



Burghfield Common Federation

Mrs Bland's Infant and Nursery School

and

Garland Junior School

Volunteers Policy

Published on school website	Yes
Statutory?	No
Author	Executive Headteacher
Approved by	SLT/Cttee
Date approved	July 2026
Date of next review	July 2027

Introduction

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

Our Volunteers include:

- Members of the Governing Body
- Parents and grandparents of pupils
- Ex-pupils or Students on work experience
- University students
- Ex-members of staff
- Local residents
- Friends of the school

The types of activities that Volunteers are engaged in include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with children
- Working with children on i-Pads/laptops
- Accompanying school visits
- Helping with outdoor learning

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 will need to complete an application form (Appendix 1) in the first instance providing two referees.

Before starting to help in school, all volunteers will need to complete the **Volunteer Agreement**; this sets out the Federation's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

A DBS application form will be required for those who regularly volunteer. The school runs safeguarding training on a regular basis.

Volunteers are not employees of the Burghfield Common Federation (BCF) and are not engaged on a contract of employment or a contract for services. BCF is not under any obligation to provide a volunteer with work and the volunteer shall be under no obligation to carry out any work. This policy does not represent a legally binding contract between BCF and a volunteer.

The volunteering arrangement can be cancelled at any time at the discretion of either party.

Volunteers shall not be entitled to receive any payment or any other benefits for any voluntary work carried out, including training on any area that is outside the volunteer's remit. (See also volunteer expenses in section 9 of this policy.)

Our School Vision - *Our 'Four Cs'*

Community

As part of the Federation, children have a sense of belonging and can be themselves, fit in and feel safe in who they are, and understand that respect and tolerance are essential to our diverse community.

Curiosity

That children develop a passion and desire to find out and know more about the world around them.

Creativity

Our schools enable our children to develop into independent, imaginative and innovative learners.

Challenge

Our children will be empowered to embrace challenges, realise their strengths and celebrate their achievements as well as develop confidence and resilience in their learning

Our School Values

Perseverance - learning with confidence and without fear of failure

Kindness - showing consideration and concern for others

Respect and Good Manners - caring for one another and valuing difference

Teamwork - growing together through shared experiences

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that Volunteers have about the children they work with or come into contact with should be voiced with the Class Teacher and NOT with the parents of the child or persons 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 Executive Headteacher – Mrs C Rose or Head of School – Mrs S Williams or Mr A Soares-Mistry.

Supervision

All volunteers work under the supervision of the Class Teacher and staff team 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 and 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.

Health and Safety

The school has Guidance for Safe Working Practice for the Protection of Children and Staff in Educational Settings Policy which is part of the volunteer induction pack.

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/manual handling/positive physical intervention).

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher or other staff. All volunteers undergo a short induction.

Safeguarding

Safeguarding our pupils is of paramount importance, and our volunteers 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 are carrying out regulated activity, e.g.:
 - Regularly (for more than 3 days in a 30-day period) support pupils 1-on-1 unsupervised
 - Regularly (for more than 3 days in a 30-day period) support groups of pupils unsupervised
 - Provide personal care on a one-off basis
 - Supervise or accompany groups of pupils on overnight residential visits
- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the activity the volunteer will be involved in

- Conduct a risk assessment to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. All risk assessments will be reviewed as required and in the event of a change to the role carried out by the volunteer. The risk assessment will be recorded on the single central record and kept in accordance with GDPR regulations and the school's retention policy. The risk assessment will consider:
 - The nature of the voluntary activity they will be doing, including level of supervision
 - What we know about them
 - References from employers or other voluntary roles
 - Whether the role is eligible for a DBS check, and if so the level of check required (NB those in regulated activity will always require an enhanced DBS check along with a barred list check)
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils

The Federation will determine whether a volunteer is considered to be supervised. Where an individual is supervised, to help determine the appropriate level of supervision, we will have regard to Keeping Children Safe in Education (KCSIE) and statutory guidance issued by the Secretary of State (reproduced in KCSIE, Annex E). For a person to be considered supervised, the supervision must be:

- By a person who is in regulated activity relating to children
- Regular and day-to-day, and
- Reasonable in all the circumstances to ensure the protection of children

We legally cannot carry out a DBS check on a child under the age of 16 who is volunteering at our 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.

We will additionally:

Provide safeguarding training to all volunteers **prior** to them beginning to volunteer at the school, including ensuring that they have read and understood part 1 of KCSIE

Complaints Procedure

Any complaints made about a Volunteer will be referred to the Executive Headteacher/Head of School for investigation.

Any complaints made by a Volunteer will be referred to the Executive Headteacher/Head of School.

The Executive Headteacher 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.

The full Complaints Procedure is available from the school.

Appendix 1

CONFIDENTIAL BCF Volunteer Application Form

Please complete and return this Volunteer Application Form by email to mrsblandsoffice@theburghfieldcommonfederation.org or goffice@theburghfieldcommonfederation.org

Please send your application in MS Word format or similar.

Induction interviews will take place half termly with the Office Manager, dates are available from the office

The school is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.

All personnel are required to have an enhanced DBS check with barred list information. Personal Details

Name: _____ DOB: _____

Address: _____

Contact Number: _____

Medical Conditions/Allergies including medication: _____

In the event of a medical emergency I give consent for emergency services to give treatment as required.

Signed _____ Emergency Contact Details:

Name: _____

Address: _____

Telephone: _____

Names and contact details of 2 referees;

1.

2.

CONFIDENTIAL

Which school area/activity are you interested in supporting (please tick as many as you wish to):

Nursery ☐ Infant Classes ☐ Junior Classes ☐

Forest School ☐ Reading ☐ Art/Craft ☐ General/ no preference ☐

Availability:

Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐

Time between 9 and 3.30pm

Please can we ask why you would like to take on voluntary work at our school? (Max 200 words)
