

Volunteers Policy

Approved by the Governing Body:	Autumn 2024
Signed (Headteacher):	Anne Rennie
Signed (Chair of Governors):	Liz Stone
Next Review Date (term/year):	Autumn 2026

1. Aims

Edmund Waller recognises the valuable contribution that volunteers bring to life at school. This policy sets out guidelines for all volunteers who work with children both part time during school hours and outside usual school hours. The types of activities in which volunteers may be engaged in could include any of the following:

- Reading with children
- Working with small groups of children
- Working with individual children
- Undertaking art and DT activities with children
- Accompanying children on educational visits
- Running or assisting with an extra-curricular club
- Social activities such as running a disco
- Fundraising activities with the PTA

This guide is intended to ensure the welfare of the children who work with volunteers and covers best practices on safeguarding and child protection, the suitability of staff and health and safety.

2. Safeguarding and Child Protection

The school ensures that all adults working with children understand and comply with the school's safeguarding procedures. All adults working with children should have read the following documents.

- [Safeguarding Policy](#)
- [Keeping Children Safe in Education](#)
- [Staff Code of Conduct Policy](#)
- [Behaviour Policy](#)
- [Whistle Blowing Policy](#)
- [Data Protection Policy](#)

All adults must sign in and out at the school office using Inentry and wear the appropriate school lanyard at all times whilst on the school site. The green lanyard indicates that they have been added to the school's single central record (SCR). The red lanyard indicates that they have not been added to the SCR and therefore must be accompanied at all times. If volunteers are working in school on a regular basis they must undergo the relevant checks and be added to the school's SCR. If they are undertaking one-off activities such as accompanying a school trip or assisting with a lesson then they should wear a red lanyard. The supervising adult must ensure that they are not left alone with children.

3. Suitability of volunteers

Adults working unsupervised with a child, are usually undertaking regulated activity and as such must have had relevant pre-employment checks. These include: DBS check, verification of identity and references. Once these documents have been verified the volunteer will be added to the school's SCR. Before this process takes place, the volunteer will be interviewed by Ms Winter (or the English leaders if they are a volunteer reader) to assess their suitability for the role.

4. Health and Safety

It is essential that steps are taken to reduce any risks to children and adults in the school setting. Volunteers should be aware of the fire safety and evacuation plan and know where to muster in the event of the fire alarm being sounded. They should also be aware of the school's first aiders and first aid procedures.

5. Confidentiality

Volunteers must uphold the school's approach to confidentiality. They should not discuss classroom matters outside of the school or report incidents to other parents or carers. The privacy of the staff must be respected at all times. To this end volunteers should not use the staffroom as this is a dedicated space for those who work at the school.

6. Concerns and Complaints

Any concerns made about a volunteer must be brought to the headteacher. In these instances, a resolution will be sought. It may be necessary in some instances to inform the volunteer that the placement has been withdrawn.

