

Volunteer Policy 2025-26

Frogwell Primary School

Safe and Happy – Supportive – Respectful – Aspirational – Inclusive

- *Safe and Happy: We want all children to feel emotionally and physically safe in our school and to enjoy coming here each day. We aim to make our school a happy place for everyone*
- *Supportive: We believe it is essential to provide children with the support they need to succeed both academically, socially and emotionally.*
- *Respectful: We want all members of our school community to treat others and themselves with respect. We believe in the importance of adults modelling respectful behaviours to help children to learn respect.*
- *Aspirational: We believe all children should be encouraged to have aspirations for the future regardless of their starting points. We aim to inspire children and build their confidence to aim high.*
- *Inclusive: We believe our school is a better place if we can include everyone and support those with different needs to experience success in education and in life.*

Date of Policy: Term 2- 2025

Review Date: Term 2- 2026

Governor Responsibility: Full Governing Body

Governor Lead: David Rousell (Safeguarding)

Nominated Lead Member of Staff: Lucy Cooper

Status & Review Cycle: Annual

1. Introduction and aims

At Frogwell Primary School we believe that volunteers provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience.

We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

The aim of the Frogwell Primary School volunteer policy is to:

- Ensure the same rigorous safeguarding checks that are made for staff are made for volunteers. We expect for all adults in the school to have the highest standards, be safe around children and to adhere to and read and be able to demonstrate a secure understanding of the guidance from KCSiE, the school's own key policies and the values of the school.
- Encourage the wider community to engage positively with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers

This policy has been developed in line with the Department for Education's statutory safeguarding guidance, [Keeping Children Safe in Education](#).

At Frogwell Primary School volunteers may:

- Hear children read
- Accompany school visits
- Provide support to individual children
- Provide support to small groups of children
- Support specific curriculum areas, such as ICT or art

This isn't an exhaustive list.

Volunteers may be:

- Members of the governing body
- Parents and Carers
- Local residents
- Friends of the school/members of the PTFA

Members of the governing body working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings), are not covered by this policy. They are covered by our Governor Code of Conduct.

3. How to apply to volunteer

To apply to become a volunteer you should email the School Office on admin@frogwell.wilts.sch.uk and complete an application form (see appendix 1). Your form will be processed by a member of the Senior Leadership Team and you will be contacted to discuss any questions they have.

4. Appointment of volunteers

Volunteers are appointed by the Headteacher.

Appointment and induction of new volunteers can take up to 6 weeks, and is dependent on the candidate and available spaces within the school.

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training.

The Headteacher reserves the right to terminate a placement at any time.

Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation, if needed. The school will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.

5. Safeguarding

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we're upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks with a barred list check on volunteers who:
 - Work 1-on-1 with pupils unsupervised
 - Work with groups of pupils unsupervised
 - Supervise or accompany groups of pupils on overnight residential visits
- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in
- Provide safeguarding training to all volunteers prior to them beginning work at the school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education.
- Require volunteers to agree and adhere to our code of conduct and to read, and adhere to, the school's policies on:
 - Safeguarding
 - Use of mobile phones
 - ICT and internet acceptable use

- Online safety
- Behaviour
- Require volunteers to a volunteer badge which will hang on a yellow lanyard, with the word 'VOLUNTEER' printed on it.
- Conduct a risk assessment to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
 - The nature of the work they will be doing
 - What we know about them
 - References from employers or other voluntary roles
 - Whether the role is eligible for an enhanced DBS check

6. Induction and training

Any new volunteer with direct contact with young people will be taken through this safeguarding policy as part of the induction process and offered training soon after commencing their post. All volunteers are to participate in timely and relevant training. All volunteers have a duty to ensure that any suspected incident, allegation or other manifestation relating to child protection is reported using the procedures detailed below in this policy. If in any doubt about what action to take, volunteers must seek advice from one of the named Safeguarding leads.

Training for volunteers, staff and Governors

Induction training is given for all volunteers. The training is supplemented by additional safeguarding updates are shared termly for volunteers.

Training is further strengthened by a bi-annual KCSiE whole school training. Where possible regulated volunteers are encouraged to attend.

7. Use of External Agencies and Speakers

At Frogwell Primary School we encourage the use of external agencies or speakers to enrich the experiences of our children; however we will positively vet those external agencies, individuals or speakers who we engage to provide such learning opportunities or experiences for our pupils.

We ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are in complete opposition to, the school's values and ethos. We must be aware that in some instances the work of external agencies may not directly be connected with the rest of the school curriculum so we need to ensure that this work is of benefit to our pupils.

