

VOLUNTEER POLICY

BUXTON INFANT SCHOOL

This policy was reviewed by the Governing Body on 5th February 2026

It will be reviewed February 2028

Signed:

Date:

Volunteer Policy

Rationale

At Buxton Infant School we welcome and encourage the help of volunteers, recognising that there are many situations where the learning opportunities of our children are significantly enhanced by their skills and expertise.

We aim to work in a mutually beneficial way with our volunteers providing the opportunity for people to develop confidence, skills and expertise through their work with us.

This policy sets out the broad principles for voluntary involvement in Buxton Infant School. It is of relevance to all within the organisation, including volunteers, staff, members, and those elected or appointed to positions of responsibility.

Definition

For the purposes of this policy a volunteer is defined as any unpaid adult of their own free will who contributes their time, energy and skills in supporting the teaching and learning of our pupils.

We recognise that there are different types of volunteers and these will include:

- Parents/Grandparents of pupils
- University/College students
- Work experience pupils for local secondary schools
- Ex members of staff
- Members of the local community

Statement of Values and Principles

Volunteering is a legitimate and crucial activity that is supported and encouraged by Buxton Infant School and is not intended to be a substitute for paid employment. The role of volunteers complements but does not replace the role of paid staff.

Appropriate steps will be taken to ensure that paid staff are clear about the role of volunteers, and to foster good working relationships between paid staff and volunteers.

The volunteer role is a gift relationship, binding only in honour, trust and mutual understanding. No enforceable obligation, contractual or otherwise, can be imposed on volunteers to attend, give or be set a minimum amount of time to carry out the tasks involved in their voluntary activity. Likewise, the organisation cannot be compelled to provide either regular tasks, payment or other benefit for any activity undertaken by the volunteer.

Activities Involved

The types of activities and level of commitment undertaken vary considerably from occasional support on school visits to block placements for a number of months. The types of activities that volunteers are engaged with may include.

Accompanying pupils on school visits

Working with individual pupils (example reading)

Working with small groups of children in class

Supporting school staff to run after school clubs (example cookery club)

Teaching practice with a whole class

Becoming A Volunteer

Anyone wishing to become a volunteer in any capacity should speak to a class teacher or the Head teacher.

Before starting in school all classroom volunteers must complete a DBS (Disclosure and Barring Service) check. The application process can be obtained through the school office on receipt of basic information i.e name, address, date of birth and any previous surname, email address. Volunteers for occasional work e.g. one-off school trips will be in the full time presence of a member of staff and as such do not require a DBS check. All volunteers must also be in receipt of suitable reference before they begin work in school.

All volunteers will receive a short induction with a senior member of staff at which they will be issued a pack containing guidelines for working in school, important information and relevant policies including our code of conduct. (see appendix for a list of contents)

Volunteers will be asked to sign to acknowledge that they have read and understood the contents.

Younger volunteers who are with us on NVQ placements or school based work experience receive a further induction from the HLTA responsible for student support. Students on teaching practise placements are supported individually by their teacher mentor.

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-on-1 with pupils unsupervised
- Work with groups of pupils unsupervised

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.

Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils.

Details of any and all Volunteers in school will be maintained through our Single Central Register.

Insurance

The organisation's liability insurance policies include the activities of volunteers and liability towards them. The organisation does not insure the volunteer's personal possessions against loss or damage

Confidentiality

All volunteers in school are made aware that information relating to individual pupils is totally confidential. Whilst in school, volunteers may see or hear information relating to aspects of children's academic progress, behaviour or home circumstances. All

information relating to individual children and staff is totally confidential and volunteers must respect this.

Health and Safety

The schools Health and Safety policy is shared with volunteers at induction. Volunteers are made clear about emergency procedures for fire evacuation. Volunteers accompanying school visits are asked to read the risk assessments carefully and to acknowledge their understanding of the procedures to be followed.

Volunteers are expected to follow the Health and Safety Policy and to ensure that they take reasonable care of pupils within their care.

Complaints Procedure

Any complaints made about a volunteer or by a volunteer will be referred to the Head teacher

Equal Opportunities

Volunteers will be made aware of the Schools Equal Opportunity policy, in relation to their work in school. The School is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment and will make any reasonable adjustments to support volunteers to work in school.

Adopted by the governing board of Buxton Infant School on **5th February 2026**

Volunteer Policy – Appendix 1

List of Contents for Volunteer Handbook

Student & Volunteer Information
Anti-Bullying Policy
Behaviour Management & Discipline Policy
Child Protection & Safeguarding Policy
DBS Factsheet Summary of Regulated Activity Relating to Children
Equal Opportunities Policy
E-Safety Policy
Marking Policy
Health and Safety Awareness
Health and Safety Policy
Keeping Children Safe in Education
Special Educational Needs Policy
Volunteer Policy