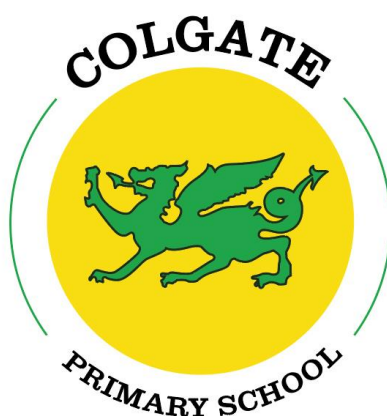




**Colgate Primary School  
Volunteer's policy  
2026**

*Working together to be our best*

|                            |                                |                        |
|----------------------------|--------------------------------|------------------------|
| <b>Approved by:</b>        | Colgate Full Governing<br>Body | <b>Date:</b> July 2026 |
| <b>Last reviewed on:</b>   | July 2026                      |                        |
| <b>Next review due by:</b> | July 2028                      |                        |

*The governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers' and visitors to share this commitment.*

## **Introduction**

Our school benefits from developing well planned, active parental and community links. Participation by adults in the activities of the school on a voluntary basis helps to achieve this. Colgate Primary School believes that volunteers are a welcome resource for helping to raise children's achievement by supporting the work of teaching staff in delivering the curriculum to all pupils. Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children without encroaching on the professional teaching responsibilities of the class teacher.

## **Aim**

The aim of this policy is to establish expectations for both staff and volunteers regarding the work

undertaken by volunteers and their conduct whilst in school.

### Categories of Volunteers

Volunteers could include any of the following (this list is not exhaustive):

- Members of the Governing Body
- Parents, carers, guardians, elder siblings or Grandparents of pupils
- Students on Work Experience or Placement
- University Students
- Ex-members of staff
- Local residents
- Staff family members
- Parents/Friends of Colgate (PFC)

### Types of Activities

Activities volunteers may be engaged in could include any of the following:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with small groups of children
- Working with children on computers
- Preparing resources for a future lesson
- Accompanying school visits
- Escorting children on local walks and to swimming lessons at K2 swimming pool
- Running or assisting with an after school club
- Social activities such as running a disco
- Fund raising activities such as running a cake stall at the Summer Fair
- Speaking with children on a governor visit
- Helping at lunchtime
- Escorting children to workshops out of school

### Becoming a Volunteer

Anyone wishing to work as a volunteer who may be in school on a regular basis or a one-off occasion completing a work placement should request a **Volunteer Application Form** from the school office. This should be completed and returned with the necessary original identity documents to facilitate a DBS (Disclosure and Barring Service) clearance check and for two references to be sought. Where the volunteering is a placement linked to a course of study the cost of the DBS (if required) will be met by the volunteer (or his/her college) unless a portable DBS has been activated.

Only when two satisfactory references and a clear enhanced DBS has been received by the school, will the Headteacher (or staff member with delegated responsibility) interview the potential volunteer and an appropriate placement will be agreed. This will be in a class which has no family connection to the applicant.

A regular day and time will be agreed and the applicant will be expected to sign for and adhere to all relevant documentation, including our Safeguarding and Child Protection Policy and our Confidentiality Policy.

An entry will be made on the school's **Safeguarding Single Central Record** and a file maintained with the confidential details of the volunteer which will be retained by school for 7 years after the

volunteer resigns from their volunteering responsibilities.

The exceptions to this are:

- Work Experience Students or University Placements who apply via their educational establishment as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at Colgate Primary School. The student will be expected to sign a confidentiality agreement, share their DBS certificate with the business manager and will not be placed in a class with any family connection.
- One-off volunteers i.e. assisting with a school walk, a fund raising event or a school visit will not require a DBS. Care should be taken to ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care.  
If there is any doubt as to the level of checks required, a decision should be sought from the Headteacher.

### **Information on the Role of a Volunteer**

All volunteers should have access to this policy. Volunteers should also have access to the following policies which are available from the school's website [www.colgateprimary.org.uk](http://www.colgateprimary.org.uk) or from the school office

- Health and Safety Policy
- Data Protection Policy
- Safeguarding & Child Protection Policy
- Keeping Pupils Safe in Education Part 1
- Equal Opportunity Policy
- Relationships for Learning Policy (Behaviour Policy)
- ICT Acceptable Use Policy (where regular access to the school's computer network is necessary)
- Confidentiality Policy

### **School Values**

All adults who work in school are expected to work and behave in such a way as to promote our school values which are as follows:

Leadership, Communication, Inclusion, Caring

### **Volunteers' Expectations from School**

Volunteers in school should expect to:

- be recognised for their valuable contribution to the learning experience for the children they support
- be assigned worthwhile tasks
- access any training that is necessary for the success of their activities

### **School's Expectations from Volunteers**

School expects all volunteers to:

- Adhere to the name protocol for staff e.g Miss Penn
- Adhere to the school's Health & Safety Policy, Safeguarding Policy, Data Protection Policy and

ICT Acceptable Use (where appropriate).

