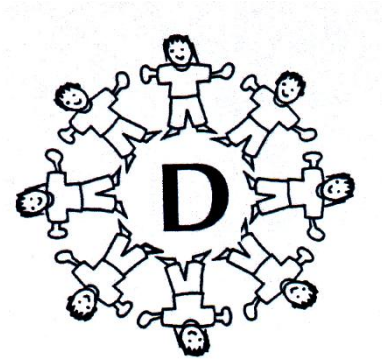


Dalestorth Primary and Nursery School



Guidance for Volunteers in School September 2025

Guidance for Volunteers in school

Aims of Guidance for Volunteers Policy

To provide parents/staff and volunteers with clear expectations, induction and guidelines for working in school and to encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion.

Vision

We want our school to be open and welcoming to all who would like to support the children. Volunteer helpers might be: Parents or other adults working alongside the teachers, Students on work experience. We would like to encourage parents and other adults to help the school in a variety of ways. We believe that parents and carers can add enormous value to children's learning opportunities and experiences.

Our overriding concern is for the safety and security of the children in our care. Our school policy is to ensure that the children benefit from as much help and support as necessary while being ensured of the best security and safeguarding as possible.

Therefore, if you would like to volunteer in our school you will be sent a letter requesting that you complete the **Standard Volunteer Application Form for a role in a Nottinghamshire School (Appendix 1)** –prior to commencing volunteer work at the school. You can see this in appendix at the back of this policy. This will provide the necessary background information to enable us to engage individuals safely.

Once we have your completed form, the nature of the volunteering will be discussed with you, as depending on this you may have to undergo further Safeguarding checks.

Volunteer helpers support the school in a number of ways such as:

- Supporting individual pupils within classrooms
- Hearing pupils read
- Helping with classroom organisation
- Helping with supervision of children on school visits
- Helping with group work
- Helping with art or other practical subjects (cooking etc.)
- Helping with observing supervision of a group for swimming

Whether you will need further Safeguarding checks will depend on whether you will be a supervised or unsupervised volunteer.

Safeguarding Checks

Supervised Volunteers – This means you will always be supervised with a child or group of children by a person who is in regulated activity; regular and day to day; and “reasonable in all the circumstances to ensure the protection of children.”

On the whole a supervised volunteer undertaking the kind of activities above will be in what we call non-regulated activity so you will not require an enhanced DBS check, however, there are certain circumstances where schools may obtain an enhanced DBS certificate (not including barred list information),

Risk Assessments and DBS checks

As a school we will undertake a written risk assessment and use professional judgement and experience when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in non-regulated or supervised activity. In doing so we will consider:

- the nature of the work with children;
- what the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers;
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability;
- whether the role is eligible for an enhanced DBS check; and

Unsupervised Volunteers – This means you may be on your own with a child or group of children.

Volunteers who, on an unsupervised basis teach or look after children regularly, or provide personal care on a one-off basis in schools will be in what we call regulated activity will require a DBS with barred list check.

This also includes situations such as when a volunteer:

- assist with school trips where a parent may need to be left in charge of a group in an emergency
- are in any role which involves children swimming or changing

In this school Volunteer helpers are not allowed to do the following activities even if they have been DBS checked and can work unsupervised.

- Take responsibility for all or some of the class
- Supervise children engaged in PE or other specialist activities without a qualified person
- Take the children off the school site without a teacher in charge

The responsibility for the health, welfare and behaviour of the children remains with the class teacher at all times.

Under no circumstances will a volunteer in respect of whom no checks have been obtained or form to have been completed will be invited to join us.

Volunteer Induction

Following the successful completion of the **Standard Volunteer Application Form** and any further the safeguarding checks and or risk assessment the school will notify you if you have been successful. Following this we will make arrangements for you to undertake an induction programme with us. This will involve information on conduct, confidentiality, signing in, safety and emergency procedures and safeguarding.

All volunteers will be given a visitor's label which should be easily visible to members of staff. A red label will be given to those who are not DBS checked. A green label will be given to those who are DBS checked.

