



HSPS

Volunteer Policy

EDUCATE. EMPOWER. INSPIRE.

Version Number	Version Description	Date of Revision
1	Original	Sept 2023
2	Rebranded & reviewed	July 2024
3	Reviewed	Aug 2025

HSPS Volunteers Policy

Vision

At Hoylandswaine Primary School we recognise that there are many situations where volunteers can make an appropriate and significant contribution to the work and services of our school. This policy defines the term and sets out the principles, practices and procedures which will be followed in the management and supervision of volunteers. The contribution of volunteers to the work of the school is especially value and respected. We recognise that they bring with them a range of skills and experience that can enhance the learning opportunities, achievement and enjoyment of children at our school.

Aim

- To provide parents/staff and volunteers with clear expectations, induction and guidelines for working in school.
- To encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion

Becoming a volunteer

We greatly value and appreciate the time and effort that each of our volunteers generously gives to our school, whether it is on a regular or more ad hoc basis. In order to try to make our volunteers feel welcomed, valued and well informed about our school we aim to provide active and positive support to our volunteers in several ways.

Before starting to help in school, volunteers will also be invited to complete the Volunteer Agreement and Pack which sets out the school's expectations of volunteers. Volunteers will be required to complete a DBS (Disclosure and Barring Service) check and a Self-Disclosure regarding their suitability for working with children. This will be arranged through the school office before starting in school. The school will also require two references.

Volunteers can be utilised in a variety of ways:

- Supporting individual pupils within classrooms
- Hearing pupils read
- Helping with classroom organisation
- Helping with supervision of children on school visits
- Helping with group work
- Helping with art or other practical subjects

The responsibility for the health and welfare of the children always remains with the class teacher.

Safeguarding

Hoylandswaine Primary School is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment.

Volunteers will be required to electronically sign in and out at the school office on each occasion; they should always wear their identification badge while working on the school premises or on accompanying children on a school trip.

All volunteers work under the guidance of the class teacher to which they are assigned. Although teachers always retain responsibility for children, this does not require volunteers to be in their direct supervision at all times.

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.

Confidentiality

Hoylandswaine Primary School has a confidentiality policy. All volunteers will be asked to sign a confidentiality agreement and follow its principles.

Volunteers may have access to personal information about some individuals, or other information which may be confidential. Volunteers are expected to keep this information confidential. Any volunteers who break this confidentiality may be asked to leave. Any concerns that volunteers have about the children they work with/encounter should be shared with the Designated Safeguarding Lead and not with any persons outside the school. Safeguarding procedures will be included in the volunteer's induction pack.

Health and Safety

The school has a health and safety policy which is available on request, on induction the school will ensure that individuals are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task. If a volunteer attends a school trip, their emergency contact details will be requested.

Complaints

Any complaints about a volunteer or by a volunteer will be dealt with in line with the school's complaints procedure.

Hoylandswaine Primary School – Volunteer agreement

Volunteers are an important and valued part of Hoylandswaine Primary School. We greatly appreciate your willingness to make available to our school your time and energy and we very much hope that you will enjoy volunteering with us and feel a full part of our team.

This agreement describes what you can expect from the school, and what we hope for from you. The school aims to always be flexible and open to ideas, so please let us know if your circumstances change or you have any suggestions for how we can improve.

Volunteers can expect that we will:

- Always do our best to make you feel welcome and valued in your work with the school
- Fully clarify the role/activity you have agreed to assist with
- Make you fully aware of key school procedures, organisation and information relevant to your work as a volunteer
- Provide or arrange any training you may require
- Enable completion of formalities (i.e. DBS Check)
- Answer any questions you may have
- Arrange appropriate insurance to cover volunteers at our school
- Always aim to provide a safe workplace
- Apply our equal opportunities policy to all volunteers
- Provide appropriate references to any volunteers who may need them

As a volunteer at Hoylandswaine Primary School, I;

- Agree to work reliably to the best of my ability, and to give as much warning as possible whenever I cannot work when expected (please contact the school office on 01226 369640)
- Agree to conscientiously apply Hoylandswaine Primary School's policies, rules and procedures, including those relating to health and safety, equal opportunities and confidentiality
- Agree to never discuss or share with any unauthorised person (inside or outside of school) any personal or confidential information about any child(ren) or any school matters of which I may become aware during my volunteer activities. (If you are ever unsure about what you may share with whom, please ask the teacher or member of school staff with whom you usually work)
- Agree to read and adhere to the school's Child Protection Policy and the school's Equal Opportunities Policy, copies of which are available from the school office and on the school website
- Confirm that I have read and understood the Hoylandswaine Primary School Volunteer Policy and agree to work according to it

Signed on behalf of Hoylandswaine Primary School -

Signed: Name: Date:.....

Signed by volunteer -

Signed: Name: Date:.....