VOLUNTEER POLICY

Date Reviewed	21st October 2026
Signed Headteacher	A
Signed Chair of Finance, Facilities & Personnel	VS
Date Revised	Autumn Term 2028

Rednal Hill Infant School

Volunteer Policy

Volunteers at Rednal Hill lnfant School bring with them a range of skills and experience that can enhance the learning opportunities of children at the school. The contribution of volunteers to the work of the school is especially valued and respected and we willsupport ourvolunteers to make a significant contribution to school life. This policy sets out the principles, practices and procedures which will be followed in the recruitment, management and supervision of volunteers. A volunteer is someone who gives freely of their time, skills and experience to the school without expectation of financial reward. This policy also covers those who are undertaking work experience in the school.

Our volunteers may include:

- Members of the governing body
- University, college and sixth-form students o Ex-members of staff
- r Parents
- . Ex-pupils
- Members of the local community

Volunteering may be a one-off activity (e.g. accompanying a school trip), for a limited time to complete a particular activity (e.g. to help with a sewing project in class) or carried out on a frequent basis (e.g. hearing children read and changing reading books each week). The recruitment, management and supervision of these volunteers depends on the type and frequency of the volunteering.

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

. Hearing children read
. Working with small groups of children
. Working with individual children
. Undertaking arts and craft activities with children .
Working with children on the computer
. Accompanying school visits

Becoming a volunteer

Anyone wishing to become a regular volunteer who believes they will attend school 3 or more times a month, should read the information on the school website and complete the volunteering application form (see Appendix A). This can be posted, emailed ordelivered in person to the school. If there is a suitable opportunityforthe applicant, based on the information provided on the application, he/she will be invited in to school for a tour and to meet the school's Volunteer Coordinator. Before starting in school and to ensure the safety of our pupils at all times, all regular volunteers will be required to complete a DBS check.* This will be arranged with the Senior Office Manager. The check takes approximately two weeks to process. References will be requested to confirm the applicant's suitability for work in a school. lnduction packs will be issued to all volunteers and a starting date will be confirmed in advance of the placement. An induction will be held with the Volunteer Coordinator on the first day of volunteering.

*Students aged under 16 do not generally have a DBS check as they are usually still in school and therefore must not be left unsupervised when working with children, or when they may come into contact with children, at any time.

Anyone wishing to volunteer for a one-off event, or believing that he/she will visit the school fewer than 3 times in a month, should speak directly to the class teacher that he/she wishes to support. The class teacher will indicate whether there is an opportunity to help. These volunteers will not require a DBS but they will not be left unsupervised when working with children, or when they may come into contact with children, at any time.

Deployment and Supervision

All volunteers work under the supervision of the class teacher to whom they are assigned. lf the volunteer is a parent of a pupil in school, he/she may be allocated to the year group that their child is in. However, parents will not work within the classroom while their child is in lessons. This is to ensure that children are encouraged to be independent, to reduce potential distraction and to avoid any conflict of interests for the volunteer. Although teachers retain responsibility for children at all times, this does not require volunteers to be in their direct supervision at all times as long as they have had a DBS check. 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. lf there are any concerns about the tasks assigned by the class teacher, volunteers are requested to discuss this with the Volunteer Co-ordinator. The Headteacher has the authority to withdraw the help of volunteers at any time.

Safeguarding

All volunteers have the responsibility to report any concern that they may have about a child's welfare to the child's class teacher or a Designated Safeguarding Lead. Safeguarding information is shared with all volunteers in the 'Visitor Leaflet' and regular volunteers will receive safeguarding training and be expected to read Part 1 and Appendix A of the government publication 'Keeping Children Safe in Education'. Safeguarding information is also displayed in the staffroom. Rednal Hill lnfant School's Safeguarding Policy explains the guidelines and procedures to follow regarding anything suspicions. A copy of this policy is displayed in the office corridor and is also available on our website.

Health and Safety

The school has a health and safety policy which is available on request and is also displayed in the office corridor. The Volunteer Coordinator should ensure that volunteers are clear about emergency procedures (e.g. fire evacuation) during their induction and class teachers will give details about any safety aspects associated with a particular task. Volunteers need to exercise due care and attention and report any obvious hazards, accidents, 'near misses' or concerns to an appropriate member of staff.

