

South View Community Primary School
and Preschool

Volunteer Policy



Date Agreed: July 2025

Date for Review: July 2027

The aim of this policy is to:

- Provide parents, staff and volunteers with clear expectations, induction and guidelines for working in school.
- Encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion.
- Ensure the highest standards of safeguarding for our pupils by a shared knowledge of procedures.

Introduction

Volunteers are parents, students on work placement or other adults working alongside the school staff. Thank you for volunteering to help our support our school community. At South View Community Primary School and Preschool, we welcome those wishing to help and value the contribution they make to school life. We believe that the involvement of parents, carers and volunteers in children's education is vital and we encourage active participation in many ways. Some volunteers come to school to help with a variety of tasks such as ICT, art, cooking, and especially reading, and usually work with individuals or small groups in specific classes. In addition, volunteers often help when the children are taken on educational visits outside school or get involved with the work of our PTA, the Friends of South View.

These guidelines have been written to ensure that for all concerned – volunteers, teachers and children - the experience is positive and rewarding.

Safeguarding

We ask all volunteers to read the attached Safeguarding Training for Volunteers.

As part of our commitment to safeguarding, volunteers who are not already known to the school will be asked to attend an informal interview to ensure that the aims and intentions of the school and the volunteer are compatible. We will carry out a Disclosure and Barring Service (DBS) check for all volunteers who have regular contact with children. All schools need to hold a register of the checks undertaken. In order for you to volunteer, you will need to complete a DBS check. We will help you get the process started. Please be assured that all information will be treated in the strictest confidence and that these checks are done only in the best interests and safety of the children. The school office will help you with this process.

Those who help out at specific events, for example, the school fair, helping set up the Year 6 prom or the Friends of South View etc, who do not have unsupervised access to children do not need a DBS

certificate but must not have unsupervised access to children and will still be asked to sign in and out at the school reception.

In line with recommendations from *Keeping Children Safe in Education*, the Headteacher will require a character reference to support a volunteer's application. This cannot be a family member and should be a person of standing in the community.

The Headteacher has the authority not to accept the help of volunteers if she believes that it is not in the best interest of the children.

When you arrive

When a volunteer arrives in the school or preschool they must sign in and out. Signing in and out is very important as in the event of an emergency, staff and emergency services know who needs to be accounted for. A visitor badge must be worn at all times in school and preschool. Volunteers with a DBS clearance will have been identified to staff members. The Headteacher has the authority to withdraw the help of volunteers if she believes that it is not in the best interest of the children.

All volunteers will be asked to sign below to say they understand their obligations relating to the following topics:

- Confidentiality
- Safeguarding including the Prevent Duty
- Health & Safety
- Fire

Confidentiality

It is very important that all staff, parent volunteers and other adults work to a policy of confidentiality. While in school you are likely to become aware of issues relating to individual children. You may see children struggling with work, be upset or misbehaving or hear/see other information concerning a child while you are with us in school. It is vital that you do not share anything about specific children with friends or family or a child's parent if you know them. The teachers have the responsibility of informing parents of any concerns about a child. Volunteers working in classrooms do so on the understanding that they support the teaching staff and will not pass opinion on such matters as discipline or teaching styles outside the school. If you ever have any concerns about a child, please speak to the class teacher as soon as possible after the disclosure in an appropriate setting so that others cannot overhear.

Safeguarding including the Prevent Duty

Safeguarding concerns including those regarding the Prevent Duty about a child must be shared immediately with one of the designated officers for child protection as soon as possible after the disclosure. The designated officers for child protection are:

Mrs Joanne Tomlins, Headteacher
Mrs Carrie Henderson, Deputy Headteacher
Mrs Gemma Turner, EYFS Lead
Mrs Joanne Strickland, Learning Mentor
Mrs Judith Sumner, Preschool Senior Practitioner DSL

Everyone has a duty to keep children safe. Children may disclose information or worries at any point during the school day. It is not unusual for children to disclose information to people they feel less affiliated to and anything could trigger this.

If a child says something that concerns you:

- DON'T make promises of secrecy
- DON'T ask questions of the child
- DON'T appear shocked or terrified but instead remain calm and reassuring
- DON'T delay in reporting the disclosure
- DO listen closely and carefully to everything the child says
- DO report it to one of the school's designated officers for child protection immediately
- DO complete a record of concern form as soon as possible noting the date, time and as close to the exact wording as you can of the child's disclosure.

