



Volunteer Policy for Lindridge Primary School and Nursery

Purpose

The purpose of this policy is to outline the guidelines and expectations for volunteers at Lindridge Primary School and Nursery. Volunteers play a vital role in supporting the educational and extracurricular activities of our pupils.

Scope

This policy applies to all individuals who wish to volunteer at Lindridge Primary School and Nursery including parents, guardians, community members, and other interested parties.

Policy Statement

Lindridge Primary School and Nursery through its school vision, is committed to supporting the development of adults in the local community by offering volunteering opportunities. We believe that such experiences can provide valuable insights into the teaching profession and the operations of a primary school as well as an appreciation of the help and support this provides our pupils and staff enabling all to flourish.

Safeguarding Statement

Lindridge St Lawrence CE VA Primary School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. To this end, you will be required to undergo pre-volunteering checks. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

This role is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

Safeguarding:

Lindridge Primary School and Nursery is committed to safeguarding and promoting the welfare of children and young people. All volunteers must adhere to the school's safeguarding policies.



Volunteers will receive training on safeguarding procedures during their induction. Any concerns regarding the welfare of children must be reported immediately to the designated safeguarding lead (DSL).

Volunteers must respect the confidentiality of any information regarding the children and staff.

Volunteer Roles

Volunteers may assist with a variety of tasks, including but not limited to:

- Classroom assistance*
- Reading support*
- Extracurricular activities*
- Educational trips*
- Special events*

Application Process

***Expression of Interest:** Interested individuals should contact the school to meet and speak with the headteacher to discuss their interests and availability.*

***Background Check:** All regular volunteers must undergo a DBS check and provide two references to ensure the safety of our pupils. They must also agree to a check of their name on social media platforms.*

Induction

All volunteers are required to attend an induction session where they will be introduced to the school environment, safeguarding and health and safety policies, and procedures. Additional training may be provided depending on the volunteer role.

Code of Conduct

Volunteers are expected to:

- Respect the confidentiality of pupils and staff.*
- Follow all school policies and procedures.*
- Communicate effectively and respectfully with pupils, staff, and other volunteers.*
- Report any concerns or incidents to the headteacher, class teacher or school administration.*



Storage and Use of Phones:

Volunteers are expected to keep mobile phones switched off and stored securely out of sight during the school day. Phones must not be used in the presence of pupils, and under no circumstances should they be used to take photos, videos, or access social media while on site. If a phone needs to be used in an emergency, this should be done during a break and in a private area away from pupils, with the permission of the supervising staff member.

Professional Dress

Volunteers are expected to dress in a professional manner that reflects the values and standards of Lindridge Primary School and Nursery. This includes wearing clean, neat, and appropriate clothing. Denim (jeans) is not permitted. Volunteers should avoid wearing clothing with offensive language or graphics, and ensure that their attire is suitable for a school environment.

Appropriate Language

All language used by volunteers must be professional, respectful, and appropriate for a primary school environment. Swearing, inappropriate jokes, or casual slang that could be misunderstood by children is not acceptable. Pupils should be mindful of their tone and choice of words when interacting with both pupils and staff, modelling the language expectations of the school.

Supervision and Support

Volunteers will be supervised by a designated staff member. Regular feedback and support will be provided to ensure a positive and productive experience.

Recognition

The school values the contributions of its volunteers and will recognize their efforts through various means, such as certificates of appreciation, special events, and public acknowledgments.

Termination of Service

Lindridge St Lawrence CE VA Primary School and Nursery

Discovering life in all its fullness. John 10.10b

Hesed Hamdah Honesty Horizons



The school reserves the right to terminate a volunteer's service at any time if the volunteer fails to adhere to the policies and procedures or if their conduct is deemed inappropriate.

Review and Amendments

This policy will be reviewed annually and may be amended as necessary to meet the needs of the school and its community.

Approval: *This policy was approved by the Lindridge Primary School and Nursery Governing Body on [Date].*