

Jennett's Park CE Primary

Volunteer and Work Experience Policy



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VOLUNTEER POLICY

At Jennett's Park CE Primary School, we are proud of our distinctive ethos and our caring atmosphere, where everyone is encouraged to feel part of a strong family, all working together to meet the needs of all our children. We aim for all our pupils to grow into well-rounded, happy and curious learners in an environment where they feel safe and well supported. We want for children to live life in all its fullness (John 10:10).

We promise as a staff and community to try to serve the common good with our work as part of the Church of England.

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|---|---|
| Educating for Wisdom, Knowledge and Skills | To help grow resourceful, resilient and reflective children who are equipped with the skills, knowledge and tenacity empower themselves, their learning throughout their lives. |
| Educating for Hope and Aspiration | To inspire and enrich lives beyond current opportunities and experiences in order to open minds to the potential their future holds |
| Educating for Community and Living Well Together | To be a multi-cultural, inclusive community of individuals loved by God who feel valued and involved where we create qualities of character to enable people to flourish. |
| Educating for Dignity and Respect | That children might know how much that they are loved and valued by so that they might show dignity and respect for themselves and others by carefully and safely thinking through their actions. |

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VOLUNTEER POLICY

Introduction

At Jennett's Park Church of England Primary School, we believe that volunteers provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience. We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan. At Jennett's Park, the welfare and well-being of our pupils is paramount so we will need further information and training, to support our volunteers so they can help keep our children safe.

We value everything you can provide us and please know that you are enabling our children to flourish and achieve.

The aim of the Jennett's Park Volunteer Policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers

This policy has been developed in line with the statutory safeguarding guidance Keeping Children Safe in Education (KCSIE) from the Department for Education (DfE).

Role of the Volunteer

At Jennett's Park Primary School volunteers and work experience students will complete a variety of different activities; this will depend on the age group they are situated in, the needs of the children they are supporting and the class's timetable.

These may include:

- Hear children read
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT or art

This isn't an exhaustive list.

Volunteers may be:

- Parents
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTA
- Local clergy or members of the congregation in St. Michael and St. Mary Magdalene Church

This is not an exhaustive list.

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How to apply to volunteer

- To apply to volunteer or to complete a work experience placement, please email the school office. The Volunteering and Work Experience lead will get in touch, sending an application form and will request two references. Please see Appendix 2.

Appointment of volunteers

Volunteers and Work Experience students are appointed by the Volunteer and Work Experience Lead.

Appointment and induction of new volunteers and work experience students is dependent on the candidate, how quickly they return the relevant forms, as per our processes, and available spaces within the school.

All volunteer appointments are also conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training.

The Headteacher reserves the right to terminate a placement at any time.

Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation, if needed. The school will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.

Safeguarding

Safeguarding our pupils is of principal importance, and our volunteers and work experience students 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
- Supervise or accompany groups of pupils on overnight residential visits

The Volunteer and Work Experience Lead will provide safeguarding training to all volunteers, through a link to online training. We will also ensure that they have read and understood part 1 of Keeping Children Safe in Education.

Induction and training

Volunteers will receive an induction that includes a tour of the school, an overview of relevant school policies, and health and safety procedures. Training specific to their role will be provided as necessary.

Require volunteers and work experience students to agree and adhere to our code of conduct and adhere to the school's policies on:

- Safeguarding and Child Protection
- Staff Code of Conduct
- Behaviour Policy
- Mobile Phone Policy
- First Aid and Healthcare Policy
- JPCE Health and Safety
- Bonitas Trust Whistle Blowing Procedure

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

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We will conduct a risk assessment to support a volunteer or work experience student, based on:

- The nature of the work they will be doing
- What we know about them
- References from employers or other voluntary roles
- Whether the role is eligible for an enhanced DBS check

We legally cannot carry out a DBS check on a child under the age of 16 who is completing a work experience placement at Jennett's Park CE Primary School. We will ensure that children who are volunteering are always under an appropriate level of supervision, and conduct a risk assessment to consider any potential safeguarding issues.