Please immediately contact the staff members named above or the school office upon any disclosure from a child.

The Prevent Duty School's also have a duty to provide a form of safeguarding to recognise children at risk of, or who may be vulnerable to, potential radicalisation. While our area remains a low risk area for this type of radicalisation we need to remain mindful of this risk to children and be aware of signs that could warrant early intervention.

This very much follows the same procedures as above in school and should be reported in the same manner. Signs could include:

- Expressing extreme views regarding people of other ethnicities, cultures or faiths.
- Unusual or unsafe online activity.
- Disclosures regarding family members views or behaviours towards other ethnic groups.
- Signs of isolation, fear or rejection of peer groups
- Recent political or religious conversion
- Conflict with family over political or religious views

We ask that your mobile phone be off whilst volunteering in school, and to place the phone in a secure place. You are welcome to leave this in the school office.

Health & Safety

If while working in school or preschool, if you see anything that is unsafe, please report the matter to the school office immediately.

Fire

If the fire alarm sounds,

If you are volunteering in school, please make your way safely to the nearest exit, guiding the child you are working with (if away from the main class area) to the KS2 playground. Once on the playground, please make yourself known to a member of staff.

If you are volunteering at preschool, the staff members in the room you are in will guide you to the nearest exit. Once outside, stay with the staff member and children until you are allowed back into the building.

Deployment of Volunteers

Volunteers will be asked to support in classes/areas of the school where there is the most need for support. Parent volunteers should be aware that they will not always be able to work in their child's class, as for some children this can be distracting for the child. If this is the case, we may ask you to help in a different class or area of the school. This is entirely at the Headteacher's discretion. It is helpful if you can explain to your child that you will be coming into school to help all of the children and that he/she will not always be able to work with you. We may from time to time ask you to support another class during a visit if extra adults are required for a specific activity (e.g. supporting practical science work).

Volunteer Roles in School

Many of the activities that we ask you to help with are the sorts of things that parents do with their own children at home. We might ask you to become involved in a variety of activities such as:

- Reading with a child
- Working on a computer
- Playing games
- Making things
- Cooking
- Gardening
- Sewing
- Topic related studies

A member of staff will give you:

- Clear guidelines about the activity;
- All the materials you need.

Housekeeping

Drinks

Please feel free to bring a drink with you. Please ensure that this is a lidded container.

Volunteer Information

Volunteers are encouraged to ask if there is anything that they feel has not been explained fully. Volunteers are encouraged to be impartial and give equal opportunities to everyone within the setting, regardless of their age, gender, race, religion, culture or background. We are committed to providing equality of opportunity and will not tolerate any illegal discrimination or harassment based on race, colour, religion, sex, national origin or any other class.

If any behaviour from the setting staff, other volunteers or visitors raises concerns, volunteers are encouraged to follow the school's Whistleblowing Policy.

Volunteers must understand that babysitting for parents out of school/pre-school hours is at your own risk and that the setting is not liable for anything that might happen at this time.

Photocopying

If any photocopying is required please inform the school office.

First Aid

Please do not administer First Aid to children whilst you are volunteering in school. Please talk to the class teacher, member of staff or a member of the office team if you are approached by a child with an ailment or injury.

Staff Room/Offices

Volunteers are not allowed in the staff room or the school or preschool office.

Attendance

If you find that you are not going to be able to volunteer on a particular day, it is really helpful to know in advance, even if that is only a phone message or an email to enquiries@southview.Lincs.sch.uk on the morning in question.

References

Occasionally, volunteers ask the school to provide a written reference when they are seeking employment. We stipulate a minimum qualifying period of three months attendance of regular volunteering (e.g. once a week) before we feel able to provide a work-based reference. We believe that this is fair to both prospective employers and candidates.

Thank you!!

In case we forget to say so, please be assured that we and the children of South View School and Preschool really do appreciate your help.

If you have any worries or queries, or any good ideas on how we can improve something, please let us know - we are always willing to listen.

Volunteer Application Form

Volunteer Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

Are you a parent of a child/ren in the school or preschool? Please give names and classes: _____

If you know any member of staff or the governing body, please give details:

Are you willing to complete an online DBS check if required? _____

Do you have photo ID? _____

We would ideally like to see a current passport, driving license and a utility or financial statement dated within the last three months in order to run a DBS for you. A full list of documents that can be used can be found at the end of the policy.

If yes, the original documents will need to be shown to office staff.

Which area/s of the school/preschool would you prefer to support? _____

Do you have any specific skills or strengths that could be utilised? _____

Are there any activities that you feel unable to support? Please give details. _____

When are you available to support in school? Please give days and times _____

Please provide details of someone who could provide a character reference for you

Name _____

In what capacity does the referee know you? _____

Telephone Number _____

Email address _____

Please sign below to confirm you have read the Volunteer Policy and that you understand your obligations relating to the following topics and that you agree to adhere to it.

- Confidentiality
- Safeguarding including the Prevent Duty
- Health & Safety
- Fire

Signature:

Name:

Date:

The information on this form will be processed in accordance with the General Data Protection Register (EU) 2016/679.

For office use: DBS required: Yes/No
Original documents seen: Yes/No
Date DBS applied for:
Date Original DBS seen:
Reference contacted:
Risk Assessment Completed:
Date started: _____ Signed by _____

You must be able to show:

- one document from Group 1, below
- two further documents from either Group 1, or Group 2a, or 2b, below

Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport. A UK passport can be expired up to a maximum of 6 months.
e-Visa	Accessed via the 'View and Prove' service. The share code requested by the applicant should be an 'immigration status' share code. If you do not have a UKVI account to access your eVisa you can create one online (Get access to your online immigration status (eVisa) - GOV.UK)
Biometric residence permit (BRP)	UK. A BRP showing Indefinite Leave to Remain, Indefinite Leave to Enter or No Time Limit can be used up to 18 months past the expiry date of the BRP. BRP holders should be encouraged to create an account and access their eVisa
Application Registration Card (ARC)	Issued by the Home Office. Must be checked against the Home Office Employer Checking Service .
Current driving licence photocard - (full or provisional)	Current and valid photocard driving licence issued by UK, Isle of Man, and Channel Islands. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA
Birth certificate - issued within 12 months of birth	UK, Isle of Man, and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces. Must be original birth certificate. Certified copies are a group 2a document.
Adoption certificate	UK and Channel Islands

Group 2a: Trusted government documents

Document	Notes
Current driving licence photocard - (full or provisional)	Current and valid. All countries outside the UK (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before March 2000)	Current and valid. UK, Isle of Man, and Channel Islands. For a paper licence to be valid it must be issued before March 2000 and all information, including name and address, must be up to date

Document	Notes
Birth certificate - issued after time of birth	UK, Isle of Man, and Channel Islands.
Marriage/civil partnership certificate	UK and Channel Islands
Immigration document, visa, or work permit	Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based
HM Forces ID card or HM Armed Forces Veteran card	UK
Firearms licence	UK, Isle of Man, and Channel Islands

Group 2b: Financial and social history documents

Documents	Notes	Issue date and validity
Mortgage statement	UK	Issued in last 12 months
Bank or building society statement	UK and Channel Islands. A print off of a bank statement that is endorsed with a stamp and signed by the bank is acceptable if you cannot have hard copy bank statements posted to you.	Issued in last 3 months
Bank or building society statement	Countries outside the UK	Issued in last 3 months - branch must be in the country where the applicant lives and works
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK	Issued in last 3 months
Financial statement, for example pension or endowment	UK	Issued in last 12 months

Documents	Notes	Issue date and validity
P45 or P60 statement	UK and Channel Islands. Cannot be online document	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Letter of sponsorship from future UK employment provider	Valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill. Cannot be printed from an online account	Issued in last 3 months
Benefit statement, for example Child Benefit, pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, Local Authority	UK and Channel Islands – a letter confirming entitlement to benefits. For example: Personal Independence Payment (PIP), free school meals, universal credit, asylum support etc	Issued in last 12 months
HMRC self-assessment letters or tax demand letter	UK	Issued in last 12 months
European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC)	UK.	Must still be valid
EEA National ID card		Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man, and Channel Islands. Digital PASS cards are acceptable where they have been issued by an approved digital PASS provider and the QR code has been used to confirm details.	Must still be valid
Letter from head teacher, college principal, apprenticeship provider	UK - for 16 to 19 year olds in full time education or on an apprenticeship - only used in exceptional circumstances if other documents cannot be provided	Issued in the last month

