



Volunteer Policy and Application Pack

2024-25 v1

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Volunteers in School Policy

Last January 2025 Next review: Summer 2022
reviewed/adopted:

Introduction

At Fielding we recognise that there are many situations where volunteers can make an appropriate and significant contribution to the work and services of our school. This policy defines the term and sets out the principles, practices and procedures which will be followed in the management and supervision of volunteers. The contribution of volunteers to the work of the school is especially value and respected. We recognise that they bring with them a range of skills and experience that can enhance the learning opportunities, achievement and enjoyment of children at our school.

Our Volunteers include:

- Parents and other relatives of pupils
- Members of the Governing Body
- Members of PTFA
- Students on work experience
- Members of the local community (including those from charitable organisations)

Volunteering Opportunities

The types of activities that Volunteers support and assist with include:

- Hearing children read
- Working with small groups of children
- Undertaking art and craft activities with children
- Accompanying school visits
- Talking to groups of children about their experiences/line of work
- Helping the PTFA
- Community projects

The Benefits of Volunteering

- For the children: increases in understanding, achievement, self-confidence and self esteem
- For teaching staff: greater opportunity to work with other children, so enabling the class as a whole to learn more effectively and achieve more
- For the volunteer: a great sense of achievement and personal satisfaction, new knowledge and new skills, improved career prospects

Becoming a Volunteer

We greatly value and appreciate the time and effort that each of our volunteers generously gives to our school, whether it is on a regular or more ad hoc basis. In order to try to make our volunteers feel welcomed, valued and well informed about our school we aim to provide active and positive support to our volunteers in several ways, including:

A Welcome Pack, supporting a structured induction process

Appropriate references for those seeking to build on their volunteering experience in their career

Before starting to help in school, volunteers will also be invited to complete the Volunteer Agreement which sets out the school's expectations of volunteers. Prospective volunteers who will be engaged in 'Regulated Activity*' will be required to complete a DBS (Disclosure and Barring Service) check and a Self-Disclosure regarding their suitability for working with children. This will be arranged through the school office before starting in school.

**Regulated activity is any activity that takes place in school or on a school trip that involves contact with children frequently, i.e. on 4 or more days in a 30 day period or overnight (in the case of school journeys)*

Anyone wishing to become a volunteer, either for a one off event, such as a school trip or on a more regular basis, such as hearing children read should speak to one of the assistant heads and/or complete our on line application form here:

[Online application form \(regular in school activities\)](#)

[Online application form \(school trips and 'one-off' events only\)](#)

Parent volunteers will not be asked to work with or supervise their own child in school or on school trips.

If it is to support the work of the PTFA then please contact them directly.

Once a volunteer has completed the online application form we will start to complete safeguarding checks as detailed below. Once complete the volunteer will be asked to complete the relevant agreements needed for their role ([see appendix](#)).

Safeguarding

Fielding Primary is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment.

Volunteers in regulated activity¹ will be required to complete an application from a Enhanced DBS check. This must be completed before they start any work in school.

Volunteers will be required to provide details of 2 referees who can provide a character reference.

¹https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf

Volunteers will be required to complete on-line safeguarding training provided by the school before they can start any work in school.

Volunteers will be required to electronically sign in and out at the school office on each occasion; they should wear their identification badge at all times while working on the school premises or on accompanying children on a school trip.

All volunteers work under the guidance of the class teacher to which they are assigned. Although teachers retain responsibility for children at all times, this does not require volunteers to be in their direct supervision at all times. 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 child's behaviour or understanding of a task.

Confidentiality

Fielding has a confidentiality policy. All volunteers will be asked to sign a confidentiality agreement and follow its principles.

Volunteers may have access to personal information about some individuals, or other information which may be confidential. Volunteers are expected to keep this information confidential. Any volunteers who break this confidentiality may be asked to leave. Any concerns that volunteers have about the children they work with/come into contact with should be shared with the Assistant Head teacher for the phase or Designated Safeguarding Lead (Mrs Haines) and not with any persons outside the school. Safeguarding procedures will be included in the volunteers induction pack.

Health and Safety

The school has a health and safety policy which is available on request, on induction the Phase Leader will ensure that individuals are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task. If a volunteer attends a school trip, 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 phase leader.

Complaints

Any complaints about a volunteer or by a volunteer will be dealt with in line with the schools complaints procedure.

Appendix – volunteer agreements

Volunteer Code of Conduct and Agreement (all volunteers)

Thank you for offering your services as a volunteer in school.

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

Please read and sign this Volunteer code of conduct and agreement and hand it in to the member of staff who leads your induction.

As Fielding Primary volunteers, everyone is expected to conform to high standards of behaviour and conduct whilst carrying out their duties.