Right to appeal

If you are not satisfied with the way this policy has been applied in any way please contact the Head Teacher to resolve the matter in line with our Parental Concerns Procedure.

Confidentiality

We recognise that for staff and parents of other children to be confident about volunteers in school all volunteers will need to agree to a protocol about confidentiality and conduct. Volunteer helpers are asked to sign a 'Volunteer Confidentiality Protocol,' a copy of which will be kept in school.

It is especially important that any information observed, shared or over-heard whilst volunteering within school is kept confidential and is not shared with other individuals outside of school. If you have concerns over anything seen or heard while in school you must raise it in line with our concerns process and safeguarding procedures and begin by speaking to the class teacher.

If at any time the aspects of this agreement are breached then we reserve the right to ask any volunteer to cease their role and leave the premises at any time in line with this guidance and our 'Acceptable Behaviour for Adults in School' policy.

Child Protection and Disclosures

It is possible that children may tell you (or try to tell you) things relating to some form of abuse or you may see things you are concerned about. Whilst you cannot promise confidentiality within school (i.e. you must make it clear to the child that you will have to tell someone), you must ensure that once you have passed the matter on you do not discuss it with anyone else.

If you have any concerns at all about the welfare of a child please don't keep these to yourself – you have a duty to report any issues regarding child protection. Let your link staff member know immediately or speak directly to one of our safeguarding leads; Mr Robertson, Miss Radford, Mrs Curran or Mrs Claxton.

Deployment of Parent Helpers

It is the Local Authority's Guidance that parents are not asked to supervise groups that contain their own children. This is because it is felt that a parent may then be placed in a situation of having to choose between saving their own child or another. For most trips or activities classes will be together in larger groups so you should still see your child but please check with the Visit Leader for more details.

Monitoring and Review

The day to day monitoring of this policy is the responsibility for the Headteacher and Leadership Team. The Headteacher will report to Governors annually on the number of parent volunteers in school and summarising their value and impact in supporting children's learning.

This policy is to be reviewed every 2 years

Policy written by H Claxton

Policy due to reviewed: Sept 2027

Appendix 1 – Volunteer Application Form



Nottinghamshire County Council

Volunteer Application Form - Confidential

Standard Volunteer application form for a role in a Nottinghamshire School

Please answer all questions accurately and sign the declaration at the end of the form

SCHOOL

What type of volunteering would you be able to offer us ?

What days and times would you be able to commit to us and for how long?

1. PERSONAL DETAILS (please complete in block letters)

Surname:

Forenames:

Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other)

Date of Birth:

Address for Correspondence:

Permanent Address (if different):

Postcode:

Postcode:

Home telephone no:

Mobile telephone no:

National Insurance No:

Email address:

2. PRESENT EMPLOYMENT / VOLUNTEER ROLE (If applicable)

Name and address of organisation:

Postcode:

Nature of business:

Brief description of duties:			
Hours/sessions worked per week:		Regulated Activity / Unregulated Activity	
Date appointed: Date leaving :		Supervised/Unsupervised Activity	
Reason for leaving or for seeking other employment:			

3. PREVIOUS EMPLOYMENT / VOLUNTEER ROLES (If applicable)

(Starting with the most recent first).

Name & address of Organisation	Role	Grade & salary/wage	Hours/Sessions worked	Dates (month/year)		Reason for leaving
				From	To	

4. INFORMATION RELEVANT TO YOUR APPLICATION

Please give details of any relevant experience, skills or knowledge to support your application.

5. DISCLOSURE OF CRIMINAL BACKGROUND

IMPORTANT AND CONFIDENTIAL

If the volunteer post you are applying for requires a DBS check, please disclose any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. All guidance and criteria on the filtering of these cautions and convictions can be found in the [DBS filtering guidance](#)

If the volunteer position is covered by the requirements of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 you will be required to complete a Self-Declaration Form prior to commencing your role to confirm you are not prohibited from undertaking this role. Further information is available in the Nottinghamshire Schools Policy and Guidance on Disqualification under the Childcare Act 2006.

