

Copthorne C.E. Junior School

Volunteer Policy

Approved April 2026

To be reviewed April 2029

Copthorne CE Junior School Volunteer Policy

The governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

Our school benefits from developing well planned, active parental and community links. Participation by adults in the activities of the school on a voluntary basis helps to achieve this.

Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children without encroaching on the professional teaching responsibilities of the class teacher.

Aim of the Policy

The aim of this policy is to establish expectations for both staff and volunteers regarding the work undertaken by volunteers and their conduct whilst in school.

Our volunteers may include:

- Parents of pupils
- Students on university placements or work experience
- Ex members of staff
- Local residents
- Members of the Governing Body
- Staff family members
- Members of the fundraising group

The types of activities that volunteers are engaged in might include:

- Hearing pupils read
- Working with small groups of pupils
- Working alongside individual children
- Forest School activities
- Undertaking arts and craft activities with pupils
- Gardening activities
- ICT
- Individually arranged projects
- Accompanying school visits
- Escorting children on local walks or to swimming lessons
- Fund raising activities
- Social activities such as a disco

Becoming a volunteer

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis should approach the School Office. Before starting to help in school, volunteers should complete

the Volunteer Agreement (Appendix A), which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy. Volunteers should complete an induction with either the Headteacher or Deputy Headteacher. During the session, expectations of volunteers will be set out as well as ensure appropriate school procedures and child protection will be covered. They will also be given a copy of the volunteer policy and handbook. Before starting in school and to ensure the safety of our pupils at all times, all volunteers will be required to complete a DBS (Disclosure & Barring Service) check. This can be completed online in school and the school office will provide the necessary information. We are unable to have any volunteer in school work unsupervised with pupils unless they have been cleared by the DBS and have showed their certificate to the school. Details of this certificate will be recorded.

Information on the Role of a Volunteer

All volunteers should have access to this policy. Volunteers should also have access to the following policies which will be found on the school's website www.copthorne.w-sussex.sch.uk

- Safeguarding & Child Protection Policy
- Keeping Pupils Safe in Education Part 1

Depending on the role being undertaken by the volunteer, additional policies made also be made available, and this will be added to their induction paperwork.

Confidentiality

Volunteers in school are bound by confidentiality. All staff members, voluntary helpers and visitors should be aware that information relating to individual pupils or members of staff is totally confidential. Whilst in school volunteers may hear conversations which are of a confidential nature. These cover aspects such as pupils' academic progress, behaviour, or home circumstances. All information relating to individual pupils and staff is totally confidential and volunteers must respect this. Any concerns that volunteers have about the pupils they work with/ come into contact with should be shared with the class teacher and NOT with the parents of the pupil or any persons outside school. These comments, particularly if taken out of context, can cause distress to the parents of the pupil if not heard directly from the school.

A situation may arise in school, where the duty to the pupil is greater than that to the parent.

If a pupil discloses something, this information should be shared promptly with the pupil's teacher or Headteacher. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher.

Supervision

All volunteers work under the supervision of the class teacher to which they are assigned.

Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/ guidance from the teacher in the event of a query or problem regarding a pupil's behaviour or understanding of a task.

Health and Safety

The school has a health and safety policy which is available on request. Class teachers should ensure that volunteers are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). If a volunteer attends a school educational visit, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher or head teacher.

A risk assessment should be completed for each volunteer's activities and a template is attached as Appendix B.

Complaints Procedure

Any complaints made about a volunteer or by a volunteer will be referred to the head for investigation.

The school has the right to take the following actions:

- Speak with the volunteer about a breach in the volunteer agreement
- Offer an alternative placement for a volunteer
- Inform the volunteer that they are no longer required to help in school

This policy will be reviewed every three years or in the light of new guidance from either the DfE or the Local Authority

APPENDIX A

REGULAR VOLUNTEER AGREEMENT

Thank you for offering your services as a Volunteer at Copthorne CE Junior School.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement Sheet and hand it in at school. You will receive a copy of it for your records.

I have received a copy of the School's Volunteer Policy

I agree to treat information I learn from being a volunteer in school as confidential

Signed: _____

Name: _____

Date: _____

APPENDIX B

Risk Assessment

Tick which apply	REASON FOR THE RISK ASSESSMENT
	Volunteer will be working in a classroom
	Volunteer will be supporting a class on a school educational visit and may be responsible for a small group
	Other :

Tick which apply	Specify significant hazards or risks that arise	Identify People Potentially at Risk	What Control Measures and Mitigation will be put in place to minimise any Risk	Risk rating 1 (low) 5 high
	Volunteer with regular contact working with pupils with significant unsupervised contact e.g takes pupils for one to one or group work	Pupils in class and around school	DBS check required. Mobile phones and/or personal cameras not to be used in school other than staffroom area. Volunteer advised to refer pupils to a permanent member of staff if they are injured, need to use the toilet, etc. Volunteer to be informed that they must alert a member of staff if they notice any pupils involved in an altercation and not to try to deal with the situation themselves. Volunteer to be advised of safeguarding procedures and what to do if a pupil makes a disclosure.	1
	Volunteer, regular or one off event, will be working in a classroom with	Pupils in class and around school	Volunteer will not be left alone with pupils in the class and will always have a	1

	pupils, supporting groups and individuals under the general guidance and full supervision of the class teacher or member of staff.		permanent member of staff present who has an enhanced DBS clearance. Mobile phones and/or personal cameras not to be used in school other than staffroom area. Volunteer advised to refer pupils to a permanent member of staff if they are injured, need to use the toilet, etc. Volunteer to be informed that they must alert a member of staff if they notice any pupils involved in an altercation and not to try to deal with the situation themselves. Volunteer to be advised of safeguarding procedures and what to do if a pupil makes a disclosure.	
	Volunteer for a one off event. Volunteer often supports educational visits and activities and takes responsibility for leading a small party of pupils with minimum or no supervision	Pupils on educational visit	DBS check required Mobile phones and/or personal cameras not to be used in on the trip Volunteer advised to refer pupils to a permanent member of staff if they are injured. Volunteer to be informed that they must alert a member of staff if they notice any pupils involved in an altercation and not to try to deal with the situation themselves. Volunteer to be advised of safeguarding procedures and what to do if a pupil makes a disclosure.	1