

Ladywood Primary School



Working with Volunteers Policy

June 2026

Introduction

At Ladywood we aim to welcome volunteers to work with pupils within school to enhance the learning process whilst maintaining the safety of the children in our care.

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 are a welcome resource for helping to raise children's achievement by supporting the work of teaching staff in delivering the curriculum to all pupils. Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children.

Aim

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.

Categories of Volunteers

Volunteers could include any of the following (this list is not exhaustive):

- Members of the Governing Body
- Parents, carers, guardians, elder siblings or Grandparents of Pupils
- Students on Work Experience or Placement
- University Students
- Ex-members of staff
- Local residents/community groups
- Staff family members

Types of Activities

Activities volunteers may be engaged in could include any of the following:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with small groups of children
- Preparing resources for a future lesson
- Accompanying school visits
- Running or assisting with an after school club
- Fund raising activities such as Summer Fair
- Interviewing children on a governor visit

Guidelines for employing volunteers

Anyone wishing to work as a volunteer who will be in school on a regular basis or a one-off occasion completing a work placement should request a Volunteer Application Pack from the school office.

With the exception of student placements, all volunteers should be at least 18 years old.

This should be completed and returned with the necessary original identity documents to facilitate an enhanced DBS (Disclosure and Barring Service) clearance check and for two references to be sought.

Where the volunteering is a placement linked to a course of study the cost of the DBS (if required) will be met by the volunteer (or his/her college) unless a portable DBS has been activated.

When two satisfactory references and a clear enhanced DBS has been received by the school, an online check will be conducted (a search of online platforms/social media conducted for all shortlisted applicants) and the Headteacher, or staff member with delegated responsibility, will interview the potential volunteer so that an appropriate placement may be agreed. This will be in a class which has no family connection to the applicant. A regular day and time will be agreed and the applicant will be expected to read and adhere to all relevant documentation, including our Safeguarding and Data Protection policies.

An entry will be made on the school's Safeguarding Single Central Record and a file maintained with the confidential details of the volunteer which will be retained in line with the school's data retention guidelines.

The exceptions to this are:

- Work Experience Students or University Placements who apply via their educational establishment as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at Ladywood Primary School. The student will be expected to follow school policies and will be required to share their DBS certificate with the business manager and will not be placed in a class with any family connection.
- One-off volunteers i.e. assisting with a school walk, a fund raising event or a school visit will not require a DBS. One-off volunteers will not have sole responsibility for an individual or group of children or provide any form of personal care.

The responsibility for the health and welfare of the child remains with the class teacher at all times.

Information on the Role of a Volunteer the Volunteer

All volunteers will have access to this policy. Volunteers should also have access to the following policies:

- Health and Safety Policy
- Code of Conduct
- GDPR/Data Protection Policy

- Safeguarding Policy
- Keeping Pupils Safe in Education Part 1
- Equal Opportunity Policies
- Behaviour Policy
- ICT Acceptable Use Policy (where regular access to the school's computer network is necessary)
- Confidentiality Policy

Volunteers' Expectations from School

All adults who work in school are expected to work and behave in such a way as to promote our core values of *Confidence, Resilience, Enthusiasm, Articulate, Curiosity and Respect*

Volunteers in school should expect to:

- be recognised for their valuable contribution to the learning experience for the children they support
- be assigned worthwhile tasks
- access to any school policies or procedures that are relevant to their role
- access any training that is necessary to complete their activities

School's Expectations from Volunteers

School expects all volunteers to:

- Agreement form - to be completed by all volunteers in school.
- Complete an induction with the supervisor/Business Manager to include safeguarding, health & safety
- Adhere to the name protocol for staff e.g Miss/Mr Smith
- Adhere to the school's policies and procedures
- Work under the supervision and direction of staff.
- Be role models for the children they work with
- Wear appropriate, smart but casual dress (no jeans) in line with the schools Dress Code.
- Refer any behavioural or safeguarding concerns to the class teacher and not to attempt to deal with any such issues themselves.
- Commit to any agreed schedule to allow teachers to effectively plan activities to include the volunteer.
- Advise school as soon as possible when it is not possible to attend e.g. due to illness.
- Be familiar with school evacuation procedure and follow staff instruction.
- Disclose any information which may affect their role in school, e.g. links to staff/pupils, any criminal history or information which would result in their being disqualified from working in education.

Security

All volunteers must sign in and out of school and wear a visitor badge for the duration of their volunteering session.

Review of policy

This policy will be reviewed bi-annually and will next be reviewed in June 2028.

