



# **School's Voluntary Helper's Policy**

Reviewed: June 2026  
Review date: June 2029

## **Policy for Voluntary Helpers in School**

### **Who May Volunteer**

Voluntary helpers may include parents, governors and other members of the community. People may write to the head teacher asking for a volunteer placement or they may wish to speak to another member of staff who makes the request on their behalf.

Wherever possible parent volunteers are placed in a class that is not their own child's setting.

### **The Role of Volunteers**

The school will regularly use voluntary helpers to enhance the curriculum (e.g presenting an assembly), to provide support for staff and children in a range of activities (e.g listening to children read) and to support out-of-school activities (accompanying children on a visit).

### **Managing & Supporting Volunteers in School**

***The Assistant Headteacher is responsible for overseeing the induction and organisation of volunteers in school.***

- Volunteers in school should ask permission before proceeding. For example they may ask a member of staff who would then approach the senior leadership team. They should then complete an application form.
- An Induction Record containing relevant policies and protocols is shown to all volunteers on their first day and volunteers are asked to sign to show that they have had induction training. This includes the Confidentiality Policy and Safeguarding Policy. This is extremely important so that a voluntary helper knows what to do and who to go to if they have concerns about any child.
- At all times voluntary helpers should be clear as to what is expected of them. They will be expected to understand and work within all school policies, in particular, safeguarding, confidentiality, equal opportunities and behaviour and discipline.
- Volunteers will be asked to complete an application form and will sign to say they have read and agree to the given policies and procedures in school. The assistant head teacher will keep a record of all volunteers in school.
- If a volunteer is regular (ie more than helping on a trip, 2-3 days in school) then they should complete a DBS application, which the school would pay for. If volunteers have not completed a DBS check then they must only work with children in sight of another member of staff working in school
- If volunteers are recruited by another organisation to work in our setting, we must obtain written assurance that the person has been properly recruited and vetted, and obtain an agreement in respect of supervision and support for the volunteer.
- Voluntary helpers will be required to work within the school's health and safety policy and LA guidelines. They will sign in and sign out on the electronic system and wear a 'Visitor' badge at all times which must be collected from the school office.
- The recruitment and use of voluntary helpers will be carried out with attention to the school's Equal Opportunities Policy.

### **What Volunteers are not asked to do (this list is not exclusive)**

Voluntary helpers will not be used to carry out tasks which are the professional responsibility of school staff for example:

- Marking children's work
- Undertaking break duties
- Attending professional development meetings
- Administering first aid
- Using CPOMs
- Telephoning parents & carers
- Undertaking personal/intimate care
- Accompanying pupils to the toilets



# APPLICATION FOR VOLUNTEERS at DOBCROFT JUNIOR SCHOOL

**CONFIDENTIAL**

Please complete and return this form to Amy Harding – Assistant Head  
[aharding@dobcroft-jun.sheffield.sch.uk](mailto:aharding@dobcroft-jun.sheffield.sch.uk)

<b>Surname/Family Name:</b>	<b>Initials</b>	<b>Address:</b>
<b>Daytime Telephone:</b>		
<b>Home Telephone:</b>		<b>Post Code:</b>
<b>E-mail Address:</b>		

<b>GCSE Maths Result and year of qualification</b>				
<b>GCSE English Result and year of qualification</b>				
<b>Any higher education qualifications (please list with dates of qualifications)</b>				
<b>Employment History</b>	<b>Please list your employment history starting with your current employment</b> <b>Please detail the context of any gaps in employment</b>			
	<b>Employer name and your role</b>	<b>Start date</b>	<b>End date</b>	<b>Any additional context / notes</b>

## SUITABILITY FOR VOLUNTEER WORK

Please tell us about yourself including what skills you can bring to the school, why you want to volunteer and what you can offer our School and the pupils here.

**Which days / times of the week are you offering to volunteer in school and when could you begin?**

**Please tick all appropriate**

Monday mornings	Monday afternoons or after school	Tuesday mornings	Tuesday afternoons or after school	Wednesday mornings	Wednesday afternoons or after school	Thursday mornings	Thursday afternoons or after school	Friday mornings	Friday afternoons or after school

<b>My proposed start date (when I am free from)</b>	<b>Insert date here e.g. <i>January 2022</i></b>				
<b>How long I can volunteer for</b>	<b>A half term (approx. 6 weeks)</b>	<b>A term (approx. 12 weeks)</b>	<b>The academic year</b>	<b>Indefinitely (as things stand)</b>	<b>Other – please detail</b>

Are you a parent or carer or sibling of a child in our school?	Yes / No
If yes, what is the name of this child? (we do not place parents in the same class as their child, for example)	

If you are to be recommended for volunteer work at our school you will be subject to a Criminal Records Bureau check. This will be an **enhanced** disclosure.

You must, therefore, disclose any convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions or criminal investigations.

Any information given will be completely confidential and will be considered only in relation to an application for volunteer work at ***Dobcroft Junior School***

I have read the above statement, and:

*I have no convictions to declare*

*I have convictions to declare*

**REFERENCES** - Please give the names and addresses of two people to whom we may write for references. The referees can either be employer or personal

<b>REFEREE (1) (employer)</b>	<b>REFEREE (2) (employer / personal)* delete as appropriate</b>
Name	Name
Address	Address
Tel No: Email address:	Tel No: Email address:

**DECLARATION**

**The information on this form is true and correct.**

Signature:	Date: