



SUNNYFIELDS PRIMARY SCHOOL

Rose Crescent
Scawthorpe
Doncaster
DN5 9EW

Mrs N Gatt
Acting Head Teacher

Mr M Hobbs & Mrs L Laycock
Co-Chairs of Governors

SUNNY SIX



COMMUNICATE



INDEPENDENCE



RESILIENCE



CREATIVE



PROBLEM
SOLVER



TEAMWORK

Volunteers in School Policy

Tel: 01302 780386

Fax: 01302 783765

office@sunnyfields.doncaster.sch.uk

www.sunnyfields.doncaster.sch.uk



Respect

Challenge

Enquiring minds

Confidence



EQUALITY SCHEME		
EQUALITY IMPACT ASSESSMENT FOR VOLUNTEERS POLICY		
Staff / Committee involved in development:		
For use by:	Staff	
This policy relates to statutory guidance:		
Key related Policies:	See list in Information on the Role of a Volunteer section of this policy.	
Equality Impact Assessment: Does this document impact on any of the following groups? If YES, state positive or negative impact, and complete an Equality Impact Assessment Form or action plan, and attach.		
Groups:	Yes/No	Positive/Negative impact
Disability	No	
Race	No	
Gender	No	
Age	No	
Sexual Orientation	No	
Religious & Belief	No	
Gender Reassignment	No	
Marriage & Civil Partnership	No	
Pregnancy & Maternity	No	
Other	No	
Reviewed by	Senior Leadership Team	
Agreed by	Full Governing Body	
Next Policy review date	January 2026	

SUNNYFIELDS PRIMARY SCHOOL

Volunteers Policy

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

Policy adopted Last Reviewed: January 2025 Next Review date: January 2026

INTRODUCTION

The school benefits greatly from developing well-planned, active parental and community links through participation by adults in the activities of the school on a voluntary basis.

Sunnyfields Primary School believes that volunteers are a welcome resource for helping to raise children's achievement by supporting the work of teaching staff in delivering the curriculum to all pupils.

Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children at Sunnyfields Primary School without encroaching on the professional teaching responsibilities of the class teacher.

AIM

The aim of this policy is to establish expectations for both staff and volunteers regarding the work undertaken by volunteers and their conduct whilst in school.

CATEGORIES OF VOLUNTEERS

Volunteers could include any of the following (this list is not exhaustive):

- Members of the Governing Body
- Parents, carers, guardians, elder siblings or Grandparents of Pupils
- Students on Work Experience or Placement
- University Students
- Ex-members of staff
- Local residents
- Members of the Friends of Sunnyfields
- Volunteer drivers for trips or sporting fixtures
- Staff family members

TYPES OF ACTIVITIES

Activities in which volunteers may be engaged in could include any of the following:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with small groups of children
- Working with children on computers
- Preparing resources for a future lesson
- Accompanying school visits
- Escorting children on local walks
- Running or assisting with an after-school club
- Social activities such as running a disco
- Fundraising activities such as running a cake stall or Summer Fayre
- Interviewing children on a governor visit.

BECOMING A VOLUNTEER

Anyone wishing to work as a volunteer who will be in school regularly should visit the Volunteering section of the school website where a Volunteer Application Pack can be found. A paper copy can be obtained from the office if required. Applicants who are not familiar with the school are encouraged to visit the school before applying.

The application should be completed and returned to school either to the email address on the website or via the office along with an indication of their availability.

The application will then be checked and two references will be sought. When the school has received two satisfactory references the applicant will be invited to bring original identification documents to complete an enhanced DBS (Disclosure & Barring Service) check with the Office Manager.

Where the volunteering is a placement linked to a course of study the cost of the DBS will be met by the volunteer (or his/her college) unless a portable certificate is available.

Once a clear enhanced DBS check has been received and checked, the applicant can be contacted to agree on a regular day and time in which the applicant will be expected to adhere to the school's code of conduct as well as other documents (detailed under 'school expectations'). This will be in a class which has no family connection to the applicant.

