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**Windy Nook Primary School**

**Volunteers Working in School Policy**

**Introduction and Safeguarding Commitment**

At Windy Nook Primary School, we deeply value the contributions that volunteers make to our school community. Volunteers bring a wealth of skills, experiences, and perspectives that enrich our pupils’ learning and support their development in meaningful ways. This policy outlines the procedures and expectations for all volunteers, ensuring their involvement is safe, effective, and aligned with our school’s values and safeguarding responsibilities. Windy Nook Primary School, in partnership with Gateshead Council, is fully committed to safeguarding and promoting the welfare of all children and young people. We expect all volunteers to share this commitment and to always adhere to our safeguarding policies and procedures.

**Who Can Volunteer?**

We welcome volunteers from a variety of backgrounds, including:

* Parents, carers, and grandparents
* Members of the Governing Body
* Former pupils and staff
* University and college students (e.g. via Student Volunteer Services)
* Local residents and community members
* Students on work experience placements

**Volunteer Roles**

Volunteers may support the school in a range of activities, such as:

* Listening to pupils read
* Supporting small group learning
* Providing one-to-one academic support
* Assisting on educational visits
* Helping prepare classroom resources

**Becoming a Volunteer**

To volunteer, individuals should contact the Headteacher, a senior leader, or the class teacher. For regular volunteering, applicants should:

* Explain their interest and availability
* Undergo an informal discussion
* Complete a Volunteer Agreement (Appendix 1)
* Undergo an enhanced DBS check (if volunteering frequently or intensively)
* Provide two references (for ongoing roles)
* Complete an induction, including key policies and procedures (Appendix 3)

**Recruitment Process for Volunteers**

* Identify the need and role
* Advertise via school communication channels
* Conduct informal discussion/interview
* Complete enhanced DBS check
* Collect references (if applicable)
* Provide induction and issue key policies
* Maintain volunteer records in the school office

**School Aims**

All volunteers are expected to support our school’s aims:

* Deliver high-quality education for all pupils
* Foster independence, self-esteem, and responsibility
* Provide a broad and balanced curriculum
* Promote mutual respect and inclusion
* Maintain high expectations for all
* Work in partnership with families and the community

**Confidentiality**

Volunteers must always maintain confidentiality. Any concerns about a pupil should be reported to a Designated Safeguarding Lead or Senior Leader. Concerns should not discussed with parents or others.

**Supervision**

Volunteers work under the supervision of a teacher or staff member. Teachers always retain responsibility for pupils. Volunteers should seek guidance if unsure about any aspect of their role.

**Health & Safety**

Volunteers will be briefed on:

* Emergency procedures (e.g. fire evacuation)
* Relevant safety protocols for specific tasks
* Reporting hazards or concerns to staff
* Safeguarding Procedures

**Child Protection**

To protect our pupils:

* All regular volunteers must complete a DBS check
* One-off volunteers (e.g. trip helpers) must be supervised and read the Off-Site Visit Information Leaflet (Appendix 2)
* Volunteers must not take photographs of pupils
* Any safeguarding concerns must be reported immediately

**Complaints Procedure**

Complaints about or by volunteers will be handled by the Headteacher or a senior leader. Actions may include:

* Discussion and reassurance
* Reassignment to a different role
* Termination of the volunteer arrangement
* Access to the full Complaints Procedure upon request

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**Windy Nook Primary School**

**Volunteers Agreement Form**

Thank you for offering your time and support as a volunteer at Windy Nook Primary School. We greatly appreciate your contribution and hope your experience is both enjoyable and rewarding.

Please read the statements below, then sign and return this form to the school office. A copy will be provided for your records.

By signing this agreement, I confirm that:

* I have received and read a copy of the **Windy Nook Primary School Volunteer Policy**.
* I agree to support and uphold the **school’s aims and values**.
* I understand that all information I encounter while volunteering is **strictly confidential** and must not be shared outside the school.
* I am aware that an **enhanced DBS check** is required for regular volunteering.
  + If I already hold a DBS certificate, I will provide it to the school for verification.
  + I understand that a new enhanced DBS check may still be required.
* I have been informed of my **designated supervisor** (e.g. Class Teacher, Senior Leader, or Headteacher) and understand that I will work under their guidance.

**Volunteer Signature:**

**Full Name (please print):**

**Date:**