment process for volunteers should be carried out by a nominated member of staff.
- 5.2 Unless the volunteering opportunity is a one-off short-term nature a person wishing to become a volunteer should complete a Volunteer Application Form (Appendix 2). The applicant should be asked to identify areas in which they would like to volunteer.
- 5.3 If there is a suitable volunteering opportunity an interview should be conducted to gauge the person's aptitude and suitability.
- 5.4 Depending upon the nature of the opportunity, the prospective volunteer may be subject to the following checks:
 - 5.4.1 References.
 - 5.4.2 Disclosure and Barring Service (DBS). This is mandatory where the volunteer will have substantial access to children or other vulnerable groups. It is the responsibility of the Head Teacher to ensure that the statutory DBS requirements are met and reference has been made to the Recruitment Policy.
 - 5.4.3 Where DBS clearance is required the individual must not commence any unsupervised voluntary activities prior to receipt of satisfactory clearance and a DBS risk assessment undertaken.

6. Volunteering Agreement & Code of Conduct

- 6.1 Where it has been agreed that a role may be undertaken by a volunteer the volunteer will be invited to enter into a volunteering agreement with the school (Appendix 3).

This agreement will identify:

- the volunteer's role
- expectations in terms of how they conduct themselves
- any training that the volunteer is expected to undertake
- health and safety requirements
- the insurance cover that will be provided for the volunteer
- who will supervise the volunteer
- how the volunteer will be notified if their role is to come to an end

7. One-off Volunteering Opportunities.

- 7.1 Some activities may involve volunteers on a one-off, short-term basis. If the volunteering opportunity is of one day's duration or less and not likely to recur, then the recruitment process outlined in sections 5 and 6 above will not apply.
- 7.2 In such cases the Head Teacher or class teacher must ensure that all volunteers involved in the event complete the Volunteers Application Form (Appendix 2) to record their attendance.

8. Health & Safety

- 8.1 The school will provide any reasonable training required for the role, including health and safety training.
- 8.2 The school has a responsibility for the health and safety of volunteers. Volunteers at all times should follow the school's health and safety policies and procedures.
- 8.3 Volunteers have a duty to take care of themselves and others who might be affected by their actions.
- 8.4 Volunteers must be advised that they are not permitted to act outside their authorised area of work.
- 8.5 Volunteers must report all accidents and 'near miss' incidents to the class teacher.

- 8.6 It is the responsibility of a nominated person to ensure that an appropriate risk assessment is undertaken for each volunteering opportunity identified.
- 8.7 A nominated person will ensure that volunteers are provided with appropriate guidance on any health and safety issues that arise.

9. Recompense

- 9.1 Volunteers are unpaid and will not be eligible to receive expenses.

10. Policies and Procedures

- 10.1 Volunteers are expected to comply with all statutory regulations whilst they are on the premises or undertaking any of their volunteering duties, including health and safety, anti-discrimination and data protection.
- 10.2 A nominated person will ensure that the induction includes an explanation of these policies and procedures and any other policies that are relevant to the volunteering work e.g. Child Protection policies.

11. Insurance

- 11.1 The school will ensure that volunteers are covered for insurance purposes in respect of personal injury. The school also holds public liability insurance.
- 11.2 The school's insurance will not cover unauthorised actions or actions outside the volunteering agreement.

12. Confidentiality

- 12.1 Volunteers will be reminded that all information with regard to individual pupils and members of staff is confidential, and that the sharing of data is protected under the Data Protection Act 2018.
- 12.2 Volunteers will not be permitted to discuss any confidential information regarding a pupil or member of staff with any other individual.
- 12.3 Any volunteer who breaches the confidentiality rules will be asked to leave the premises and will not be able to return to undertake any further activity.
- 12.4 There may be instances where a volunteer is required to pass information to a member of staff, such as if they notice a pupil being bullied or subjected to harm.
- 12.5 Volunteers will report any concerns to a member of staff and are instructed not to notify the parents.

13. Supervision

- 13.1 A class teacher will be designated to support and manage the volunteer. The class teacher will review the arrangements on a regular basis. If the volunteer has any queries or would like to change their role this should be discussed with the class teacher.

14. Concerns or Complaints

- 14.1 If a volunteer has any concerns or complaints regarding a pupil they must raise it immediately with their class teacher.
- 14.2 All volunteers should be aware of safeguarding procedures for dealing with disclosure by a pupil.
- 14.3 The class teacher will deal with any concerns or complaints raised in a timely manner in accordance with school policies.
- 14.4 If the volunteer wishes to make a formal complaint they should refer to our complaints policy.
- 14.5 If a complaint is made about a volunteer, this will be notified to the volunteer and the Head Teacher will decide whether any action should be taken.

15. Volunteer's pack

- 15.1 On commencing the voluntary role, the volunteer will be given an appropriate induction to the service area and (unless the volunteering opportunity is for a one-off event) a pack containing:
- 15.2 General information about the school, as appropriate
- 15.3 A copy of this volunteering policy
- 15.4 A copy of the volunteering code of conduct (Appendix 1)
- 15.5 A standard volunteering agreement (Appendix 3)
- 15.6 Details of where the volunteer can access the school's policies and procedures.