Confidentiality

All volunteers will be asked to sign a confidentiality agreement and follow its principles (see Appendix B). Volunteers may have access to personal information about some individuals, or other information which may be confidential.
While in school volunteers are also likely to become aware of issues relating to individual children. Volunteers may see children struggling with work, being upset or demonstrating behaviour that is not in line with the school's values.
It is vital that volunteers do not share anything about specific children with friends, family or a child's parent. The teachers have the responsibility of informing parents of any concerns about a child. Volunteers working in classrooms do so on the understanding that they support the teaching staff and will not pass opinion outside the school on matters such as discipline or teaching styles. lf volunteers ever have any concerns about a child or an adult in the school, they should speak to an appropriate member of school staff as soon as possible. Rednal Hill lnfant School needs to be able to trust its volunteers with such information. Volunteers who break this confidentiality will be asked to leave. Any concerns that volunteers have about the children they work with/come into contact with should be shared with an appropriate member of staff and not with any persons outside school.

Volunteer Code of Conduct

As Rednal Hill lnfant School volunteers, everyone is expected to conform to high standards of behaviour and conduct whilst carrying out their duties. Everyone has the responsibility to avoid becoming involved in situations that could bring the school into disrepute. Volunteers will be expected to follow the Volunteer Code of Conduct and sign a code of conduct agreement (see Appendix C).

Housekeeping

. Keep an accurate record of your attendance by signing in on the school's signing in system each day that you volunteer. Upon signing in, you will be issued with a sticker which you should wear at all times whilst on the schoolsite.

o Do not attend school under the influence of drugs or alcohol. Do not smoke on school grounds.

r Ensure that you use the internet and other school ICT resources in an efficient, ethical and lawful manner. (Use of internet and emails are monitored in line with the school's online safety policy.)

o Alert the appropriate school staff immediately if any pupil has an accident or a 'near miss' whilst working with you or if you have any safeguarding concerns about a pupil.

o Do not use mobile telephones in the presence of pupils.

o Do not exchange emails, texts or social media information with any pupils.

r Do not photograph pupils unless requested to by a member of staff and always use a school device for this purpose.

r Please make yourself familiar with the emergency evacuation procedures and the lockdown procedures. These are displayed in each classroom along with a map indicating the safe route of exit in the event of a continuous alarm.

o Volunteers are welcome in the staffroom but please remember the importance of confidentiality. Please help yourself to tea and coffee.

o Please do not administer first aid to children whilst you are volunteering. lf approached by a pupil with an ailment or injury, please support them to find a qualified first-aider.

Equal Opportunities

Rednal Hill lnfant School recognises that the activity of volunteering can provide an individualwith usefulexperience and opportunities for self and career development. ln accordance with the Equalities Act 2010, volunteer placements will therefore be open to individuals irrespective of race, gender, disability, sexuality, age or marital status. Where a prospective volunteer demonstrates hostility to, or a clear lack of support, for equal opportunities, she/he will be deemed automatically unsuitable for a volunteer position.

Complaints Procedure

Any complaints made about a vcilunteer or by a volunteer will be referred to the Head Teacher/ Deputy Head teacher for investigation. Please see the school's Complaints Policy and Procedure which is availdble on the school website.

We value having volunteers helping in our school dnd we want you to leel successful and valued. Please never hesitate to ask il you are not sure about something - or for advice if you feel something you dre doing is not working well. We'll do whatever we con to ensure your time with us is rewarding.

Rednal Hill Infant School and Nursery Class
lrwin Avenue
Rednal
Birmingham
845 8QY
Telephone: OI2L 451 2636
Email: office @ redna l hill-inf. bha m.sch. uk
Headteacher: Miss A Pendleton

Volunteer Policy: Appendix A

Volunteer Application Form

Name:	
Date of birth:	
Address:	
Contact telephone number:	
Email address:	

Have you read the school's Volunteer Policy?	Yes	No

Are you willing to complete a DBS check?	Yes	No

Do you have children who attend the school?	Yes	No
If yes, please give their names and classes:		
Name of child:	Class:	

Additional lnformation :

Why would you like to be a volunteer at Rednal Hill lnfant School?	
Which year groups would you be interested in volunteering tn?	
Do you have any specific skills or strengths that would benefit the children?	