The Office Manager and/or Finance Manager will ensure the DBS checks are complete and added to the Single Central Record (SCR).

All volunteers must have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing. If you would like to volunteer, please see Appendix 2.

Confidentiality

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of Jennett's Park CE Primary School.

If volunteers have concerns, they should raise these with the appropriate member of staff they are working with, or seek a member of the Safeguarding team or the Volunteering and Work Experience Lead. They should not discuss them with pupils or parents.

If concerns relate to safeguarding, volunteers must follow the guidance in our Safeguarding and Child Protection policy, and inform the designated safeguarding lead (DSL), Elizabeth Savage.

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

Conduct of volunteers

Volunteers should try and follow the JPCE Staff Code of Conducts. They should act in a professional, positive manner.

Termination of Volunteer Role

The school reserves the right to terminate a volunteer's role if they fail to adhere to school policies or if their conduct is deemed inappropriate.

Insurance

The school's insurance policy covers volunteers in the event of an accident or emergency.

Data protection and record keeping

At Jennett's Park CE Primary School, we will:

- Retain records relating to volunteers in line with our records retention schedule
- Remove details of volunteers from the single central record (SCR) once they no longer work at our school

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Appendix 1: Code of conduct for volunteers

Code of conduct for volunteers

Volunteers agree to use the school's website to read and understand relevant policies. Please pay close attention to the Safeguarding and Health and Safety policies.

1. Professional conduct

- 1.1. Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, staff working nearby, school admin team or to the school's volunteer co-ordinator, Claire Dhillon. Alternatively, a member of SLT in her absence.
- 1.2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy, or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.
- 1.3. Volunteers must conduct themselves in a professional manner at all times. This includes:
 - 1.3.1. Dressing in a way that is professional and appropriate to the work they are doing
 - 1.3.2. Refraining from using inappropriate language
 - 1.3.3. Setting an example for pupils by acting in a way that reflects the school's ethos and values
 - 1.3.4. Behaving in a way that is appropriate for the role they are undertaking
 - 1.3.5. Ensuring that comments, including those made on social media, do not bring the school into disrepute
- 1.4. Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged at the end of term or as a way of saying "thank you".
- 1.5. Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.
- 1.6. Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.
- 1.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

2. Safeguarding

- 2.1. Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.
- 2.2. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL. The DSL Elizabeth Savage and the deputy DSLs are Carla Szdowski, David Page, Jen Allen, Shelley Thorpe, Gemma Robinson and Stacey Cradock.

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- 2.3. Volunteers should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.
- 2.4. Volunteers must alert the DSL if a pupil develops an infatuation with them, and must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
 - 2.4.1. Exchanging contact information
 - 2.4.2. Making contact with pupils outside of school, including on social media
 - 2.4.3. Arranging to meet pupils outside of school
- 2.5. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

3. Health and safety

- 3.1. Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.
- 3.2. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.
- 3.3. Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

4. Confidentiality

- 4.1. Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the headteacher.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

Appendix 2: Application Form

If you'd like assistance from a volunteer in your classroom, or for a specific activity or trip, fill out the form below and submit to the school office or Claire Dhillon.

VOLUNTEER POLICY

Volunteer request form:

**Jennett's Park CE Primary School
VOLUNTEER HELPER APPLICATION**

Name: (Dr Mrs Ms Mr) First name: _____ Last Name: _____
(Please circle)

