Cropredy CE Primary School Volunteer Policy

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children. We welcome and encourage volunteers from the local community. A volunteer is an unpaid adult who provides support to our school.

Our volunteers include:

- Members of the governing body
- Parents of pupils
- Students on work experience
- Former members of staff
- Local residents
- Church members

The types of activities that volunteers are engaged in might include:

- Hearing children read
- Working with small groups of children
- Undertaking arts and craft activities with children
- Supporting teachers to run before-school and after-school clubs
- Running lunchtime clubs
- Taking part in Friends of Cropredy PTA fundraising activities
- Accompanying school visits (see Appendix 3)
- Working with children on the computer (see Appendix 4 for the Volunteer Acceptable Users Policy)
- Assisting staff

Becoming a volunteer

Anyone wishing to become a volunteer, either for a one-off event or on a more regular basis, should approach the headteacher. Volunteers should complete the Volunteer Information Sheet (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help.

Before starting to help in school, volunteers should complete the Volunteer Agreement (Appendix 2), which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

Before starting in school and to ensure the safety of our pupils at all times, all volunteers will be required to compete a DBS check which will be initiated via the school administrator. We are unable to have any volunteer in school unless they have had a DBS check and have shown their certificate in school. The number of this certificate will be recorded.

Confidentiality

Volunteers in school are bound by our Confidentiality Policy (see the Policies page on the school website). All staff members, voluntary helpers and visitors should be aware that information relating to individual children or members of staff is totally confidential. Whilst in school volunteers may hear conversations which are of a confidential nature. These cover aspects such as children's academic progress, behaviour, or home circumstances. All information relating to individual children and staff is totally confidential and volunteers must respect this.

Safeguarding and Child Protection

All volunteers must read and adhere to the school's Safeguarding and Child Protection Policy (see the Policies section on the school website or request a copy from the office). Any concerns that volunteers have about the children they work with/ come into contact with should be shared with the class teacher and NOT with the parents of the child or any persons outside school. These comments, particularly if taken out of context can cause distress to the parents of the child if not heard directly from the school. A situation may arise in school, where the duty to the child is greater than that to the parent. If a child discloses something, this information should be shared promptly with the child's teacher or Headteacher. All Volunteers must read the school Safeguarding Leaflet which can be found in the Reception area.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher.

Supervision

All volunteers work under the supervision of the class teacher to which they are assigned. Although teachers retain responsibility for children at all times, this does not require volunteers to be in their direct supervision at all times. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/guidance from the teacher in the event of a query or problem regarding a child's behaviour or understanding of a task.

Health and Safety

The school has a Health and Safety Policy (see the Policies page on the school website). Class teachers should ensure that volunteers are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher or Headteacher.

Complaints Procedure

Any complaints made about a volunteer or by a volunteer will be referred to the Headteacher for investigation.

The school has the right to take the following actions:

- Speak with the volunteer about a breach in the Volunteer Agreement
- Offer an alternative placement for a volunteer
- Inform the volunteer that they are no longer required to help in school

This policy will be reviewed annually or in the light of new guidance from either the Department for Education or the Local Authority.

Chair of Governing Body: Maria Morris

Date Policy Approved: 1st November 2026

Date of Policy: 1st November 2026

Review Date: 1st November 2028

Cropredy CE Primary School

Volunteer Policy

APPENDIX 1

VOLUNTEER APPLICATION FORM – FOR NEW VOLUNTEERS

Name of Volunteer:	
Other names know by (including maiden names):	
Address:	
Phone Number:	
Email address:	

What skills / areas would you like to help with in school?
Are there any particular age groups / classes you would like to work with?

Do you have any disabilities / other needs we need to take into account when working as a volunteer in school? *(Please give details)*

For safeguarding purposes, we are required to obtain two references for any volunteer applying to work in our school. Please complete below:

Referees:	**Referee 1 '*'**	**Referee 2 '*'**
Title		
Name		
Address		
Postcode		
Telephone (inc. area code)		
Email address		

Signed Declaration

This declaration confirms you have read and understood the Volunteer Policy and school Confidentiality Policy

I understand that I may have access to confidential information and this is my responsibility to maintain the integrity of this information and to keep it private.

I further understand that misconduct including the disclosure of confidential information may result in the EPA taking legal action against you where breaches warrant such action.

Name: _____

Cropredy CE Primary School

Date: _____

*Signature:*_____

Cropredy CE Primary School

Volunteer Policy

APPENDIX 2 VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at Cropredy CE Primary School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement Sheet and hand it in at school. You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy.
- I agree to treat information I learn from being a volunteer in school as confidential.
- I understand that I am required to undergo a DBS check to advise the school of my suitability as a volunteer. If you already have a DBS Certificate, please show it to the Headteacher.
- I have read and understand the Safeguarding and Child Protection and Policy.
- I have read and signed the attached Volunteer Acceptable Users Policy.

Medical Information

Please advise us of any medical conditions we should be aware of:

_____

_____

_____

_____

Signed: _____

Name: _____

Date: _____

Volunteer Policy

APPENDIX 3

SCHOOL TRIP VOLUNTEER AGREEMENT

School trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: you will have an important role to play in the success and safety of this school trip. Please read and return this appendix, and sign and return the helper's slip.
This is part of our school's risk assessment planning.

Role of the volunteer helper

- To be responsible and look after, in equal measure, all of the children in your group
- To stay with your allocated group of children, ensuring that their well-being and safety is maintained for the total duration of the school trip
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- To contact your child's class teacher/member of staff immediately if there are issues with first aid, safety and/or behaviour

Working alongside school staff

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct line management of school staff
- Show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest
- Follow guidance from the school staff

What is not permitted

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to reorganise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip.
- Volunteers are not allowed to touch or reprimand children but should speak to a school staff member if there are any difficulties. If you need to move a child or gain a child's attention we always use their name and under no circumstances are we to come into physical contact with a child.

First Aid

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid box(es) will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible.
If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

I have read the Volunteer Policy
I agree to the terms and conditions as stated in the policy
I will support the young people in enjoying the trip and actively contribute to the smooth running of the visit/trip

Signed: _____

Name: _____

Date: _____

Cropredy CE Primary School

Volunteer Policy

APPENDIX 4

VOLUNTEER ACCEPTABLE USE POLICY AGREEMENT

School Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and encourage awareness of context to promote effective learning. All users should have an entitlement to safe access to the internet and digital technologies at all times.

This Acceptable Use Policy is intended to ensure:

- That volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That volunteers are protected from potential risk in their use of technology in their school activities.

Cropredy CE Primary School will try to ensure that volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for pupils learning and will, in return, expect volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

For my personal safety:

- I understand that the school will monitor my use of the school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, VLE etc.) out of school, and to the transfer of personal data (digital or paper based) out of school
- I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.

- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident; I become aware of, to the appropriate person.

I will be professional in my communications and actions when using school *I*CT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use social networking sites in school in accordance with the school's policies. I will only communicate with students / pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my responsibilities as a volunteer.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my mobile devices (laptops / tablets / mobile phones / USB devices etc.) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up-todate anti-virus software and are free from viruses.
- I will not use personal email addresses on the school ICT systems.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted , or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the school policy. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper-based protected and restricted data must be held in lockable storage.
- I understand that data protection policy requires that any staff or student / pupil data, to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- When using the internet in my capacity as a volunteer or for school-sanctioned personal use:
- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of the school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my activities at the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action.

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Signed: _____

Name: _____

Date: _____

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