Personal Details

Please list previous jobs/experience with brief details of duties (including start and finish dates)



References

Two professional referees who can comment on your suitability to work with children are required

First Referee

Full Name: _____

Job Title _____

Address: _____

Relationship to applicant _____

Telephone No. _____

Second Referee

Full Name: _____

Job Title _____

Address: _____

Relationship to applicant _____

Telephone No. _____

DBS check

I consent to a Disclosure and Barring and Barred List check being made if required.

Disqualification and Disqualification by Association

I confirm that I am not disqualified from working with children in and, to the best of my knowledge, that no-one who lives or works in the same household as me is disqualified. I understand and accept that I must inform the headteacher immediately if I become disqualified or if I become aware that anyone who lives or works in my household becomes disqualified.

Signed _____ Date _____

Print Name _____

Risk Assessment of Volunteers in School

Location			Ladywood Primary	
Date of Assessment			Various	
Manager responsible for the Basic Activity			C Grainger-Roystone	
Lead Risk Assessor for the Basic Activity			C Hodgson	
Activity covered by this risk assessment				
Students, Work Experience and Volunteers				
Hazard	Risks	Control Measures	Actions Required	Person Responsible and Target Date
Dress	Slips, trips, falls	Students/volunteers will be expected to wear smart/casual work attire with appropriate safe footwear	Jeans, tops with slogans and slip on shoes such as flip flops should not be worn	
Toilets	Welfare	Students/volunteers need to use staff toilets	supporting staff to give tour of building pointing out facilities available including toilets and staffroom	
Fire	Fire Injury	Students/volunteers will be informed of fire alarm procedures for the areas they will be working in within school, where to assemble and shown what to do in case of an emergency	All students/volunteers need to check they understand fire drill procedures and ensure they sign in/out of school each time they enter or leave the building	
Students/volunteers not following professional guidelines or school expectations		Any disciplinary issues to be referred to a member of SLT	Volunteer to be immediately removed from class. Contact organiser/named person from the student's school/ college/place of education. Placement may be immediately terminated if deemed appropriate by SLT	

Medication	Volunteer has medical need/allergy	Student/volunteer must inform school of any medical needs	Medication only on site if necessary and held appropriately e.g. locked away.	
Physical need/disability		Student/volunteer must inform school of any additional needs	Complete risk assessment to identify any adjustments required	
Supervision		Students/volunteers must be supervised at all times with children		
Hazards/accidents arising from the activities.	Injury	Students/volunteers must be given instruction regarding correct use of all equipment e.g. photocopier, laminator, PE equipment before use Students/volunteers must not lift, pick up, carry or manoeuvre children under any circumstances.	Advise volunteers of first aid arrangements for specific work area. Advise volunteers how to report incidents/accidents and hazards	
Mobile phones	Data protection Confidentiality	Students/volunteers must not use mobile phones to make or receive calls or use any of the applications/functions whilst on the school premises (in work areas) to ensure the safety of our children		
Confidentiality / Safeguarding / GDPR		All students/volunteers will be made aware of the school policies around Safeguarding and GDPR. All students/volunteers will sign the student's/volunteers agreement prior to starting their placement to confirm that they are aware of and have understood school's policies. No information	If volunteers are engaged in regulated activity an enhanced DBS check must be sought	

		regarding Ladywood Primary School and its staff or pupils may be shared on any form of Social Media		
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Manager's Assessment Acceptance Statement
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I accept the details of the assessment and will ensure that the risk control measures identified, any risk control actions identified and monitoring requirements are acted upon within the given time scales.
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Manager's Signature	
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Date	
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Date of planned review (not to exceed 12 months)	
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Date of planned full re-assessment (not to exceed 24 months)	
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Volunteer-Employer Agreement

Ladywood Primary School agrees:

- To provide the volunteer with opportunities to contribute to the organisation, by incorporating the volunteer into the general work of the organisation
- To give the volunteer the opportunity to gain an insight into the organisation, including its aims, activities, practices, and procedures.
- To induct the volunteer into the organisation's Health & Safety procedures, as appropriate, and ensure that these comply with the Health and Safety at Work Act currently in force.
- To ensure that the volunteer is aware of what is expected of him/her, for example, hours of work, dress code, professional boundaries, acceptable use of the Internet etc at the start of the placement period.
- To provide a non-discriminatory working environment for the volunteer with regard to gender and ethnicity.
- To support assessment processes if required e.g. by completing a brief report and evaluating a student's practical performance.

The volunteer agrees:

- To take part in the work of the organisation as directed by the employer and as appropriate to their abilities.
- To work as an employee of the organisation and comply with the conventions of the organisation in all respects, including attendance, timekeeping, behaviour, and dress.
- To respect the confidentiality and property of the school.
- To use the opportunity to develop their interpersonal and professional skills.
- To always act professionally.