If a DBS check is essential you will be required to complete an online electronic Disclosure & Barring Service (DBS) application form. A link to the online DBS form will be sent to you by email.

If the volunteer post you are applying for does not require a DBS check, you still need to answer the questions in the section but you do **NOT** need to disclose convictions which under the **Rehabilitation of Offenders Act 1974** are considered as ‘spent’.

If you have queries about the DBS check, or would like a copy of the DBS Code of Practice, please contact the School or Business Support Centre, **tel:** 0115 977 2727 (Option 1, Option 3) or visit the DBS **website:** www.gov.uk/disclosure-barring-service-check

Please answer the following questions.

Have you ever been convicted of a criminal offence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been cautioned for a criminal charge?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you at present the subject of a criminal charge?	YES <input type="checkbox"/> NO <input type="checkbox"/>

If YES to any of the above questions, please give brief details including dates.

Dalestorth Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Council's Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

6. Other

If you have a medical condition that may affect your safety or the safety of other colleagues, or pupils at the school while volunteering, please discuss this with the Head Teacher.

7. DATA PROTECTION ACT 2018

The personal information collected on this form will be retained whilst you are a volunteer. It will not ordinarily be disclosed to anyone outside the school without first seeking your permission, unless there is a statutory reason for doing so.

8. Declaration

The information provided is complete and true to the best of my knowledge and belief

Signed

Print Name

Date:

10. Contacting us

email

phone

Thank you for your interest in working as a volunteer at our school, once completed please return the form addressed private and confidential to the Head Teacher

Appendix 2- Types of Volunteers at Dalestorth Primary School

Volunteer roles	Minimum number of volunteers needed	Timings	Period of Event	Commitment required
Swimming	2	Wednesday mornings	Each week from September	Half term wherever possible for whole session
To accompany trips	Will depend on the trip – see Visit Leader for more details.			
To help with transport and supervision at sporting events	Will depend on the Sports Event – see event organiser for more details.			
Reading volunteers or general classroom support	To be arranged with the class teacher			

Appendix 3 - Specific Guidance for Swimming volunteers.

As a swimming volunteer it is absolutely vital that you are DBS checked. If you are not checked you must cease any involvement with this activity immediately and inform school staff.

Please note that a regular commitment to stay for the whole session is required for swimming volunteers. If you wish to help but cannot commit to each week then please see your class teacher to see if you could volunteer in another capacity that does not need the same commitment.

When assisting at our pool we ask that in addition to the general guidance above and the protocol specified below you;

- Please stay outside the pool doors at all times unless asked directly by a member of school or swimming staff to enter to assist (i.e. not through the doors by the side of the water).
- When assisting in changing ensure there are always two adults in a room so no adult is ever alone with children.
- Please ensure children do not endanger themselves by standing on benches or running. If the children do not listen then please ask a member of staff to deal with the children in line with our behaviour policy – do not discipline the children yourself.
- Please keep changing room doors closed wherever possible while children are getting changed.
- For safety reasons **please ensure you always immediately follow the directions of School Swimming or Dalestorth School staff.**

Appendix 4 - Specific Guidance for Volunteers for School Trips

These guidance notes have been written in conjunction with the school's policy on off-site visits. If you have any questions about a school trip, please see the class teacher. We do appreciate your help on school trips – it would be difficult to organise visits outside school without parent volunteers.

- Parents may not always have their own child in their group.
- The teacher will give parent helpers a list of children for whom they are responsible.
- All children are told that they must stay with their group and the group adult at all times.
- If the trip involves a coach journey, please help the children in your group put on and fit their seatbelts. Children are not allowed to eat or drink on the coaches. The class teacher has sick bucket/bags, if needed.
- The class teacher is responsible for ALL first aid and medication.
- The class teacher leads the rules, routines and expectations for the day. Please help the teacher by ensuring your group follows all instructions e.g. when to eat and drink.
- If there is a medical or other emergency, let the class teacher know immediately. The class teacher is responsible for contacting the school and associated parents in emergency situations.
- If you need to leave your group for any reason, e.g. to take a child to the toilet, please inform another adult.
- Parent volunteers are asked to keep the same degree of confidentiality as in school. If you have any queries or problems concerning the trip, please direct these in the first instance to the class teacher.

