FOSTER'S PRIMARY SCHOOL

Volunteer Policy and Code of Conduct

Written: 01/03/2026

Review: 01/03/2028

Signed: 

Introduction

Thank you for volunteering your time and enthusiasm to Foster's Primary School and its children and staff. Volunteers have a very important role to play in bringing a range of experiences that can enhance and promote the learning opportunities that we offer to our pupils.

Safeguarding

Foster's Primary School is committed to the safeguarding of all pupils and staff. We expect volunteers to share this commitment and follow policies and procedures in relation to this. Mr Hemley is the school's designated safeguarding lead and Mr Elliott is the deputy safeguarding lead. These are the people to contact if you have any safeguarding concerns.

Becoming a volunteer

Anyone wishing to become a volunteer, either as a 'one-off' (i.e. for a school trip) or for more regular sessions (i.e. listening to children read weekly), should contact the school office in the first instance.

People can help in many different ways, including:

- Sharing skills and interests e.g. talking about their job, helping with activities in their area of expertise
- Listening to children read and helping them with their work in the classroom - *there are additional requirements for such volunteers: see below*
- Helping supervise breaks and lunchtimes
- Making costumes for productions
- Maintaining the school's gardens

Volunteers in school are all checked by the Government's Disclosure and Barring Service in line with child protection guidelines.

As volunteers in the classroom can have a significant impact on children's attainment and progress - both positive and negative - it is important that they have good standards of English and Mathematics. **Consequently, classroom volunteers will be asked to verify that they have at least a GCSE - or equivalent - in English and Maths.**
Please note, also, that Parental Volunteers, while warmly welcomed, will not be placed in their child's class.

Process for recruiting volunteers.

i. Prospective volunteer contacts the school office as an interested candidate seeking a volunteer role in school.
ii. If there is a need for the volunteer a member of senior leadership team contacts prospective volunteer to discuss the potential role/support in school. Type of role/support agreed in principle

iii. DBS check completed IV. Volunteer will be made aware of their role and responsibility within the school
iv. References will be sought
v. Induction – relevant school policies and documents shared and explained (including child protection/safeguarding introduction)
vi. Volunteer records kept centrally in school

Upholding the school ethos

All adults and young people who work within our school, whether as a paid member of staff or as a volunteer, are expected to work and behave in such a way as to promote Foster's aims and educational purpose, as identified below:

To develop happy, resilient and confident children, with high aspirations, who achieve their potential and become successful, independent, life-long learners. We aim to develop a supportive school community which celebrates diversity, creativity and individuality.

- It is critically important for pupils to see all adults in school as role models.
- You are not expected to make judgments about pupils' abilities or behaviour.
- Any personal views you may have about a pupil's ability should not be disclosed to anybody except a member of the school's teaching staff.
- Your help will bring you into close contact with staff and pupils. Much of what you see in school is confidential, so please do not talk about things outside of school.
- Please do everything possible to avoid any physical contact with pupils, even touching.
- You should not get drawn into inappropriate topics of conversations with pupils. If a pupil begins to talk to you about matters which concern you, please talk to a member of staff, or the Headteacher / Deputy Headteacher
- Although it can be tempting, please do not seek to use your time in school as an opportunity to discuss personal issues such as your child's educational progress (this can be distracting for teachers during school time).
- All personal belongings (bags, valuables and medications) must be kept locked away securely (a member of staff will help you with this).
- Mobile phones personal cameras and recording devices must be locked away, out of the reach of children during school hours and must never be used to take photographs of pupils, whether in school or out on a school trip or other event.
- If you are in doubt about anything, always ask the advice of a member of staff or the Headteacher / Deputy Headteacher.
- Many of the above standards are there not only for the protection of our children, but also for your own. A serious breach of any of the standards set out above might lead to a volunteer being removed and considered an unsuitable candidate for further voluntary / student placement involvement. Obviously, we hope and expect that such a situation remains extremely rare.

Supervision

All volunteers work under the supervision of a teacher or permanent member of staff. Teachers retain ultimate responsibility for pupils at all times, including pupils' behaviour and the activity that they are undertaking.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out and the expected outcome of the activity. In the event of any query or problem regarding the pupil's understanding of the task, their behaviour or welfare, volunteers must seek advice / guidance from their designated supervisor.

Health and Safety

The school has a Health and Safety Policy, which will be made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedure (e.g. fire alarm evacuation) and about any safety aspects associated with particular tasks (e.g. using equipment or accompanying pupils on visits.

Volunteers need to exercise due care and attention and representatives any obvious hazards or concerns to their designated supervisor or other senior member of staff. Volunteers are covered by the school's Indemnity and Public Liability Insurance.

Complaints

Any complaints made about a volunteer will be referred to the Headteacher or delegated to a senior member of staff for investigation. The Headteacher or designated member of staff reserves the right to take the following action:

• To speak with the volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again
• Offer an alternative placement for the volunteer (e.g. helping with a different activity or in another class)
• Based upon the facts identified in the investigation, it may be necessary for the school to inform the volunteer that they are unable to continue using them
• The volunteer will be provided with a copy of Foster's Complaints Policy and Procedures any complaints made by a volunteer will be dealt with in the same way.

Equality, Diversity and Inclusion at Foster's Primary School

We aim to ensure that no member of the school community experiences harassment, less favourable treatment or discrimination within the learning environment because of their age; any disability they may have; their ethnicity, colour or national origin; their gender; their religion or beliefs. We value the diversity of individuals within our school and do not discriminate against anyone because of 'differences'.

We believe that all our children matter and we value their families too. We give our children every opportunity to achieve their best by taking account of our children's range of life experiences when devising and implementing school policies and procedures.

Monitoring and Evaluation

This policy and guidance will be regularly reviewed by the Governing Body and updated in line with Foster's Policy Schedule.

We hope that you will find this guidance helpful and that you will keep it in mind throughout your time in school. We are confident that you will enjoy the experience of working as a volunteer at Foster's, satisfied in the knowledge that you are making a positive contribution.

Linked Policies

Safeguarding/Child Protection Policy
Equal Opportunities policy
Health and Safety policy
Complaints Policy

By signing this form, volunteers agree to all of the above

X _____

Volunteer name (please print)

X _____

Volunteer signature

X _____

Date