All External Agencies and Speakers must read the Visiting Speaker Protocol. (Appendix 2)

Our school will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to children support fundamental British Values and our school values.
- Any messages communicated to children do not marginalise any communities, groups or individuals
- Any messages communicated to children do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.

Any visual presentation, such as Powerpoints and video clips, will be received and checked by the member of staff leading on the visitor's school attendance, to ensure the content is unbiased and sits within the school ethos. An outline of the key points of the delivering speaker will be sought and checked, alongside the Powerpoint or other resources to be presented by the member of staff leading on the visitor's school attendance. The responsibility for checking the content fits the ethos of the school lies with the member of staff organising. If there are any concerns, these should be raised with a member of SLT for clarification. We recognise, however, that the ethos of our school is to encourage children to develop the critical thinking skills needed to engage in informed debate.

Additional vigilance will be given to the content spoken of any visitor who will be speaking to children or staff, particularly for the first time. Speakers may be asked to end their presentation/talk at any time during the deliverance by a member of staff watching, should it be felt to be inappropriate.

8. Confidentiality

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation.

If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents.

This doesn't prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our child protection and safeguarding policy, and inform the designated safeguarding lead.

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

9. Conduct of volunteers

Volunteers must comply with the staff code of conduct which will be given to you as part of your induction.

10. Expenses

We do not pay expenses for volunteers. If you require something to carry out your role please speak with the School Office.

11. Insurance

The school's insurance policy covers volunteers in the event of an accident or emergency.

If a volunteer is working at the school through another organisation, we will also check that organisation's insurance arrangements.

12. Data protection and record keeping

Our privacy notice for volunteers explains what information we collect about volunteers and why we collect it.

We will:

- Retain records relating to volunteers in line with our records retention schedule
- Remove details of volunteers from the single central record (SCR) once they no longer work at our school

13. Monitoring and review

This policy has been approved by the Headteacher and will be reviewed regularly.

Please sign and date below:

X

Volunteer signature

X

Date

Appendix 1: Volunteer application form

Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

Data protection notice

Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:

- You've given us your consent
- We must process it to comply with our legal obligations

Personal details

Name:	
Date of birth:	
Gender:	
Telephone number:	
Email address:	
Home address:	

Disclosure and Barring Service (DBS) information

Frogwell Primary School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and Nutfield Church Primary Schools privacy notice.

Do you have a DBS check? (please circle)	Yes/No
If yes, what type of check do you have? (please circle)	Basic DBS / Standard DBS / Enhanced DBS / Enhanced DBS with barred list information
Date of check:	
Certificate number:	

Availability

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
Before school					
After school					
Lunchtimes					
How many hours per week/month can you volunteer?					
Can you commit to at least 1 term?					

Experience and qualifications

Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.

Why would you like to volunteer at Frogwell Primary School?

Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc.)

Do you have any relevant qualifications?

--

Preferences

What age group / department would you prefer to work with?

Would you prefer to work 1-on-1 or with a small group?

References

Your placement as a volunteer may be subject to satisfactory references. Please give the details of 2 referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc.).

Name:

Name:

Relationship to you:

Relationship to you:

Address:

Address:

Telephone number:

Telephone number:

Email address:

Email address:

Disability and accessibility

Frogwell Primary School is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:

Appendix 2

Visitor Speaker Protocol

At Frogwell Primary School we understand the importance of visitors and external agencies to enrich the experiences of our students. All visiting speakers to Frogwell Primary School are required to sign in and by doing so agree to adhere to the following statements in order to safeguard our pupils:

- Any visitors will adhere to our Volunteer Policy
- Any messages communicated to children support fundamental British Values and our school values.
- Any messages communicated to children are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to children do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of children.
- The content of talks and the media used to support the message, will be agreed with the member of staff organising the talk; and any concerns or clarification needed raised with a member of the Senior Leadership Team.
- Copies of presentation materials (e.g. Powerpoint) to be used need to be shared with the school prior to arrival.
- If a member of staff requests that the talk is stopped, it must be done so immediately.
- Any information obtained about children, families or others within the school will be kept confidential and not mentioned outside the school or on any social networking sites. Any concerns about a child will be shared with a member of staff and not with the child's parents or carers or anyone else.
- Mobile phones and other digital devices with photographic or recording functions will not be used in class or around the school. Devices should be turned off and stored away safely and only used in the staffroom.
- Personal phones, cameras and other devices will not be used to photograph children and no photographs will be taken unless instructed by the teacher and using school equipment.
- Visiting speakers will also be accompanied by a member of staff at all times.

Signed: _____ Date: _____