Important Information – Childcare Disqualification Regulations

All volunteers working with children in school should be aware of the above regulations and their duty to declare any reason that they may be disqualified from working with children, under the Childcare Act 2006.

The Childcare Act 2006 and the Childcare (Disqualification) Regulations 2018 apply to any member of staff who works in a 'childcare' role.

The statutory guidance refers to a 'member of staff' as any individual who is employed by a school or local authority, those undertaking training in schools (both salaried and unsalaried), casual workers, agency/supply staff, self-employed workers and volunteers.

All 'staff' who work in the above settings, including those who are directly concerned in the management of such early or later years provision, are required to read and understand the statutory guidance, regarding their suitability to work with children in these settings. Staff are required to inform their line manager immediately should they be disqualified from working with children.

There are a number of reasons that a person may be disqualified from working with children, under the Childcare Act 2006. You may be disqualified if:

- you are on the Disclosure & Barring Service Children's Barred List
- you have been found to have committed certain violent and sexual criminal offences against children (or adults);
- there are grounds relating to your care of children including where an order is made in respect of a child under your care;
- you have had registration refused or cancelled in relation to childcare or children's homes or been disqualified from private fostering;
- you have been found to have committed an offence overseas which would constitute an offence regarding disqualification under the 2018 Regulations if it had been done in any part of the United Kingdom.

Individuals who are disqualified are not permitted to continue to work in early or later years provision or be directly concerned in the management of that provision. They can, however, usually apply to Ofsted for a waiver of disqualification – details of how to apply for a waiver are included in the DfE statutory guidance 'Disqualification under the Childcare Act 2006'.

This guidance also provides further guidance about the circumstances that will disqualify an individual from working with young children.

You are required to read the statutory guidance below:

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006>

Volunteer name:	
Address:	
Telephone:	
Emergency Contact (name & contact number):	
Company/Organisation:	
Duties/Post details:	
Duration of Placement: E.g. 5 full weeks or every Monday for 20 weeks etc	
Hours of Work:	
Days of week: e.g. Mon to Fri or every Wednesday	
Supervisor and/or Mentor:	

Please sign to confirm that you have read and understood the Volunteer-Employer agreement

Signature: Date:
Volunteer

Signature: Date:
School

Ladywood Primary School

Application for Volunteer Work

ID Number..... Post Ref Number..... Post Title.....

1. PERSONAL DETAILS

DR/MR/MRS/MISS/MS/OTHER.....	Home Telephone:
Surname:	Work Telephone:
Forename:	N.I. Number:
Address:	Date of Birth:
.....	Do you want to be considered for job share
.....	Yes/No
.....	Dates not available for interview
Postcode:	

2. WORK DETAILS

A) Please list previous jobs with brief details of duties (including start and finish dates)

B) Please list any other experience, e.g. voluntary work etc

C) Please list any qualifications you may have

3. REFERENCES

Name: Address: Relationship: Telephone No: If you are invited for interview, can we contact this person Yes/No	Name: Address: Relationship: Telephone No: If you are invited for interview, can we contact this person Yes/No
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4. CONVICTIONS

Because of the nature of the employment for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information given will be completely confidential and will be considered only in relation to applications for positions to which the Order applies. In this respect you are asked to declare any offence for which you have been convicted.

If you have never been convicted of an offence, please write "None".

Date of Conviction	Offence

5.

Barnsley Metropolitan Borough Council is committed to Equality of Opportunity in Employment. In order to ensure that our policy is working effectively, would you please fill in the information requested. This information will not be used for the purposes of shortlisting. Please tick the boxes below which you feel are appropriate. If you tick "other" for any of the below, please state how you would describe yourself.

Bangladeshi	☐	Indian	☐	Pakistani	☐	Asian Other	☐
African	☐	Caribbean	☐	Black Other	☐	Chinese	☐
Chinese Other	☐	Irish	☐	Scottish	☐	Welsh	☐
English	☐	White Other	☐	White & Black Caribbean	☐	White & Black African	☐
White & Asian	☐	Any other mixed (please give details).....					

What is your Religion?

None	☐	Christian (including C of E, Catholic, Protestant & all other Christian Denominations)					☐
Buddist	☐	Hindu	☐	Muslim	☐	Sikh	☐
Jewish	☐	Other	☐				

Do you consider yourself to be disabled?

Yes ☐ NO ☐

Are you Male or Female?

6. CANVASSING

If you are related to any Councillor or employee of Barnsley Metropolitan Borough Council, please give details:-

Name.....
Position.....
Relationship.....

The information provided on this application form is true and I have not canvassed (either directly or indirectly) any Councillor, Officer or member of a governing body of Barnsley Metropolitan Borough Council

Signed..... Date.....