An entry will be made on the school's Safeguarding Central Record and a file maintained with the confidential details of the volunteer which will be retained by the school for 7 years after the volunteer resigns from their volunteering responsibilities.

The exceptions to this are:

- Work Experience Students or University Placements who apply via their educational establishment as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at Sunnyfields. The student will be expected to adhere to the school's confidentiality policy and will not be placed in a class with any family connection.
- One-off volunteers i.e. assisting with a school walk, a fund raising event or a school visit will not require a DBS check but the volunteer will remain under the continuous supervision of a member of staff undertaking a regulated activity, usually the class teacher. Care should be taken to ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care (as directed in the Educational Visits Policy).
- Volunteer drivers who would need to be accompanied by another member of staff and should provide to the School Business Manager their current MOT, insurance and driving licence two days before the event.

If there is any doubt as to the level of checks required, a decision should be sought from the School Business Manager. In exceptional circumstances, the Headteacher can agree to a placement or volunteer activity without a reference or full DBS check but a risk assessment must be undertaken and counter signed by the Chair of Governors.

SAFEGUARDING INDUCTION

All volunteers working regularly in school must undertake a short safeguarding induction to include health and safety before commencing their voluntary role and undertake Safeguarding and Child Protection Training, Prevent Training and Manual Handling Training. This induction will be completed by Rebecca Gray, Teacher responsible for placements in school.

INFORMATION ON THE ROLE OF A VOLUNTEER

All volunteers should have access to this policy and the school's Staff Handbook which includes important information about the day-to-day routines of the school, a site map and advice on protocol and practices in school.

Volunteers should also have access to the following policies which are all available from the school's website or from the school office.

- Health and Safety Policy
- Employees Code of Conduct Policy
- GDPR Privacy Notice
- Safeguarding Policy
- Equal Opportunities Policy
- Behaviour Policy
- Mobile Phones and Social Media Policy
- Safer Recruitment Policy

SCHOOL VALUES

At Sunnyfields Primary School we encourage each child to:

- Develop social, moral and physical values that enable them to respect, appreciate and care about the needs and feelings of others.
- Respond to challenge and work to their maximum capacity in all areas of a broad and balanced curriculum, feeling valued for their personal achievements.
- To develop an enquiring mind with an ability to question and think for themselves and express themselves in all areas with confidence.

When our children leave our school we want our children to be:

- Resilient
- Communicate effectively
- Problem solve effectively
- Think creatively
- Be able to solve problems
- Be able to work independently

VOLUNTEERS' EXPECTATIONS FROM SCHOOL

Volunteers in school should expect to:

- be recognised for their valuable contribution to the learning experience of the children they support
- be assigned worthwhile tasks
- access any school policies or procedures that are relevant to their role
- access any training that is necessary for the success of their activities

SCHOOL'S EXPECTATIONS FROM VOLUNTEERS

School expects all volunteers to:

- Adhere to the name protocol for staff i.e. Miss Smith, Mr Brown.
- Adhere to the school's Dress Code. (Smart business dress)
- Adhere to the school's Health and Safety Policy, Safeguarding Policy, GDPR Policy, Code of Conduct, Mobile Phone and Social Media Policy.
- Read and work within the Keeping Children Safe in Education 2018.
- Be role models for the children they work with i.e. consider the language they use, only walk in school, no smoking or swearing and dress appropriately.
- Refer any behavioural or safeguarding concerns to the class teacher.
- Commit to a regular window of time to allow teachers to plan activities to include the volunteer.

- Advise school as soon as possible when it is not possible to attend.
- Annually disclose any information of a criminal nature.

SECURITY

All volunteers must sign in and out of the school using the electronic sign-in system, located in the main school office, and wear a visitor badge for the duration of their volunteering session.

COMPLAINTS PROCEDURE

Any complaints made by a volunteer or about a volunteer will be referred to the Headteacher or School Business Manager for investigation.

The Headteacher (or School Business Manager in his / her absence) reserves the right to take the following action:

- To speak with a volunteer about the complaint or behaviour and seek reassurance that it will not be repeated
- Offer an alternative placement or activity for a volunteer
- Inform the volunteer that the placement has been withdrawn.