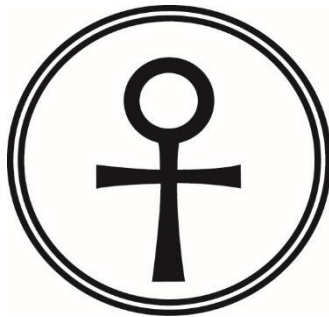


St Alban's C.E Primary School



Volunteer Policy

January 2026

Reviewed: January 2026
Date for renewal: January 2027

Our school vision



Our vision is that all our pupils should grow in:

Faith in God, or be inspired by faith, and in their own ability to fulfil their potential,

Hope to be the best of examples, to work to change themselves and the world for the better, and

Love, reflecting God's love in unselfish love for others.

Our vision is based on the God given virtues of:

FAITH, HOPE AND LOVE

1 Corinthians 13:13

Faith

Hope

Love

St Alban's Primary School Code of Conduct

Introduction

- 1.1 We want our school to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. However, our overriding concern is for the safety of the children in our care. This document sets out our school's policy, which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time with the best possible security.
- 1.2 The school has a variety of adults working on the premises at any one time. They can be categorised as follows:
- 1.2.1 Paid full or part-time staff employed by the school:
- teachers;
 - teaching assistants (both general classroom TAs and those supporting children with SEN);
 - nursery nurse;
 - EYFS educators
 - site manager;
 - cleaners;
 - lunch supervisors;
 - school office staff;
- 1.2.2 Adult workers employed by another organisation:
- peripatetic music teachers;
 - trainee teachers;
 - LA advisers and inspectors;
 - health visitors;
 - grounds maintenance staff;
 - contract workers (e.g. an electrician or heating engineer).
- 1.2.3 Volunteer helpers:
- parents or other adult helpers working alongside teachers;
 - students on work experience;
 - Reading volunteers

This policy sets out the arrangements for volunteers and helpers only.

2 Volunteer helpers

- 2.1 Volunteer helpers support the school in a number of ways, including:
- supporting individual pupils;
 - hearing pupils read;
 - helping with classroom organisation;
 - helping with the supervision of children on school trips;
 - helping with group work;
 - helping with art or subjects involving other practical activities.
- 2.2 Volunteer helpers are not allowed to do the following activities:
- take responsibility for all or some of the whole class;
 - change very young children, or supervise them changing;
 - supervise children engaged in PE or other specialist activities;

- take children off the school site without a teacher in charge.
- work with an individual child in a room by themselves.

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

3 Becoming a volunteer

- 3.1 Volunteers will be required to complete the Volunteer Risk Assessment (*Appendix 1*) and a DBS application MUST be completed (or evidenced if placement is through a college or university) and DBS number noted by the School Business Manager Nancy Ebio, who will add it to our Single Central Record.
- 3.2 Before starting to help in school, volunteers will be shown the school's safeguarding procedures and who to speak with if a child makes a disclosure and how to deal with the situation and what to do in case of first aid.

4 Confidentiality

- 4.1 Any concerns that Volunteers have about the children they work with / come into contact with should be voiced with the class teacher and NOT with the parents of the child / persons outside school. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher, Child Protection Officer, Deputy Headteacher or Assistant Headteacher.

As the staffroom is often a place where confidential discussions take place regarding children and their families, we ask that volunteers take confidentiality very seriously.

5 Health & Safety

- 5.1 The school has a Health & safety Policy and this is made available on request to Volunteers working in the school. Class Teachers ensure that volunteers are clear about emergency procedures (e.g fire alarm evacuation – displayed in each classroom) and about any safety aspects associated with a particular task (e.g. using DT equipment / PE lessons /accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher, Deputy Headteacher or Headteacher.

Due to COVID 19- all volunteering is on hold until further notice.

6 Child Protection / Safeguarding

- 6.1 The Children's Act 2004 (Section 11) places a duty on key people and bodies to make arrangements to ensure that when carrying out their functions they take account of the need to safeguard and promote the welfare of children.
- 6.2 St Alban's C of E Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment."

The designated safeguarding lead at St. Alban's is the Headteacher and the DDSL'S are the Deputy Headteacher and Assistant Headteacher. (See Appendix 2). If a volunteer has a concern about any aspects of a child's welfare or safety they should speak with either of these safeguarding leads as a matter of urgency.

