

Volunteers Policy

Longmoor Primary School



2025 - 2026

Chair of Governors Signature: <i>Jane Wright</i>	Date: 24 th September 2025
Chair of Governors Signature: <i>Jane Wright</i>	Date: 25 th September, 2024
Chair of Governors Signature: <i>Jane Wright</i>	Date: 27 th September, 2023
Chair of Governors Signature: <i>Jane Wright</i>	Date: 28 th September, 2022
Chair of Governors Signature: <i>Jane Wright</i>	Date: 29 th September, 2021
Chair of Governors Signature: <i>Jane Wright</i>	Date: 30 th September, 2020
Chair of Governors Signature: <i>Jane Wright</i>	Date: 25 th September, 2019

Thank you for volunteering your time to work with our pupils. Your help in school is much appreciated. Volunteers bring a vast range of experiences and skills that support and enhance the learning opportunities here in school. If you have any specific talents, please let us know.

As I am certain you will understand and endorse, the safeguarding of each and every one of our pupils is of paramount importance. This booklet provides guidelines that all volunteers are expected to follow and outlines procedures put in place to ensure the safety and welfare of each and every pupil. Whilst some aspects do not make for comfortable reading, I hope that you will understand the importance of making all adults aware of procedures followed in school that ensure the safety of our pupils.

If you have any questions about any part of this policy, please do not hesitate to ask at your earliest opportunity.

Mrs S Dainty

Headteacher

Safeguarding Pupils

All volunteers who will be coming into school regularly and may be unsupervised with the children and/or assisting with personal care, must hold a current and enhanced DBS (Disclosure and Barring Service) clearance; the details of which are kept securely in school. Ms Wenham, our School Business Manager, can assist you in applying for a DBS if you do not currently have one.

Child Protection Procedures

The Designated Senior Person (DSP) for Child Protection is **Mrs Dainty, Headteacher**. Should you have any concerns about a pupil, or a pupil makes a disclosure to you, please speak to Mrs. Dainty immediately. Should she not be in school, please speak to Mr Green, Miss Hughes, Mr Bunhejee, Mrs Chibbaro or Mrs Howell, the Deputy Safeguarding Leads. The following is taken from our full Child Protection Policy, which also contains detailed definitions of each type of abuse, the procedures that we follow and the responsibilities of all staff in ensuring that children are kept safe. This policy can be found on our school website or made available on request from the school office.

All adults working with pupils should report to the DSP immediately if they have:

- Any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play.
- Any explanation given which appears inconsistent or suspicious.
- Any behaviours which give rise to suspicions that a child may have suffered harm (e.g., worrying drawings or play).
- Any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment.
- Any concerns that a child is presenting signs or symptoms of abuse or neglect.
- Any significant changes in a child's presentation.
- Any hint or disclosure of abuse from any person.
- Any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present).

It is important to remember that, however small a concern may seem to you, it may be one of a series of concerns raised by different adults and, therefore, recording such concerns enable the school to take the appropriate action to ensure that all children's needs are being met.

Identification

All visitors are asked to sign in at reception and wear their visitor's badge at all times. Visitors from approved organisations (such as Derbyshire County Council employees, school nurse) should wear their own photo ID, which will be checked by office staff. Staff will not allow entry to any official or unknown visitor who does not show a valid photo ID.

Please refer any visitor to a member of staff- genuine and scheduled visitors to schools understand the need for rigorous safeguarding procedures and will understand when left to wait in the reception until you have called for staff assistance. Staff will then follow school procedures and verify identification.

Confidentiality

When volunteering in school, you may be party to information about individual children that is confidential. It is vitally important that such information is **not discussed outside of school under any circumstances**. Even the most innocent remarks about a child's work or behaviour may cause unnecessary anxiety for a child's parents and carers. Please pass any information that you feel is relevant from having worked with a child to the class teacher who will follow school procedures for communicating with that child's family. Please be particularly careful when using any form of social media.

No mobile phones are to be used during your time in school.

Safe Working Practices

All adults in schools should ensure that their relationships with pupils are appropriate in respect of age, gender, disability and ethnic origin, taking care that their conduct does not give rise to distress, comment or speculation. As such, physical contact between volunteers and pupils is discouraged.

There are occasions when children require comfort, reassurance or discipline- staff are trained to meet these needs in a professional manner that is sensitive to children's needs, following clear policy guidelines. If you are concerned that a child is upset or in the rare event that a child's behaviour towards you is inappropriate, please seek the assistance of a member of staff.

Any concerns that you have should be raised with Mrs Dainty immediately.

Data Protection

Our Data Protection (DP) Policy lays out our approach to data protection. We recognise the importance of protecting the personal data we are entrusted with, and this policy sets out how we comply with relevant legislation. The policy applies to all staff, including temporary staff, consultants, governors, volunteers, and contractors, and anyone else working on our behalf. Please read the data protection policy, which can be found on our school website or made available on request from Ms Wenham.

Induction

Visitors and volunteers are asked to undertake a short induction before commencing their role within school. This will usually be led by the class teacher and will include routines, an overview of our current arrangements and information relating to the safeguarding of children in our care. As part of this induction process, we ask you to please watch this basic data protection briefing to familiarise yourself with data protection procedures within school.

<https://youtu.be/y7oKBtOK1jg?si=x2MlzGUOH2Wbqua3>

Volunteers' Roles in School

Please state how you would like to help in school. In the interest of parents/carers and pupils; the Headteacher will use her discretion in allocating volunteers to classes. The class teacher will offer refreshments at break times and you are welcome to use the staff room. Whilst in here please do remember the importance of confidentiality and data protection.

Listed below are some of the roles that are carried out by volunteers and that most benefit our pupils.

- Creative activities - painting, craft, sewing, baking etc.
- Listening and talk to children.
- Working with ICT equipment.
- Sharing books and listening to readers.
- Accompanying a class to the swimming pool.
- Accompanying a class on a local visit.

Please share your own expertise with the children, whether that be professional or otherwise.

Procedures

It is not expected that visitors and volunteers have a clear knowledge of all policies and procedures within school. Furthermore, a pupil's background and experience, whether this be long term or as a result of a 'bad night' may lead to behaviours and responses to you that are not expected or out of character. It is vitally important, therefore, that you speak to a member of staff should you have a question, query or concern, however small. Doing so assists us in ensuring that all pupils' needs are met whilst in school.

By signing in at the beginning of the day/session, you are agreeing to follow the procedures set out in this agreement. Please sign the separate sheet to show you have read and understood the content of this policy. Please seek assistance from a member of staff if you have any questions about the information within this booklet.

Thank you once again for volunteering your time to work with our pupils.





Safeguarding our children is everyone's responsibility

Volunteer Agreement 2025

Thank you for volunteering and giving up your time to support in school, it is greatly appreciated. Please read the visitors and volunteers policy, and tick and sign this agreement to confirm that:

I have received a copy of the Visitors and Volunteers Policy 2025

I agree to follow the policy and treat any information as confidential.

I have completed the necessary DBS check.

I have received a copy of 'Keeping Children Safe in Education 2025, Part 1'.

I have reviewed the Data Protection Policy and watched the recommended training video.

Signed:	
Print Name:	
Date:	