Address: _____

Postcode: _____ Tel: _____

Email Address _____

Do you have children in the school Yes No

If you do have a child/ren in the school, please state his/her/their name(s) and class(es)

| NAME | CLASS |
|------|-------|
| | |
| | |
| | |
| | |

Which year group(s) would you like to work in? (Please tick)

| | |
|-----------|--------------------------|
| Nursery | <input type="checkbox"/> |
| Reception | <input type="checkbox"/> |
| Year 1 | <input type="checkbox"/> |
| Year 2 | <input type="checkbox"/> |

| | |
|--------|--------------------------|
| Year 3 | <input type="checkbox"/> |
| Year 4 | <input type="checkbox"/> |
| Year 5 | <input type="checkbox"/> |
| Year 6 | <input type="checkbox"/> |

Please state any relevant experience or qualifications that may be useful while being a volunteer helper in school. (If you happen to be a Beaver/Brownie leader and have had a police check, it is useful for the school to have a copy of this information).

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If you have a particular skill or interest such as knitting, weaving, sewing, art, cooking, nature/the environment, reading with children, reading stories to children, playing board games, please state what it is below.

Please tick the day(s) and time(s) that you would be available to help in school. (Write the times if you are able to give an hour or two).

| | | |
|-----------|----|----|
| Monday | am | pm |
| Tuesday | am | pm |
| Wednesday | am | pm |
| Thursday | am | pm |
| Friday | am | pm |

Signed _____

Date _____

Thank you for completing this Volunteer Helper Application. This will be reviewed and then a school administrator will contact you.

Volunteer Safeguarding Acknowledgement Form

Jennett's Park C of E Primary School

Declaration of Understanding: Safeguarding Procedures

Volunteer Details

Name: _____

Date: _____

Role/Activity: _____

Declaration [School policies | Jennett's Park](#)

I confirm that I have:

1. Read and understood the school's safeguarding procedures

I have read and understood the school's child protection and safeguarding policy, including:

- How to recognise signs of abuse or neglect
- The procedure for reporting safeguarding concerns
- The role of the Designated Safeguarding Lead (DSL) and deputies
- My responsibilities to keep children safe whilst volunteering at the school

I confirm (please tick)

2. Understood my responsibilities regarding online safety [School policies | Jennett's Park](#)

I understand the school's expectations regarding online safety and appropriate use of technology when working with children.

I confirm (please tick)

3. Read Part 1 (or Annex A) of Keeping Children Safe in Education 2025

I have been provided with and have read the relevant section of Keeping Children Safe in Education (KCSIE) statutory guidance. [Keeping children safe in education 2025: part one information for all school and college staff](#)

I confirm (please tick)

4. Understood the school's behaviour expectations [School policies | Jennett's Park](#)

I understand the school's staff behaviour policy (code of conduct) and will maintain professional boundaries at all times.

I confirm (please tick)

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Safeguarding Training

Mandatory Online Training

I understand that I must complete the school's online safeguarding training module yearly as part of my volunteer role.

Access the training here: https://my.thekeysupport.com/register/50c8dd46-2852-48f0-86a3-0b0d53282776/?return_url=https://safeguarding.thekeysupport.com/keeping-children-safe-in-education-2025-part-1-assessment/&type=school

Training completion date: _____

Training completed (please tick when done)

Key Safeguarding Contacts

Designated Safeguarding Lead (DSL): Liz Savage

Deputy DSL(s): Gemma Robinson

Safeguarding Governor: Reverend Gareth Morley

Important Reminders

- If you have **any concerns** about a child's welfare, you must report this immediately to the DSL or a deputy
- **Never promise confidentiality** to a child
- **Record** any concerns factually and pass them on promptly
- If you are unsure about anything, **ask** – safeguarding is everyone's responsibility

Declaration and Signature

I confirm that I have read and understood the school's safeguarding procedures and policies outlined above. I understand my responsibility to safeguard and promote the welfare of children at Jennett's Park C of E Primary School.

I understand that I must complete the mandatory online safeguarding training before beginning my volunteer role.

Volunteer Signature: _____

Print Name: _____

Date: _____

Please return this completed form to the school office

Yours sincerely



Liz Savage

Headteacher of Jennett's Park CE Primary