



Wittersham Church of England Primary School Volunteer Policy

We strive to cooperate and work alongside all members of our community to feel valued, nurtured, and empowered as they embark upon their journey to become the very best that God intended. Throughout their voyage of discovery with us, we ensure all children are provided with a rich curriculum and experiences that promote courage and a strong moral purpose underpinned by our Christian values, preparing them to become compassionate citizens within our rural community and the wider world.

Revision History

Version	Date	By	Description
V01	May 2025	S.Coulson	New Policy

'On a voyage of discovery; learning and growing together in the light of God.'

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1. Introduction and aims

At Wittersham Church of England Primary School, we believe that volunteers contribute to the school's life and enrich our community through their knowledge, skills, and experiences. We are proud of our strong sense of community and welcome volunteers who share our commitment to the values of courage, cooperation, and compassion.

The aim of this policy is to:

- Encourage members of our wider community to engage with the school to support learning and promote community cohesion
- Ensure that volunteers support our school's Christian vision and values and adhere to our policies
- Provide clear guidance and expectations for staff, volunteers, and parents
- Set a fair and transparent process for recruiting and supporting volunteers

This policy aligns with the statutory safeguarding guidance in Keeping Children Safe in Education (KCSIE).

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2. How we use volunteers at Wittersham Church of England Primary School may:

- Hear children read
- Accompany school visits
- Support specific curriculum areas (e.g. art, music, ICT)
- Work with small groups or individual pupils

Volunteers may include:

- Parents and carers
- Former pupils, including those returning for work experience or volunteering placements
- Students on work experience from local secondary schools and colleges
- Local residents and members of our church community
- Friends of the school and PTA members

Volunteers working at the school in their capacity as governors are covered by the governors' code of conduct, not this policy.

3. How to apply to volunteer

To apply to volunteer, please contact Mrs Caroline Penn in the school office by emailing office@wittersham.kent.sch.uk or by speaking to a member of senior leadership.

Work experience placements and former pupils wishing to volunteer should also contact the school office, and we will work with them to determine a suitable arrangement.

4. Appointment of volunteers

Volunteers are appointed by the Headteacher or a delegated senior leader. The appointment process may take up to six weeks and is dependent on the candidate, their availability, and space within the school.

All appointments are subject to:

- Enhanced DBS checks (where appropriate)

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- Other safeguarding and recruitment checks
- Receipt of satisfactory references
- Relevant training completion

The Headteacher reserves the right to decline or end a volunteer placement at any time.

For volunteers attending through other organisations (e.g. charities or places of worship), written confirmation of DBS checks must be provided before volunteering begins.

5. Safeguarding

Safeguarding is central to all that we do at Wittersham Church of England Primary School. Volunteers must share in our commitment to keeping children safe.

We will:

- Conduct enhanced DBS checks with barred list checks for volunteers working unsupervised or on residential visits
- Assess any disclosed convictions on a case-by-case basis
- Provide safeguarding training before the start of volunteering
- Require volunteers to read and understand at least Part 1 (or Annex A, if applicable) of KCSIE
- Ensure volunteers sign to say they have read key policies, including:
 - Safeguarding and Child Protection
 - Behaviour Policy
 - Use of Mobile Phones
 - Online Safety Policy
 - ICT Acceptable Use

Volunteers without an enhanced DBS must always be supervised and never left alone with pupils.

A risk assessment will determine the need for a DBS if the role is not classed as a regulated activity.

For child volunteers (e.g. secondary pupils on work experience), we cannot carry out a DBS check. These pupils will always be appropriately supervised, and a safeguarding risk assessment will be conducted.

We do not accept DBS certificates from other organisations unless:

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- The certificate is less than three years old
- The role and organisation are comparable to the role at our school

All volunteer details and checks will be recorded on the school's Single Central Record (SCR).

6. Induction and training

All volunteers must attend an induction before beginning work in school. This includes:

- A tour of the school
- Health and safety guidance
- A safeguarding overview
- Information on key school policies and procedures

Additional training may be provided depending on the nature of the volunteer's role.

7. Confidentiality

Volunteers must maintain confidentiality at all times. They should not discuss pupils, families or staff outside of school.

Concerns must be raised with the class teacher, the Headteacher, or the Designated Safeguarding Lead (DSL).

This does not override safeguarding responsibilities — all safeguarding concerns must be reported following our Child Protection and Safeguarding Policy. Whistleblowing concerns should be raised in line with our Whistleblowing Policy.

8. Conduct of volunteers

Volunteers are expected to follow the Code of Conduct for Volunteers in Appendix 1 and uphold the school's values and expectations at all times.

9. Insurance

The school's insurance policy covers volunteers in the event of an accident or emergency while on school premises or engaged in official school activities. If volunteers work through another organisation, we will also check the organisation's insurance arrangements.

10. Data protection and record keeping

Our Privacy Notice for Volunteers explains the information we collect and how it is used. We:

- Retain volunteer records in line with our Records Retention Schedule
 - Remove volunteer details from the SCR when they no longer work with us
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11. Monitoring and review

This policy has been approved by the Governing Board and will be reviewed every two years or earlier if statutory guidance changes.

12. Links to other policies

This policy links to the following:

- Child Protection and Safeguarding Policy
 - Behaviour Policy
 - Online Safety Policy
 - ICT Acceptable Use Policy
 - Staff Code of Conduct
 - Whistleblowing Policy
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For further information or to apply to volunteer, please contact: Mrs Caroline Penn
Email: office@wittersham.kent.sch.uk

Appendix 1: Code of Conduct for Volunteers

Wittersham Church of England Primary School

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:

- Child protection and safeguarding
- ICT and internet acceptable use
- Online safety
- Mobile phones
- Data protection
- Health and safety
- Equality
- Whistle-blowing
- Behaviour

1.2. Copies of all policies are available from the school office or on request.

2. Professional conduct

2.1. Volunteers must accept and follow instructions provided by school staff and ask for guidance where needed. Questions can be directed to the class teacher, the supervising member of staff, or our volunteer co-ordinator, Mrs Caroline Penn.

2.2. Behaviour management is the responsibility of school staff. Volunteers must never reprimand or discipline pupils. If support is needed, the class teacher must be informed immediately.

2.3. Volunteers must conduct themselves professionally at all times. This includes:

- Dressing appropriately for a primary school environment
- Using respectful and appropriate language
- Modelling behaviour that reflects our Christian ethos and school values of courage, cooperation and compassion
- Behaving in a way suitable to the role
- Avoiding any comments, including on social media, that could bring the school into disrepute

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2.4. Volunteers must not accept or give gifts to pupils, except small tokens such as thank-you cards or end-of-term gifts. For further guidance, refer to our Gifts and Hospitality policy.

2.5. Volunteers must not transport pupils in their personal vehicles unless formally agreed with the Headteacher and with written parental consent.

2.6. Parent volunteers must not give preferential attention to their own child while volunteering. They should not seek updates about their child's progress during the school day.

2.7. Volunteers must inform the school office or their staff contact if they are unable to attend as planned. Persistent absence may result in a review of the placement.

3. Safeguarding

3.1. Volunteers must be familiar with and follow the school's Child Protection and Safeguarding Policy. All volunteers will receive safeguarding training before starting their placement.

3.2. Any concerns about a child's welfare or any disclosures made by a child must be shared with the Designated Safeguarding Lead (DSL) or one of the Deputy DSLs immediately. The DSL is Mrs Coulson (Headteacher). The Deputy DSLs are Mrs Scott and Mrs Sterriker-Rhodes.

3.3. Volunteers should avoid physical contact with pupils. When necessary, such as when offering comfort, consent from the child should be sought first.

3.4. Volunteers must report any signs of pupil infatuation and avoid forming relationships with pupils outside school. This includes:

- Sharing contact details
- Contacting pupils on social media
- Meeting pupils outside school

3.5. Volunteers must not take or share photographs of pupils unless explicitly directed by a member of staff and in accordance with school policy.

4. Health and safety

4.1. Volunteers must follow our Health and Safety and First Aid policies. They must not administer first aid unless no qualified first aider is available in an emergency.

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Compassion

Courage

Cooperation

4.2. Volunteers must be familiar with our fire safety procedures and evacuation protocols.

4.3. All volunteers must sign in and out via the school office and wear a visitor badge visibly at all times.

5. Confidentiality

5.1. Information about pupils, families or staff must remain confidential and must not be shared outside school. Any enquiries from parents must be referred to the class teacher or Headteacher.

Failure to comply with this code may lead to termination of the volunteering role. Serious breaches may result in further action under our disciplinary procedures.

Please sign and date below to confirm that you understand and agree to follow the code of conduct.

Name of volunteer: _____

Signature: _____

Date: _____

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