

FAIRBURN VIEW PRIMARY SCHOOL



Fairburn View Primary School

Volunteering in School Policy

June 2026

Version: 1

Prepared By: Jenny Allison

Date Taken to Governors: 23rd June 2026

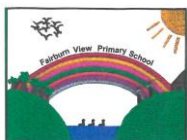
Signed by: _____

Head Teacher – Alex Webb

Signed by: _____

Chair of Governors – Nichola Smith

Review Date: June 2027



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The school's Volunteer policy is part of the school's safeguarding systems. It must be read in conjunction with our Safeguarding policy. Other policies (such as our E safety policy may apply depending on the nature of the volunteering)

Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children. We welcome and encourage volunteers from the Local Community. A volunteer is an unpaid adult who provides support to a School.

Our Volunteers include

- Members of the Governing Body
- Parents and relatives of pupils
- Ex pupils
- Students of work experience
- University students (teaching and non-teaching students)
- Local residents
- Friends of the school
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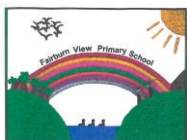
Volunteer Opportunities

The types of activities that Volunteers support and assist with may include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Accompanying school visits
- Sharing their skills/knowledge by talking to the class.

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one-off event or on a more regular basis should approach the school office. The Student and Volunteer co-ordinator will then be informed. We may not have the capacity to facilitate all



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requests, this is at the discretion of the Co-ordinator and the Senior Leadership Team.

Volunteers should complete the Wakefield Application Form with their contact details, type of activities they would like to help with and the times they are available to help. An induction meeting with the Student Co-ordinator will be held prior to the volunteer starting to work with the children.

Before starting School and to ensure the safety of all of our pupils at all times, volunteers require a DBS clearance and school will seek 2 references.

Volunteers should complete the Volunteer Agreement (Appendix 1) which sets out the school's expectation of volunteers and asks volunteers to confirm that they have received a copy of this policy.

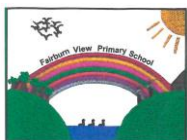
Student Teachers

Student teachers are a welcomed part of our school community and we have valued links with local Higher Education establishments. All placements at our school are pre-arranged through a University or College and as such, students are not required to complete a 'Volunteer Information Sheet' (Appendix 1) or sign a 'Volunteer Agreement' (Appendix 2).

All students will receive an induction pack containing a handbook and policies. They will have access to a class-based mentor and to the Student Co-ordinator.

Student teachers will be encouraged to take on wider responsibilities within school such as play time duties and attend staff meetings. They may be required to manage the class without the presence of the class teacher, this is at the discretion of their mentor.

We recognise that students may need to evidence children's work as part of their studies. At the beginning of the school year, parents sign permission for photographs to be used. Students must seek permission from the class teacher prior to uploading any school material to their University platform, a school camera must be used and this must remain on site. Where possible, names should be removed from work and faces hidden.



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Our School Vision

All adults who work in our school, whether a paid member of staff or a volunteer are expected to work and behave in such a way as to actively promote our school vision.

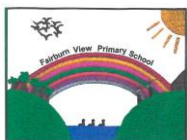
‘At Fairburn View Primary School we believe in the concept of lifelong learning, and the idea that adults and children alike learn new things every day. Learning should be a rewarding and enjoyable experience for everyone. Through our teaching, we equip children with the skills, knowledge and necessary understanding to enable them to make informed choices. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.’ (Teaching and Learning Policy).

Confidentially

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 or designated Safeguarding and Child Protection member of staff. It must NOT be voiced with the parents of the child or persons outside school. If it is a comment which a child makes which gives rise to concerns then the Head teacher, Deputy Head or the Assistant Head should be informed directly. 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, Deputy Head or Assistant Head.

Supervision

All volunteers in class work under the supervision of the Class 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



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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/problem regarding children's understanding of a task or behaviour.

Health and Safety

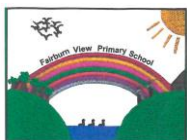
The school has a Health and Safety Policy and this is made available on request to volunteers working in the school. Class teachers ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using equipment/accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class teacher/Head teacher.

Safeguarding

We are committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment. To support this, we adopt the following procedures:

- All volunteers are given a copy of this policy and asked to sign a Volunteer Agreement (Appendix 2).
- They will also be made aware of our Child Protection and Safeguarding policies.
- They will be made aware of our designated Safeguarding members of staff, Margaret Brownlee (Head Teacher) Jenny Allison (Assistant Head) and Teresa Walshaw (Parent Support Worker)

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



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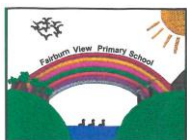
Complaints procedure

Any complaints made about a volunteer will be referred to the Head teacher for investigation. Any complaints made by a volunteer will be referred to the Head Teacher. The Head Teacher reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again;
- Offer an alternative placement for a volunteer, e.g.: helping with another activity or in another class;
- Inform the volunteer that the school no longer wishes to use them

Monitoring and Review

This Policy has been approved by the Governing Body and will be reviewed annually.



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Appendix 1

Volunteer Agreement

Thank you for offering your services as a volunteer at Fairburn View Primary School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement and hand it in at school.

You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer policy.
- I am aware of the School's Safeguarding policy.
- I know who the designated safeguarding members of staff are.
- I agree to treat information I learn from being a volunteer in school as confidential.
- I understand that I am required to undergo or present a DBS check.

Signed.....

Name.....

Date.....