Appendix 5 - Volunteer Helpers in School Protocol

Please read and sign the document below to confirm your agreement with the following school expectations as a volunteer helper:

As a school we agree to:

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children.
- Use our school behaviour policy to ensure that the children you work with behave and work well.
- Treat you with the highest respect and care.
- Share only the information you must know about the children you are working with to keep them safe.
- Let you know in advance the overall plan for the day and let you know if this changes.
- Treat anything you tell us with confidentiality.

We agree not to ask you to:

- Deal with difficult or challenging behaviour
- Carry out a task that you feel unprepared to complete

As a volunteer helper I agree to:

- Inform the teacher or member of staff responsible if I see any inappropriate behaviour and not deal with that behaviour myself.
- Inform the teacher if I observe anything that concerns me in school.
- Treat any information that I am told or observe during my time in school with total confidentiality.
- Inform the school if I am unable to come into school for any reason if I am expected as soon as possible.
- Respect and listen to the guidance of members of staff at all times
- Complete the appropriate safeguarding checks and share results with the school
- Complete a safeguarding disclosure if needed and disclose any criminal allegations to the Headteacher prior to starting as a volunteer helper at Dalestorth Primary School

As a volunteer, I agree not to:

- Look at or compare children's work, records or staff records.
- Share any information learnt while volunteering about a child or member of staff with anyone outside the school staff team.
- Have my mobile phone turned on or use it in any way while in school (if you need someone to contact you in case of an emergency then please give them the school telephone number 01623 459339).
- Question children in any way about any aspect of their actions, appearance or behaviour.
- Question staff about processes and procedures during a session unless it is an immediate safety / safeguarding concern.
- Interrupt any lesson or session in any way.
- Act in a way that breaches our 'Acceptable Behaviour for Adults in School' Guidance.

Volunteer Helper: (Printed Name)

Signed:..... Date:

Class Teacher/Headteacher

Signed:..... Date:

Appendix 6 -Governor and Visitor/Volunteer Acceptable use Policy / ICT Code of Conduct

Occasionally as a volunteer you may have access to ICT.

ICT and the related technologies such as email, the internet and mobile devices are an expected part of our working life in school. This policy is designed to ensure that Governors and visitors are aware of their responsibilities when using any form of ICT within the school. Governors and visitors are expected to sign this policy and adhere at all times to its contents.

- I appreciate that ICT includes a wide range of systems and devices including mobile phones, PDAs, digital cameras, email, social networking and may include personal ICT devices when used for school business.
- I understand that it is a criminal offence to use a school ICT system for a purpose not permitted by its owner.
- I will comply with the ICT system security and GDPR not disclosing any passwords provided to me by the school or other related authorities.
- I understand that I am responsible for all activities carried out under my user name.
- I will only use the school email, internet, intranet, Learning platform or any related technologies for professional purposes.
- I will ensure that personal data is kept secure and used appropriately and will not take any personal data outside of the school premises.
- I will not install any hardware or software without permission.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminator.
- I will respect copyright and intellectual property rights.
- Images of pupils and / or staff will only be taken, stored and used for professional purposes in line with school policy and with consent of the parent, carer or staff member. Images will not be distributed outside the school network / learning platform.
- I will ensure that my online activity both in school and outside school will not bring my professional role into disrepute.
- I will ensure that all electronic communications with parents, pupils and staff are compatible with my professional role and that messages cannot be misunderstood or misinterpreted.
- I will support the school's e-safety policy and help pupils to be safe.
- I will report any incidents of concern regarding children's safety to the e-safety co-ordinator, the Child Protection Officer or the Head Teachers.
- I agree to follow the code of conduct and support the safe use of ICT throughout the school.

Full Name Job title

Signature