6.3 The welfare of our children is paramount. We have embraced Safer Recruitment practice guidelines provided by Camden. To ensure the safety of our children, we adopt the following procedures:

- at all times, all of our volunteers must have been cleared by the Disclosure & Barring Service (DBS). A certificate is issued to the individual, and the original must be seen by the school. If the DBS has been applied for through College / University the school will need evidence of recent clearance.
- All volunteers are given a copy of the Volunteers risk assessment and briefed on safeguarding procedures in the school.
- Where our volunteer is engaged in a "one-off" (*normally a parent*) activity e.g. helping supervise a group of children as part of a class visit, no formal checks are carried out on these volunteers. *HOWEVER* these volunteers, who are under constant supervision of school staff, will not be allowed to carry out such duties as escorting children to the toilet or leading a small group of children without a member of the school's staff.

7 Signing in

7.1 When helpers arrive in the school, they must sign in at the reception desk. They will be given a visitor's badge, which they should wear at all times. The signing-in sheet will give the date and time of arrival. They must also sign out, stating the time they are leaving, and return their badge before they leave.

- Any issues you feel uncertain about or queries you might have, speak to your class teacher at once.
- The school day starts at 9.00am. Morning play is at 10.45-11.00am. Lunchtime is from 12.30-1.30pm KS2 and 12:00 – 1:00 KS1 and EYFS. The school day ends at 3.30pm.

8 Police checks

8.1 For the children's safety, volunteer helpers may be required to have police clearance through a DBS check before they work in the school.

8.2 The Headteacher has the authority to **NOT** accept the help of volunteers if he or she believes it will not be in the best interests of the children.

9 Childcare Disqualification Requirements Declaration Form

The Department of Education requires checks to be carried out on relevant staff working in schools. These checks arise from the **Childcare (Disqualification) Regulations 2009** and the **Childcare Act 2006 which prohibits anyone who is disqualified themselves** under the Regulation, or **who lives in the same household as a disqualified person**, from working in a relevant setting, including in schools, which have pupils under the age of 8, or in childcare facilities or before or after school clubs etc. on the school site.

All volunteers are required to complete a Childcare Disqualification Requirements Declaration Form. This is so that we can ensure that all staff and volunteers do not live in the same household as a disqualified person.

10 Induction

- 10.1 All volunteers are given a basic induction when they start at school. The head, deputy or business manager will run through the school timetable as well as expectations and responsibilities. As part of this induction the volunteer will be briefed on school safeguarding procedures including who the designated child protection officer is.

11 Deployment of classroom helpers

- 11.1 It is the policy of this school that parents will not necessarily be placed in the same classroom as their child(ren). Volunteers will be asked to support in classes where children have been identified as needing extra help. This is decided by the class teacher.

12 Monitoring and review

- 12.1 The day-to-day monitoring of this policy is the responsibility of the Headteacher, who will report to the governors annually, stating the number of adult volunteer helpers in the school, and summarising their value to the children and the impact they have had on their progress.
- 12.2 This policy will be reviewed by the governing body every two years, or earlier if considered necessary.

13 Complaints Procedure

- 13.1 Any complaints made about a volunteer will be referred to the Headteacher / Volunteer coordinator for investigation. Any complaints made by a volunteer will be referred to the Headteacher or Deputy Headteacher.

THE HEADTEACHER RESERVES THE RIGHT TO TAKE THE FOLLOWING ACTION:

- **To speak with the volunteer about a breach of the Volunteer confidentiality and seek reassurance that this will not happen again;**
- **Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class;**
- **Inform the Volunteer that the school no longer wishes to support the placement.**

Appendix 1: Volunteer Risk Assessment



Faith Hope Love

St. Alban's CE Primary School Risk Assessment for Volunteers

This risk assessment should be completed when considering whether a person applying to be a volunteer at the school should be asked to apply for an enhanced DBS certificate.

