



Crockerton Church of England Primary School

Potters Hill, Crockerton, Warminster, Wiltshire, BA12 8AB

Web: www.crockerton.wilts.sch.uk Tel: 01985 212168

Headteacher: Mrs Nic Ilic

VISION STATEMENT

Be joyful. Grow to maturity. Encourage each other. Live in peace and harmony.

2 Corinthians 13:11

Volunteering & Confidentiality Policy

This is a single policy which has been written on behalf of the Governing Body for Crockerton Church of England VA Primary School.

Written	December 2017
Reviewed	September 2025
Author	Head Teacher
Review Cycle and Approval	2 Years Head Teacher
Next Review	September 2027

We are committed to safeguarding and promoting the welfare of children and young people



Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children at our school. We welcome and encourage volunteers from the local community.

Volunteers must read the following policies: Child Protection; Behaviour; Code of Conduct; Health and Safety; Fire Procedures; First Aid; Lone Working; Intimate Care; Responsible IT Use – Staff; Staff Behaviour.

Our Volunteers include:

- Parents/grandparents of pupils
- Students on work experience
- University students referred to us by Student Volunteer Services
- Local residents
- Friends of the school

The types of activities that Volunteers can be engaged in include:

- Hearing children read and reading to children
- Working with small groups of children
- Working alongside individual children
- Undertaking art & craft activities with children
- Working with children on the computers
- Accompanying school visits
- Helping with reading book changing and Maths/spelling Passport targets
- Walks within the locality

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one-off event such as a school visit or on a more regular basis, e.g. hearing children read, usually approaches the Head teacher.

Regular volunteers should complete a full DISCLOSURE AND BARRING SERVICE form (DBS). Once this is issued, volunteers will be able to support children outside of the classroom.

Our School Vision

All adults who work at Crockerton School, whether a paid member of staff or a volunteer, are expected to conduct themselves in an appropriate manner at all times. They should follow our vision... Be joyful. Grow to maturity. Encourage each other. Live in peace and harmony.

For volunteers involved in our school we:

1. apply good basic practice in terms of allocating volunteers to appropriate activities.
2. provide induction information – including summaries of our most important policies. Volunteers are made aware of arrangements for critical incidents, first aid, disclosures in relation to safeguarding and child protection and the need for confidentiality.
3. ensure that those working frequently with children undergo a full and current DBS disclosure and that the details are recorded appropriately
4. ensure volunteers understand the need to report any serious concerns about individuals to the Designated Safeguard Lead, Mrs Ilic or the Deputy DSL, Mrs Woodley, immediately.

For volunteers working occasionally in school it is appropriate to vary the content of induction to meet the particular requirements of the event the volunteer is supporting. (eg. where an adult is accompanying a school trip, they will need to be informed of the itinerary and relevant health and safety / Risk Assessment considerations for that trip.)

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that Volunteers have about the children they work with / come into contact with should be voiced with the class teacher and **not** with the parents of the child or contacts outside school. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Head teacher or Assistant Head teacher.

Supervision and Deployment

All volunteers work under the supervision of the teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the teacher as to how an activity is carried out / what the expected outcome of an activity is. Volunteers are encouraged to seek further advice / guidance from the teacher in the event of any query or problem regarding children's understanding of a task or behaviour.

Volunteers should not be asked to carry out duties which:

- a) fall normally within a teacher's responsibility under *loco parentis*;
- b) fall normally within the job description of a teacher or member of support staff, i.e they must not be asked to cover the absence of staff from school;
- c) expose them to dangerous or hazardous substances or situations.

It should be noted that the class teacher remains responsible for the organisation of the class, and the content and methods of work, and their direct instructions must be followed at all times.

Health & Safety

Class teachers ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment etc). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the school staff.

Safeguarding and Child Protection

All volunteers receive advice and instructions. The Safeguarding and Child Protection; Behaviour; Code of Conduct; Health and Safety; Fire Procedures; First Aid; Lone Working; Intimate Care; Responsible IT Use – Staff; Staff Behaviour policies **must all be read and adhered to by volunteers.**

Complaints Procedure

Any complaints made about a volunteer will be referred to the Head Teacher for investigation. In the same manner, any complaints made by a volunteer will be referred to the Head Teacher for their immediate attention.

The Head Teacher reserves the right to take the following action:

- To speak with the volunteer about the incident and seek reassurance that this will not happen again
- Inform the volunteer that the school can no longer accommodate them
- Refer any serious matter to the appropriate authority.

Signing in

Volunteers are asked to sign in every week following our signing in procedure and wear either the red (no current DBS) or orange (DBS) lanyard.

VOLUNTEER IN CROCKERTON SCHOOL

Agreement

Please read and sign the document below to confirm your agreement with the following school expectations as a volunteer:

As a school we agree to:

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children.
- Share the school behaviour policy with you to help you understand how we manage behaviour
- Ensure that the children you work with behave and work well
- Treat you with the highest respect and care
- Share relevant information about the children you are working with
- Treat anything you tell us with confidentiality

We agree not to ask you to:

- ❖ Deal with difficult or challenging behaviour
- ❖ Carry out a task that you feel unprepared to complete

Signed:..... Date:

Class Teacher /Headteacher

Volunteer Helper: **(Printed Name)**

As a volunteer helper I agree to:

- Sign in using the visitor book at the office and collect a lanyard to wear whilst in school.
- Use the school behaviour policy and inform the teacher if I see any inappropriate behaviour
- Inform the teacher/Designated Lead if I observe anything that concerns me in school
- Treat any information with total confidentiality
- Inform the school if I am unable to come into school for any reason asap.
- Respect and listen to the guidance of the teacher at all times
- Complete the appropriate DBS safeguarding checks
- Disclose any criminal allegations to the Headteacher prior to starting as a volunteer helper
- Read the policies and documents mentioned in the booklet.

I agree not to:

- ❖ Look at or compare children's work or records
- ❖ Share any information about a child or member of staff with anyone outside the school staff team.

Signed:..... Date:

