

**St Wilfrid's CE Primary School
Volunteer Standard adapted from NCC
Visitors and VIP Guidance**

Approved:	3 rd November 2025
Next Review:	This policy will be reviewed annually, or sooner if national/local guidance change

At St Wilfrid's we believe that volunteers provide a valuable contribution to the school's work, and that they enrich our school through the breadth of their knowledge and experience. We are committed to using our volunteers in a way that supports the school's strategic aims and vision, as well as our school development plan.

For the purpose of this standard, we define volunteers as individuals who give their time on a regular basis (i.e. weekly or for a fixed period of time). Individuals coming into school to support on a one-off basis are defined as visitors.

For clarity, this Volunteer Standard sits alongside the school's policies and safeguarding framework and should be applied with the same weight and expectation as a policy.

How we use volunteers

At St Wilfrid's, volunteers may (but not limited to):

- Hear children read
- Accompany school visits
- Work with small groups of children
- Work with individual children
- Support specific curriculum areas

Volunteers may be (nb. this is not an exhaustive list):

- Members of the governing body
- Parents or carers
- Former pupils
- Students on work experience or volunteer programmes such as the Duke of Edinburgh award
- Local residents and local clergy or members of the congregation
- Friends of the school and members of FACs (PTA)

This standard applies specifically to regular volunteers. Other categories of visitors (eg parents at events, contractors, VIPs, Ofsted inspectors and external agencies) are managed under the school's separate NCC Visitors and VIP Guidance Policy.

Applying to Volunteer

Volunteers are appointed by Lauren Cousin (Headteacher). Appointment and induction of new volunteers 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, including relevant training.

Parent volunteers should note that placements within their child/ren's class will be considered on a case-by-case basis to ensure pupils' education can continue to be effectively supported.

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

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 1:1 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 to 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 and Child Protection
 - Behaviour
- Ensure that volunteers without an enhanced DBS check are always supervised and are never left alone with pupils
- 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.

This Volunteer Standard should be read alongside the school's wider safeguarding framework, including the Child Protection Policy, Health & Safety Policy, Access Policy, Safer Recruitment Policy, Equality Policy, and Online Safety Policy, to ensure a consistent and whole-school approach to safeguarding visitors and volunteers.

Internet Use and Social Networking

Volunteers are expected to behave in an ethical and lawful manner with regard to the use of the internet and emails. Care and attention should be taken while using social networking sites. Use of these sites should not involve communication regarding your placement at St Wilfrid's or any activities which may bring the school into disrepute and / or may cause us to question your suitability to work with children. Volunteers should not access social networking sites e.g. Facebook whilst on school premises. Volunteers must not attempt to contact pupils via social media or email, or make arrangements to meet outside of school.

Induction and Training

Induction will be completed alongside a member of the Senior Leadership Team and will ensure that volunteers are provided with the necessary safeguarding training and policy understanding required for their role. Other training requirements will be determined by the headteacher.

Confidentiality

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

If volunteers have concerns, they should raise these with the headteacher directly. They should not discuss this with pupils, parents or carers. Concerns must never be ignored or assumed to be someone else's responsibility. This does not 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 policy, and inform the designated safeguarding lead/s (Lauren Cousin, Nicola Martin, Francesca McCoulough and Megan Haley). If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

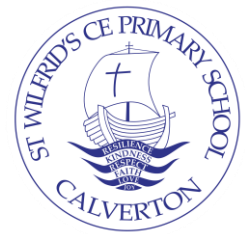
Use of the Staffroom

The staffroom is used for as a meeting space as well as a space for teaching staff to take their out-of-class planning and preparation time (PPA). Whilst volunteers are welcome to use the staffroom for refreshments, this should be alongside another member of staff. It is requested that, due to the nature of confidential information which may be discussed or on display in the staffroom, that volunteers do not sit in the staffroom unless accompanied by their

supervising member of staff or member of the Senior Leadership Team. We will provide an alternative comfortable space for our volunteers to enjoy a break and refreshments.

Conduct for Volunteers

Volunteers must comply with the code of conduct set out in Appendix 1.



Learning and growing together; living life in all its fullness

By signing this form, volunteers agree to the following:

1. School rules and policies

- 1.1. Volunteers will follow all school rules and policies, including those on:
 - 1.1.1. Child protection
 - 1.1.2. Data protection
 - 1.1.3. Health and safety
 - 1.1.4. Equality
 - 1.1.5. Whistle-blowing
 - 1.1.6. Behaviour
- 1.2. Copies of the school policies are available online or from the school office.

2. Professional conduct

- 2.1. Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the school's volunteer co-ordinator, Lauren Cousin.
- 2.2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy, or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.
- 2.3. Volunteers must conduct themselves in a professional manner at all times. This includes:
 - 2.3.1. Dressing in a way that is professional and appropriate to the work they are doing
 - 2.3.2. Refraining from using inappropriate language
 - 2.3.3. Setting an example for pupils by acting in a way that reflects the school's ethos and values
 - 2.3.4. Behaving in a way that is appropriate for the role they are undertaking
 - 2.3.5. Ensuring that comments, including those made on social media, do not bring the school into disrepute
 - 2.3.6. Ensuring that mobile telephones or personal electronic devices are not used whilst on the school premises
- 2.4. Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged at the end of term or as a way of saying "thank you".
- 2.5. Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.
- 2.6. Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.
- 2.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

3. Safeguarding

- 3.1. Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.
- 3.2. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL. The DSL is Lauren Cousin and the deputy is Nicola Martin. In their absence, please see Francesca McCoulough and Megan Haley.

- 3.3. If the concern involves an allegation against a volunteer or adult working with children, the DSL/Headteacher will contact the Local Authority Designated Officer (LADO) without delay, in line with statutory guidance (KCSIE Part Four).
- 3.4. Volunteers should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.
- 3.5. Volunteers must alert the DSL if a pupil develops an infatuation with them, and must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
 - 3.5.1. Exchanging contact information
 - 3.5.2. Making contact with pupils outside of school, including on social media
 - 3.5.3. Arranging to meet pupils outside of school
- 3.6. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

Pupils will be reminded that volunteers and policy

must always remain with staff and should not be alone with them. Children will also be encouraged to speak to a trusted adult or the DSL if they ever feel uncomfortable about a visitor or volunteer's behaviour.

4. Health and safety

- 4.1. Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.
- 4.2. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.
- 4.3. Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

5. Confidentiality

- 5.1. Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the headteacher.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

Please sign and date below:

X

Volunteer name (please print)

X

Volunteer signature

X

Date