Name of person applying to be a volunteer: _____

Will the person be in 'Regulated' activity? Y N
If yes, an enhanced DBS with Barred list check is required

Will the person not be in 'Regulated' activity? Y N
If no, you may still obtain an enhanced DBS without Barred List Check if you wish

Considerations to take into account:

Have you verified the volunteer's identity?	
Does the volunteer hold a current enhanced DBS (check if barred list or not)	
Is the volunteer signed up to the DBS Update Service? Has a check been completed? Is it clear?	
How often will the volunteer be in school?	
What are the reasons given by the person for wanting to volunteer at the school?	
Does the person have any connection with the school?	
Which age range/ year group will he/she be working with?	
Is the person currently employed? Is the job linked to working with children?	
Does the person work elsewhere with children as a volunteer? E.g. Sunday school, other schools?	
What does the school already know about the volunteer? E.g. parent, family member	
Can the volunteer provide at least one reference (preferably two) from someone who is not a family member, is their current or past employer (if no longer working) or from any other voluntary sector they are working with Do the references state that the referee believes the person is suitable to work with children?	
Is the volunteer aware of any reason they cannot work with children?	
Is the school aware of any reason why the volunteer should not work with children?	

Decision made following risk assessment (guidance to support this decision is overleaf)

Application for an enhanced DBS application with Barred List Check **IS** required because the person is in Regulated Activity

Enhanced DBS application (without a Barred List Check) **IS** required (not in regulated activity)

Faith

Hope

Love

Reasons for this decision: _____

Enhanced DBS application (without a Barred List Check) is **NOT** required (not in regulated activity)

Reasons for this decision: _____

Headteacher: (name)	Chair of Governors: (name)
Signed:	Signed:
Date:	Date:

Guidance to support the decision made

	HIGH RISK
The person has no previous connection to the school AND cannot provide references from anyone other than family. They do not currently work and/or do not work in a voluntary capacity elsewhere. <i>There is no statutory reason for this person to have an enhanced DBS certificate. However, the school should consider whether the lack of corroborated evidence raises an unacceptable risk.</i>	
	MEDIUM RISK
The person can provide suitable references for other work with children (paid or voluntary). References state they have no concerns about the person working with children. <i>There is no statutory reason for this person to apply for an enhanced DBS certificate. However, the school may wish to do so as no enhanced DBS has been seen</i>	
	LOW RISK
The person is signed up to the DBS Update Service and checks are clear and/or the person has a recent enhanced DBS certificate and references state there are no concerns for his/her suitability to work with children and/or the person is well known by the school <i>There is no statutory reason for this person to have an enhanced DBS but the school can decide to obtain a new enhanced DBS (unless the person is signed to the update service and so this is not necessary)</i>	

Appendix 2: Safeguarding



Jayne Andrews

Designated Safeguarding Lead



Fiona Daly

Deputy Designated Safeguarding Lead

Any member of staff, volunteer or visitor to the school who receives a disclosure of a safeguarding concern, abuse, hears an allegation or suspects that abuse may have occurred must report it immediately to the Designated Safeguarding Lead, Jayne Andrews or in her absence, the Deputy Designated Safeguarding Lead Fiona Daly.

Designated Safeguarding Lead (DSL)	Jayne Andrews Head of School
Deputy Designated Safeguarding Lead (DDSL)	Fiona Daly Assistant Headteacher Additional DDSL trained staff: Rebecca Hughes (Executive Headteacher) and Brian Somerville (Y5 Teacher)
E-Safety Lead	Jayne Andrews Head of School
Designated Person for Recruitment	Rebecca Hughes Executive Headteacher
Chair of Governors	Allan Jenkins (allan@jenkins.team)
Safeguarding Governor	Cathryn Evans
MASH Multi Agency Safeguarding Hub	020 7974 3317

Safeguarding Quiz – can you answer these questions?

Who is the DSL? Head of School

Who is the Deputy DSL? Assistant Head

Who are MASH? Local Authority Multi Agency Safeguarding Hub

How can you contact MASH? Telephone number is above and on a whiteboard in the staffroom

If you have a concern regarding safeguarding of a child, what do you do? Complete a pink safeguarding form (you can find these in the staffroom) and put it in the DSL's hand yourself, immediately

What if the DSL is not in school? Do the same process with the deputy DSL

If you have a safeguarding concern about a member of staff what do you do? Fill in a pink safeguarding form and tell the DSL immediately

If you have a safeguarding concern about the Headteacher, what do you do? Fill in a pink safeguarding form and tell the Chair of Governors immediately (see email above or ask office for her telephone number)

If you have a safeguarding concern about the Chair of governors, what do you do? Contact MASH immediately

If you have a safeguarding concern about FGM, what do you do? Fill in a pink safeguarding form and give it to the DSL immediately ALSO telephone the police