- Read and work within the Keeping Pupils Safe in Education Part 1
- Work under the supervision and direction of staff.
- Be role models for the children they work with e.g. please think about the language and gestures used.
- Wear appropriate, smart but casual dress.
- Refer any behavioural or safeguarding concerns to the class teacher and not to attempt to deal with any such issues themselves.
- Use the staffroom but be reminded of school policies as stated above.
- Commit to a regular window of time to allow teachers to plan activities to include the volunteer.
- Advise school as soon as possible when it is not possible to attend.
  - Keep mobile phones off and out of site. No photos or videos to be taken.
- Be familiar with school evacuation procedure and follow staff instruction.
- Promptly disclose any information of a criminal nature.

## **Safeguarding**

All volunteers working regularly in school must undertake a short safeguarding induction to include health and safety before commencing their voluntary role and undertake basic Safeguarding and Child Protection Training, Prevent Training and Health and Safety overview.

## **Security**

All volunteers must sign in and out of school by using Checkie and wear a visitor badge for the duration of their volunteering session.

## **Complaints Procedure**

Any complaints made by a volunteer or about a volunteer will be referred to the Headteacher (or a delegated staff member) for investigation.

The Headteacher (or delegated staff member in the Headteacher's absence) reserves the right to take the following action:

- To speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated.
- Offer an alternative placement or activity for a volunteer.
- Inform the volunteer that the placement has been withdrawn.

## **Volunteer Application Form**

### **Registration Form for Voluntary Helpers at Colgate Primary School with Disqualification Requirement for Early and Later Years**

You will appreciate that the School must be particularly careful to enquire into the background of individuals who have access to pupils at the school. The school keeps a record of all persons who carry out voluntary work at the school. You are asked, therefore, to complete the details below and return it to the school. In accordance with Keeping Children Safe in Education, we ask Volunteers to give names and addresses of two 'professional' referees. Please provide these below.

If, as a voluntary helper, you have **regular unsupervised contact** with the pupils then it will be necessary for a Disclosure and Barring Service check, including a Barred List check, to be made on you.

**Surname Title**

(Mrs/Miss/Ms/Mr)

**Previous Name(s)** \_\_\_\_\_ **Date of Birth** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Forename(s)**

**Address**

**Telephone No.** \_\_\_\_\_

Have you lived abroad anytime in the last 5 years? Yes No

If "yes" please give details overleaf.

**Relevant Experience:** e.g. Education, Training, Employment or Voluntary Work.

**Referees:** Two professional referees who can comment on your suitability to work with children are required

**First Referee**

Full Name:

Full Address:

Tel No:

Job Title:

Relationship to Applicant:

**Second Referee**

Full Name:

Full Address:

Tel No:

Job Title:

Relationship to Applicant:

**DBS check**

I consent to a Disclosure and Barring Service and Barred List check being made on me if I will have regular unsupervised contact with pupils and this form being held by the school as a record that appropriate checks have been carried out.

**Disqualification and Disqualification by Association**

I confirm that I am not disqualified from working with children in Early or Later Years settings (up to age 8) and, to the best of my knowledge, no one who lives or works in the same household as me is disqualified. I understand and accept that I must inform the headteacher immediately if I become disqualified or if I become aware that anyone who lives or works in my household becomes

disqualified.

**Signed**

**Date**

**Print Name** \_\_\_\_\_

FOR SCHOOL USE Section 1 or section 2 must be completed

1 Regular unsupervised contact with pupils

DBS application made Date\_\_\_\_\_Signed\_\_\_\_\_

DBS Clearance received Date\_\_\_\_\_Signed\_\_\_\_\_

**Or**

2

No regular unsupervised contact with pupils Date\_\_\_\_\_

Signed\_\_\_\_\_

### **Confidentiality Agreement**

Whilst in school, it is possible that you may come in to contact with *confidential/sensitive information*. This may be concerning people with whom you have dealings outside of the school setting such as: parents, children, staff and other individuals representing the school. Please remember that any information that you are privy to whilst at this school is confidential and must remain so. This includes personal and social media interactions.

If you have concerns regarding a breach of sensitive information or indeed, feel there is a matter which needs to be brought to the attention of the Headteacher, please contact the school office as soon as possible.

Below is a form acknowledging your agreement of the above statement. Please ensure that this form is returned as soon as possible. *The school views any breach of confidentiality as a very serious*

*matter and will take appropriate action in the event of any such breach.*

### **Confidentiality Statement – Colgate Primary School**

I have read, acknowledged and agree to abide by the above confidentiality statement.

Name:

Date:

Signature:

### **Appendix 1**

#### **OFF-SITE VISITS 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 form, 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 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 re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, vape, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs or videos 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 occasion.***

***Signed : \_\_\_\_\_ Date : \_\_\_\_\_***

**HEAD TEACHER: R.Winn**

**CHAIR OF GOVERNORS: Miss Amelia Calvert**

**DATE: May 2026**

**REVIEW DATE: May 2028**