How regularly would you like to volunteer? Are there any specific days or times you are available?	
Have you had any previous experience or placements?	

References

Please give the details of two character referees. Referees can be friends, colleagues or neighbours but not a family member or partner. Ideally, one referee should be someone who is not a close friend. Referees must be at least 18 years old and should, ideally, have known you for at least 2 years. Each referee should be willing to provide you with a reference and know that we may be contacting them.

Reference 1	
Name:	
Relationship to you:	
Address:	
Email:	
Contact number:	
Reference 2	
Name:	
Relationship to you:	
Address:	
Email:	
Contact number:	

Criminal convictions:

Do you have any criminal convictions or a court case pending?	Yes	No
If yes, please give details: (A criminal conviction may not prevent you from volunteering but failure to disclose relevant information is likely to result in an unsuccessful application.)		

I hereby certify that all the information given on this form is correct and that all questions related to me have been accurately and fully answered.

Name:	
Signature:	
Date:	

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Ema il : office@red na lhill-jnf. bha m.sch.uk
Headteacher: Miss A Pendleton

Volunteer Policy: Appendix B

Confidentiality Agreement

All members of staff, visitors and volunteers who are likely to have access to confidential information are required to sign the following statement relating to confidentiality.

I recognise that I am in a position whereby, at certain times, I may have access to confidential information concerning ind ivid ua I stakeholders.

I understand that confidential information means all information obtained whether orally, in writing or by any other means.

I understand that personal information regarding pupils or school staff is confidential and I agree not to share personal information, which allows any individual to be identified, with anyone other than school staff and volunteers. Personal information regarding pupils or school staff should only be shared with adults in school on a 'need to know' basis.

lagree notto postorshare information onlinethrough any means, includingallareasof socialmedia (e.g. Facebook, Twitter), which relates to any individual stakeholder or brings Rednal Hill lnfant School into disrepute.

I agree to refer all requests for information by an outside agency or the media to the Headteacher.

I agree not to take and personal information off site without permission and, if permission is given, will do so in line with guidance in the data protection policy.

I understand that the Headteacher is responsible for taking action if a member of staff, visitor or volunteer is identified as having disclosed confidential information regarding school practices or personal information regarding a pupil or a member of the school staff.

I agree to the statements within the confidentiality agreement.

Name:	
Signature:	
Date:	

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Email : office(ored nal hil l-inf. bha m.sch. uk
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Volunteer Policy: Appendix C

Volunteer Code of Conduct

- Embrace the school's values and promote them while working with children. (The school values are: 'being respectful and considerate', 'being the best that we can be', 'being part of a community', 'building relationships', 'being an individual' and 'making good choices'.
- Follow all Health and Safety procedures and adhere to Safeguarding policies and procedures, ensuring that the safety and wellbeing of pupils is paramount at all times.
- Understand that your role is a supportive one. The teacher and school staff hold ultimate responsibility and their instructions must be followed unless you feel this will put a child at immediate risk. You must not be left in charge of a classroom. (This does not apply to students on a placement as part of Teacher Training.) Only volunteers with a DBS check may work with children unsupervised.
- Maintain confidentiality at all times. Do not discuss any pupil with anyone except appropriate school staff in line with the confidentiality agreement signed at the start of your placement.
- Use good judgment and avoid any compromising situations. Never be left alone with one student out of view of other people even if you have had a DBS check.
- Follow the school's behaviour policy and seek advice if you are unsure how to deal with the behaviour of any pupils. Physical discipline is absolutely prohibited.
- Take pride in being professional: be prompt and consistent in your attendance, dress appropriately and maintain high standards of behaviour around school. As a volunteer in our school, you are a role model to the children. Please notify the school as soon as possible if you must be late or absent.
- Represent the school positively at all times. Don't make negative comments about the school, its personnel, or the students to other volunteers or individuals outside the school. If you have a genuine grievance or concern, please speak to the appropriate member of staff immediately.
- Undertake due care and attention when using socialnetworking sites. The use of such sites should not involve communication regarding your volunteering at the school. Use of social media should not bring the school into disrepute and/or bring into question your suitability to work with children.

Declaration:

I have read and understood the Volunteer Code of Conduct and agree to adhere to it at alltimes.

Name:	
Signatu re:	
Date:	