



VOLUNTEER POLICY

At Four Oaks Primary School, we positively welcome and encourage volunteers, such as: Christ Church Messy Church, parents, carers or guardians, members of the Governing Body, local residents, university students or staff family members. We recognise the benefits that volunteers can bring to our children through a wide range of skills and experiences and enhancing the learning opportunities for our children.

SAFEGUARDING

Four Oaks Primary School and its governing body recognises its duty towards safeguarding and promoting the welfare of children as set out in Section 175 of the Education Act 2002. Safeguarding is **everyone's** responsibility and, as such, this policy applies to all staff and volunteers working in the school. We believe that every child regardless of age, has at all times and all situations, a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged.

We have a primary responsibility for the care, welfare and safety of the children in our charge and we will carry out this duty through our teaching and learning, extra-curricular activities, pastoral care and extended school activities. All members of staff, including volunteers and governors in this school, in whatever capacity, will always act proactively in child welfare matters, especially where there is a possibility that a child may be at risk of significant harm.

We understand that some people, otherwise unsuitable for working with children, may use volunteering to gain access to them. For this reason, any volunteers in our school, in whatever capacity, will undergo the same robust safeguarding checks as paid staff. An informal interview will be conducted. We will use DBS checks to ensure that any parent or other volunteer is suitable to work with children and an entry will be made on the school's Safeguarding Single Central Record.

All volunteers should let the school know if they receive a caution, any criminal or civil charge or if they are under investigation/assessment from Children's Services.

POLICIES AND PROCEDURES

All members of staff, including volunteers, must adhere to all our policies and procedures, including our Child Protection Policy, Part One and Annex B of Keeping Children Safe in Education, Behaviour Policy, Staff Code of Conduct, Equality and Diversity Policy.

CONFIDENTIALITY

All volunteers in school are bound by a code of confidentiality. Any concerns about a child should be reported to a member of the Safeguarding and Wellbeing Team straightaway.

Whilst in school, it is possible that you may come into contact with confidential/sensitive information. This may be concerning people with whom you have dealings outside of the school setting such as; parents, children, staff and other individuals representing the school. You will also become aware of

pupils' academic progress and social interactions. Please remember that any information that you are privy to whilst at this school is confidential and must remain so. This includes personal and social media interactions.

SUPERVISION

All volunteers work under the supervision of a Four Oaks employee who always retains ultimate responsibility for the children, including their behaviour and the activities they are undertaking.

VOLUNTEER RISK ASSESSMENT

All volunteers will complete a volunteer risk assessment and depending on the outcome, the following checks will be made:

DBS check

Barred List check

Online search

References

Overseas check (if applicable)

While waiting for a DBS check and or Barred List check, volunteers will always be supervised and wear a red lanyard. Any unsupervised adult seen wearing a red lanyard around our school will be challenged. There may be occasions when a volunteer attends school as a 'one off' (effectively a visitor speaking to children), so no check is needed but a red lanyard will be used. If you will be volunteering at school once a week or more, on 4 days within any 30-day period or overnight, you will be expected to agree to an Enhanced DBS check.

REVIEW

This policy is reviewed every three years.

Summer term 2023 to Summer term 2026