Monks Risborough
Church of England Primary School
'A school family where everyone thrives in every way.'

Draft Volunteer Policy & Code of Conduct 2026/28

This policy was last reviewed: Summer 2026

The policy is to be reviewed: Summer 2028

Signed …… Chair of Governors

1. Introduction and aims

We believe that volunteers provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience.

We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

The aim of the Monks Risborough CE Primary School volunteer policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers

This policy has been developed in line with the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education.

2. How we use volunteers

At Monks Risborough CE Primary School volunteers may:

- Hear children read
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT or art

This isn't an exhaustive list.

Volunteers may be:

- Members of the governing board
- Parents
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTA
- Local clergy or members of the congregation

This is not an exhaustive list.

Members of the governing board working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings), are not covered by this policy. They are covered by our governor code of conduct.

3. How to apply to volunteer

Following an initial enquiry (and prior to volunteering), the candidate will be

- provided with the visitor's guidance notes
- asked to complete a Disqualification Declaration
- asked to provide their full name and email address to allow the DBS application to be initiated.
- asked to agree and adhere to our visitor's code of conduct and the following policies;

- Child Protection & Safeguarding
- Whistleblowing
- ICT and internet acceptable use
- Online safety
- Use of mobile phones
- Health and safety – Emergency Policy, Plan & Procedure Manual
- Behaviour
- Equality and diversity
- Appropriate Privacy Policy/Notice

In addition, volunteers will be provided with guidance/induction from a member of the School Leadership Team (SLT).

4. Volunteer status and selection

4.1 Status of volunteers

Volunteers are not employees of Monks Risborough CE Primary School (the School) and are not engaged on a contract of employment or a contract for services. The School is not under any obligation to provide a volunteer with work and the volunteer shall be under no obligation to carry out any work. This policy does not represent a legally binding contract between The School and a volunteer.

The volunteering arrangement can be cancelled at any time at the discretion of either party.

Volunteers shall not be entitled to receive any payment or any other benefits for any voluntary work carried out, including training on any area that is outside the volunteer's remit.

4.2 Volunteer placement

Volunteers are appointed by a member of the SLT.

Intake of new volunteers can often take over 6 weeks, and is dependent on the candidate, the time taken to complete the DBS process and the available spaces within the school.

All appointments are conditional upon the completion of an enhanced DBS check with Monks Risborough CE Primary School (we will ask to see the original certificate prior to starting to volunteer) and other appropriate safeguarding and recruitment checks, and relevant training.

Enhanced DBS checks for volunteers volunteering in the school through other organisations will be conducted by the relevant organisation, if needed. The school will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start volunteering at the school.

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

5. 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 on all volunteers.
- 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 work at the school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education

The distinction between visitors and volunteers – the people 'volunteering' at our school on a one-off basis will be classed as a visitor, and will not be working unsupervised with our children. Visitors are given a red lanyard and recorded within the SCR file (in a specific section), each visit will be authorised by the Headteacher.

The school will determine whether a volunteer is considered to be supervised. Where an individual is supervised, to help determine the appropriate level of supervision, we will have regard to Keeping Children Safe in Education (KCSIE) and statutory guidance issued by the Secretary of State (reproduced in KCSIE, Annex E). For a person to be considered supervised, the supervision must be:

- By a person who is in regulated activity relating to children
- Regular and day-to-day, and
- Reasonable in all the circumstances to ensure the protection of children

We legally cannot carry out a DBS check on a child under the age of 16 who is volunteering at our school. We will ensure that children who are volunteering are always under an appropriate level of supervision, and conduct a risk assessment to consider any potential safeguarding issues.

We will additionally provide safeguarding training to all volunteers **prior** to them beginning to volunteer at the school, including ensuring that they have read and understood part 1 of KCSIE.

6. Induction and training

Volunteers must complete appropriate training prior to beginning work at our school.

Training requirements will be determined by the headteacher, or the appropriate member of staff.

All volunteers must have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing.

All volunteers will be provided with a point of contact within the school who they can go to if they have any questions or issues they need to discuss.

7. Confidentiality

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

If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents.

This doesn't 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 and safeguarding policy, and inform the designated safeguarding lead.

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

8. Conduct of volunteers

Volunteers must comply with the volunteer's code of conduct (appendix 1). Volunteers who do not comply with our code of conduct will be asked not to return to volunteer at Monks.

9. Expenses

We do not expect volunteers to incur any expenses while volunteering at our school.

10. Complaints procedure

In the event a volunteer has a complaint, they should follow the school's complaints procedure which can be found on the school website https://www.mrisborough.bucks.sch.uk/policies/

11. Insurance

The school's insurance policy does cover volunteers in the event of an accident or emergency provided the volunteer is under the care and control of a staff member while on the school grounds.

If a volunteer is working at the school through another organisation, the volunteer must provide the organisation's insurance details to Monks Risborough CE Primary School, prior to the commencement of the volunteering to ensure that the level of cover is appropriate.

12. Data protection and record keeping

Our privacy notice for volunteers explains what information we collect about volunteers and why we collect it.

We will:

- retain records relating to volunteers in line with our records retention schedule.
- remove details of volunteers from the single central record (SCR) once they no longer volunteer at our school

You can find our privacy notice for volunteers and our records retention schedule on the policy page of the school website https://www.mrisborough.bucks.sch.uk/policies/

Appendix 1: code of conduct for volunteers

Code of conduct for volunteers

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 & Safeguarding

1.1.2. ICT and internet acceptable use

1.1.3. Mobile phones

1.1.4. Health and safety – Emergency Policy, Plan & Procedure manual

1.1.5. Behaviour

1.1.6. Privacy Policy/Notice

1.1.7. Whistleblowing

1.1.8. Online Safety

1.1.9. Equality & Diversity

Copies of the school policies are available on the policy page of the school website 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 SLT.

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

2.4. Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged during the holidays 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 The Headteacher and the 2 Assistant Headteachers

3.3. 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.

3.4. Volunteers 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:

3.4.1. Exchanging contact information

3.4.2. Making contact with pupils outside of school, including on social media

3.4.3. Arranging to meet pupils outside of school

3.4.4. Alerting the DSL if a pupil develops an infatuation with them

3.5. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

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