16. Records

- 16.1 A record of volunteers associated documents, as appropriate will be maintained by the School Business Manager (in accordance with GDPR).
- 16.2 The DBS details of volunteers will be recorded on the school's Single Central Record (in accordance with GDPR).
- 16.3 Volunteers' personal records will contain only relevant information from their recruitment process. Any information given in confidence will only be used for the purpose for which it was intended and will not be disclosed to others within or outside the school without the informed consent of the individual concerned (in accordance with GDPR).
- 16.4 Volunteers' personal information will be stored securely, and access restricted to the individual concerned and appropriate staff members (in accordance with GDPR).

17. Training

- 17.1 As a minimum all regular volunteers are expected to have read the relevant school policies and documents which would be provided at your induction: (this would not be applicable for a one off day volunteer)

18. Monitoring and review

- 18.1 The school will review this policy on an annual basis and will communicate any changes to all members of staff, existing volunteers and relevant stakeholders.
- 18.2 All volunteers will be required to read this policy prior to their attendance at the school.

VOLUNTEER CODE OF CONDUCT

All volunteers are expected to maintain high standards of behaviour and conduct when undertaking any activity at Bleakhill Primary School.

Volunteers will:

- Observe the high standards of behaviour and ethical conduct mandated by the school.
- Respect other volunteers, members of staff and pupils, and make them feel valued.
- Be approachable, pleasant and positive role models for pupils.
- Adhere to all school policies.
- Maintain confidentiality of personal information at all times unless there is a need to report an issue to a member of staff.
- Treat all pupils and members of staff equally.
- Report any incident of bad behaviour to the class teacher or a senior member of staff immediately.
- Dress appropriately and behave in a manner which promotes healthy and safe working practices.
- Accept and follow directions from the class teacher and seek guidance through clarification where uncertain of tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by class teachers, and report any potential hazards in the workplace to the class teacher.
- Avoid waste or extravagance and make proper use of the resources.
- Conduct work in a cooperative manner.
- Whilst in work areas use of mobile phones is prohibited.

Volunteers will not:

- Discipline pupils; if there are any problems, the class teacher or a senior member of staff will be informed immediately, and they will manage the situation.
- Take photographs in school or whilst on a school trip without the prior permission of the headteacher.
- Work with pupils when not in the proper physical or emotional state to do so, e.g. under medication which causes drowsiness, or under extreme stress which may impair judgement.
- Behave in an illegal, improper or unsafe manner, e.g. smoking or drinking alcohol.
- Share personal contact details with pupils or make personal arrangements to meet pupils outside school.
- Express any extremist or discriminatory views, or any views that would offend others.
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
- Behave in a manner which may bring the school into disrepute when representing the school.
- Give or receive (other than 'token') gifts, unless arranged through the headteacher, e.g. giving an outgrown sports kit, football boots or uniform to a pupil.

I, _____, have read the code of conduct

and agree to abide by the terms outlined in this policy.

Signed: _____

Date: _____

VOLUNTEER APPLICATION FORM

This application form must be completed before you undertake any volunteer work at Bleak Hill Primary School. Please ensure you have completed all sections, we cannot progress your application unless it is fully completed.

In the box below, please give details of why you wish to volunteer and the activities you want to undertake:

Full legal name:		Date of birth:	
Postcode:		Telephone:	
Address:			

Is your application in connection to an educational course? (please circle)

Yes / No

If you answered 'yes' to the above, please fill out the table below:

Name of educational school/college/university:		Postcode:	
Address:			
Course details:			
Qualification:		Length of course:	
Link tutor:		Telephone:	

Please fill out the sections below, providing accurate details of when and how long you are available for:

I wish to work on the following school days (please tick):

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

I wish to work (please tick):

- A full day (8:45am – 3:30pm)
- Mornings
- Afternoons

Please list any other requirements in terms of availability (e.g. specific times):

Do you have a child in this school? _____

Do you hold a current DBS enhanced certificate? _____

If yes to DBS: Date of clearance _____ & DBS number: _____

DBS Provider / employer: _____

Reference 1:

Name: _____

Address: _____

Tel Number: _____

E-mail: _____

Reference 2:

Name: _____

Address: _____

Tel Number: _____

E-mail: _____

Next of Kin details including contact number:

Do you have any medical conditions we need to be aware of?

If accepted, I understand that I will need to attend an induction meeting and will need to be aware of, and follow, all school policies:

Signature of volunteer:

Date

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer with Bleakhill Primary School.

Your offer of help is greatly appreciated, and we hope that your time spent in the school is productive and enjoyable.

Name of Volunteer _____

Name of Class Teacher _____

Date voluntary work will commence: _____

Date voluntary work will end (if known): _____

Regulated work: Yes / No (Circle as appropriate)

Outline of main tasks/activities that the volunteer will be involved in:

Please read and sign both copies of this volunteer agreement, return one to your class teacher and retain one for your records.

Declaration

- I have read a copy of the school's Volunteer Policy and agree to adhere to this at all times
- I agree to abide by the school's policies and procedures
- I agree to work only as directed by school staff.

Volunteer signature: _____

Print name: _____

Date: _____

Nominated member
of school staff signature _____

Position: _____

Date: _____