VOLUNTEERS IN SCHOOL POLICY

This policy was approved by Governors on 1st October 2026 and will be reviewed bi-annually.

These are our detailed policies regarding volunteers at Navenby CE Primary School. These policies are written to provide overall guidance and direction to staff and volunteers engaged in volunteering at Navenby CE Primary School. These policies do not constitute a binding contractual or personnel agreement. The school reserves the right to change any policy at any time and expects adherence to these changes.
The policy is shared and discussed with all voluntary helpers at the start of every academic year.

Definition of a Volunteer

A 'volunteer' is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of the school. A 'volunteer' must be officially accepted and enrolled by the school to perform the role. Unless specifically stated, volunteers shall not be considered as 'employees' of the school.

Mandatory Service

Our school also accepts as volunteers those participating in teaching placements, work experience, students enrolled on other related courses and other volunteer referral programmes. In each of these cases, a written agreement must be in effect with the organisation, college, university or school from where these volunteers originate and this agreement must identify the responsibility for the management and care of the volunteer.

Service at the Discretion of the School

Our school accepts the service of all volunteers with the understanding that this is at the sole discretion of the Headteacher. Volunteers agree that the school may, at any time, and for whatever reason, decide to terminate the volunteer's relationship with the school. The volunteer could also exercise this right by notifying the Headteacher as soon as possible.

Confidentiality and Social Networking

Volunteers are responsible for maintaining the confidentiality of **all** information about anyone concerned with the school to which they are exposed and must uphold the school's social networking policy and abide by its content. Failure to do so may result in termination of the volunteer's relationship with the school and possibly other corrective action.

Screening/Reference Checks and DBS Checks

Prior to beginning work in the school all volunteers are required to have a current DBS check. The appropriate forms are available from the school office. All volunteers must complete the Volunteer Information Sheet and sign the Volunteer Agreement Form. Failure to adhere to all safeguarding guidance and procedures will result in immediate termination of work and possible investigation.

Dismissal

Volunteers who do not adhere to the policies and procedures of the school or who fail to perform duties to an acceptable level are subject to dismissal. Possible grounds for dismissal may include (but are not limited to): gross misconduct, theft of property, abuse of staff, other adults or the children and breaching safeguarding regulations.

Key Expectations:

- On entering the school volunteers should report to the office and sign the visitors' book.
- The staff room and its facilities are available for volunteers at break and lunch times.
- Arrangements for times volunteers are available to be in school and duties to be undertaken are by agreement with the class teacher.
- Volunteers unable to help at anytime should contact the school office and leave a message.
- Children will probably take work to show volunteers, who should be positive and always speak quietly, clearly and appropriately to them. Please always remember this is an adult/pupil relationship.
- All pupils should be treated equally with respect and kindness.
- The children are expected to respect volunteer helpers in school. If for some reason this does not happen, this should be reported to the child's class teacher or alternatively the Headteacher.
- All volunteers must appreciate the need for confidentiality. Volunteers should not talk to other parents about what has happened during the day, particularly if it is of a delicate nature, or about other children they have worked with that day. Any concerns should be reported to the class teacher.
- We do not allow parents/volunteers to be outside at playtimes.
- Volunteers should ensure a member of staff is nearby at all times when they are with children. If a child says something that causes alarm, the child's class teacher should be asked for advice. All safeguarding guidelines are to be adhered to.
- Volunteers are **not permitted** to take any photos of children on personal phones; nor have any data relating to children away from the school site.
- If you have any concerns, please speak to a member of staff.

Review

The Governing Body recognises the importance of keeping its policies up-to-date and will review this policy every two years.

Policy Approved: Full Governors meeting 1st October 2026

Signed:

Chair of Governors: ……Mr J Kirby

Head teacher ……Mr C Elliott