Fielding Primary School expects that volunteers will:

- Respect other volunteers, pupils and staff and make them feel welcomed and valued.
- Be sensitive towards others
- Be approachable and pleasant.
- Dress in a manner which promotes healthy and safe working practices.
- Maintain the confidentiality of personal information at all times.

All volunteers should be aware of how their behaviour can affect both colleagues and children.

I have received a copy of the schools Volunteer Policy and Code of Conduct

I agree to treat any information obtained from being a volunteer in school as strictly confidential.

I understand that an enhanced DBS check will be undertaken.

I have been made aware of who is my designated supervisor e.g. Class Teacher, Phase Leader.

I am aware of the school's safeguarding procedures and who I should go to if I have a concern about the welfare of a child.

I have read the fire safety procedures.

Signed: _____ Date: _____

Name: _____

Off-Site Visits Volunteer Agreement (school and sports trips and visits)

School trips are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper; you will have an important role to play in the success and safety of this school trip.

Please read and return this appendix, and sign and return the helper's slip. This is part of our school's risk assessment planning.

Role of the Volunteer Helper

- To be responsible and look after, in equal measures all of the pupils in your group under the instruction of the leader of the school trip.
- To stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the trip.
- To ensure that your group keep up with the body of the school party, be it walking, entering or exiting transportation or following speakers for the trip 'in the right place at the right time'.
- To contact your group leader if there are issues with first aid behaviour or safety.

Working alongside school staff:

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of the school staff
- Show a commitment to their group, an interest in the focus of the visit and assist questions that encourage pupils to think about the task and help to explain the areas of interest.
- Follow guidance from the school staff.

What is not permitted:

- Volunteer helpers are not permitted to take photographs of the children
- Volunteer helpers are not allowed to give/buy their groups treats e.g. Ice-creams and sweets - before, during or after the trip.
- Volunteers are not allowed to drink alcohol while assisting on a school trip – this included trips beyond the usual school day.

First Aid

You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless you are the parent/carer of the child who requires the medicine, in which case you will be responsible for carrying the medication.

All other medicines and first aid kits will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible. If you have become separated from the rest of the school party, please telephone one of the members of staff on the contact list or the school office.

I agree to the terms as stated in this agreement

I will treat the information I may hear about the pupils as confidential and will not discuss or disclose it out of school.

Signed _____ Date: _____

Name: _____

Transporting children in private cars

On occasion parents or carers are kind enough to volunteer to help with transporting children to and from events in their own personal vehicles. This help is greatly appreciated and means that our children are able to attend a wider range of activities by allowing us to get to places that would be challenging on public transport.

In order to manage these transport arrangements, the school must have in place sensible measures to ensure the safety and welfare of children when they are being transported in parents or carers cars. These measures are based on guidance from local and national authorities and apply to all parents/carers and school staff who volunteer to transport children for visits and events.

All volunteers must read this policy, submit the necessary information requested and sign to indicate that they fully understand and agree with all of the points below.

Drivers are responsible for their own vehicles roadworthiness and appropriateness for the task to be undertaken and their fitness to drive.

Drivers must ensure that they:

- Have an appropriate valid driving license
- Have valid insurance for their car
- Have a valid MOT certificate
- Have a valid Excise licence (TAX disc)
- Have checked the vehicle is in a roadworthy condition
- Are not excessively tired, fatigued or under the influence of alcohol or drugs.
- Meet minimum eyesight standards for driving. If they need to wear glasses or contact lenses to meet minimum standards, these must be worn at all times.
- Have no medical condition including the taking of medication or infirmity that may affect their ability to drive safely.
- Adhere to the Highway Code at all times.
- Have ensured all children are sat safely with seatbelts fastened.
- Have ensured that all children under 135cm in height are sat on an appropriate booster seat.
- DO NOT use mobile phones, eat, drink or smoke while driving.
- DO NOT transport a child in the front passenger seat, with the exception of the driver's own child at their discretion.

All drivers should be contactable by mobile phone during the school trip. However, if it is necessary to answer or make a call during the journey, the driver **MUST** safely pull over to the side of road first.

In the event of a road traffic accident, the school must be informed immediately.

By signing this document, you are declaring that you have read and agree to abide by this policy in full when transporting children in your car and accept full responsibility for the children in your car from the time that they leave the school gates until they arrive at their destination (or vice versa).

Fielding Primary School complies with the European Union General Data Protection Regulation (GDPR) and UK Data Protection Act 1998.

Name	
Driving Licence Number:	
Car Registration:	
MOT end:	
Tax end: Insurance end:	
Signed	
Date	

Acceptable use agreement (all volunteers)

Acceptable use of the school's IT systems and internet: agreement for governors, volunteers and visitors

Name of governor/volunteer/visitor:

When using the school's ICT systems and accessing the internet in school, or outside school on a work device (if applicable), I will not:

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)
- Use them in any way which could harm the school's reputation
- Access social networking sites or chat rooms unless this is for work purposes
- Use any improper language when communicating online, including in emails or other messaging services
- Install any unauthorised software, or connect unauthorised hardware or devices to the school's network
- Share my password with others or log in to the school's network using someone else's details
- Take photographs of pupils without checking with teacher's first
- Share confidential information about the school, its pupils or staff, or other members of the community unless required to do so for work purposes and then only through encrypted channels of communication.
- Access, modify or share data I'm not authorised to access, modify or share
- Promote private businesses, unless that business is directly related to the school

I will only use the school's ICT systems and access the internet in school for educational purposes, for the purpose of fulfilling the duties of my role.

I agree that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy.

I will let the designated safeguarding lead (DSL) and ICT manager know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.

I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.

Signed (governor/volunteer/visitor):

Date:



Safeguarding Advice for Volunteers and Visitors

This leaflet is designed to help parents, carers, volunteers and visitors to our school to understand the expected behaviour around our children in order to ensure their safety and wellbeing.

Keeping Children Safe

We are committed to promoting the safeguarding and wellbeing of every pupil.

Our aim is to provide a safe and secure environment for our pupils, staff, volunteers and visitors.

We appreciate the help that you are able to give us and hope that you enjoy working in our school.

This leaflet contains information that will be helpful. If you need any more information, or have any questions, please do not hesitate to ask.

What are my responsibilities?

As a visitor or volunteer you will be issued with a badge when you sign in, this should be worn at all times. Please remember to sign out before leaving the premises.

Volunteers will be required to sign the volunteer code of conduct. Supply teachers are required to sign our 'Acceptable use Policy' for the use of technology in school.

All supply teachers, regular visitors and volunteers will require a Disclosure and Barring Service Enhanced Clearance. If you do not have one of these then you will be supervised while working with our children.

Safeguarding and Child Protection

Our Designated Safeguarding Lead is Clare Haines, Deputy Head. If you are worried about the welfare or treatment of a child during your visit please inform member of admin team that you wish to speak to the safeguarding lead.

If a child tells you something has happened

If a child tells you something, or you suspect a child is being abused or at risk of being abused tell the class teacher or Mrs Haines immediately.

Stay calm, Listen to the child, and keep any questions to a minimum.

Reassure the child they were right to tell, record in the child's own words what has been said. Tell the child that you have to tell someone, act promptly and immediately.

For further information Please see our Safeguarding Policy available from the school office and on our website.

Mobile Telephones

While working with children or in areas of the school where children circulate you are asked not to use your mobile phone. Phones should be switched off and stored safely out of the reach of children.

In the event of a fire:

A continuous bell will sound

All classrooms have clearly displayed fire safety procedures. The Assembly point is on the artificial pitch.

If you discover a fire or hear the fire alarm:

- Leave by the nearest route (see fire details in classroom)
- Sound the alarm on route
- DO NOT STOP to collect personal belongings
- Close all doors on route
- DO NOT RE-ENTER the building
- Assemble in the designated area
- If you are working with children, and it is safe to do so, return them to their muster point via the outside of the building.

In-vacuation:

An intermittent bell will sound

All classrooms have clearly displayed in-vacuation procedures.

- Return to classroom
- Lock all doors

Preventing Extremism

We have adopted the Government definition of extremism:

“Vocal or active opposition to fundamental British values such as democracy, the rule of law and tolerance of different faiths and beliefs.”

There is no place for extremist views of any kind in school, should you have any concerns please ask to speak to a member of the Leadership Team immediately.

How do I ensure my behaviour is always appropriate?

If you are asked to work 1-1 with a child, always keep the door open.

Please do not photograph the children.

Any unprofessional contact with children may leave you vulnerable to an allegation of abuse being made against you.

Quick Reference guide

Leadership Team:

Head teacher - Mr Peter Dunmall
Deputy Designated safeguarding Lead

Deputy Head - Mrs Clare Haines
Designated Safeguarding Lead

Admin & Premises Team

HR & Data Administrator – Jenny Eastwood

Receptionist – Clare Dunne,

Finance Manager – Jane Peterson

Facilities Manager – Jateen Patel

Attendance and Admissions Administrator- Marsha
Coppin-Payne

Welfare Assistant: Jacqui Lacey

Other School Leaders

Reception -
AHT Kristien Webb

Years 1 and 2 -
AHT Corinne Tate

Years 3 and 4 –
AHT Jamie Lewis

Years 5 and 6 –
AHT Dan Thomas

Nursery
Terry McEvoy

SEND
Claire Chadwick

Nursery Manager
Tracy Cherry

Childcare Manager
Karen Esprit

More information:

Website: www.fieldingprimary.com

Useful pages:

Who's who: <https://www.fieldingprimary.com/staff/>

Term Dates <https://www.fieldingprimary.com/term-dates/>

Keep up to date with latest news <https://www.fieldingprimary.com/stream/news/full/1/-//>