Crown Meadow First School and Nursery

Volunteer Policy

October 2026

Print Name: Tess Davis **Signature** **(***Chair of Governors)*

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1. Introduction

At Crown Meadow First School & Nursery (CMFS), we highly value the contributions volunteers make to the life of the school. Volunteers bring skills, enthusiasm, and diverse perspectives that enrich the experiences of our children. This policy outlines how CMFS recruits, manages, and supports volunteers, ensuring a safe, positive, and productive environment for all.

2. Definition of a Volunteer

A volunteer is an individual who offers their time, skills, and services to support the activities of CMFS without financial remuneration. Volunteers may support a variety of activities both within and outside of the classroom.

Our volunteers include:
- Members of the Governing Body;
- Parents of children;
- previous children;
- Students on work experience;
- University students referred to us by Student Volunteer Services;
- Previous members of staff;
- Local residents;
- Friends of the school.

The types of activities that volunteers engage in, on behalf of the school, may include:
- Hearing children read;
- Working with small groups of children to assist them in their learning;
- Working alongside individual children;
- Accompanying school visits

3. Recruitment and Selection

All potential volunteers are asked to complete an expression of interest. Following this they will meet informally with a designated member of staff to discuss their potential role and suitability. If a volunteer decides to proceed with working in school they will then read and sign a volunteer agreement (appendix 2). We will collect two references for any volunteers who are not associated with a school or college.

As part of our commitment to safeguarding children, volunteers working in regulated activity are required to undergo an Enhanced Disclosure and Barring Service (DBS) check, along with identity and reference verification. No volunteer may begin their duties at CMFS until all necessary checks have been completed to the school's satisfaction. An Enhanced Disclosure and Barring Service (DBS) check is not required where a volunteer is engaged in a 'one-off' activity and will be supervised by and in sight and hearing of a member of school staff at all times.

If a volunteer is a student at an educational setting and has an enhanced DBS from

that setting, CMFS will not need to apply for a separate DBS, as the individual will be working under their DBS and checks obtained through their education provider. CMFS will always ensure they see and check any DBS from work experience or university students.

**Regulated activity – working with children for three or more occasions in a 30 day period, or at least once overnight (between 2am – 6am).*

4. Induction and Training

Before beginning their role, all volunteers will receive an induction to Crown Meadow. This will be proportional to the amount of time they will spend at school and can include includes familiarisation with the school site and key staff, an introduction to important policies and procedures (such as safeguarding, health and safety, confidentiality) and the school's code of conduct. Any specific training required for the volunteer's role will also be provided.

5. Roles and Responsibilities

Volunteers at CMFS may be involved in activities such as assisting in classrooms, supporting reading and writing programmes, accompanying educational visits, or helping with events and extracurricular activities.

Volunteers are expected to adhere to CMFS policies and procedures, to maintain appropriate boundaries with children, staff, and parents, and to promptly report any concerns about a child's welfare to the designated safeguarding lead.

All adults / young people who work in our school, are expected to work and behave in such a way as to actively promote our school aims and educational purpose, and uphold our school values at all times.

6. Supervision and Support

All volunteers work under the supervision of a teacher or full time member of staff. Teachers always retain ultimate responsibility for children, including the children's behaviour and the activity they are undertaking. Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out/what the expected outcome of an activity is.

In the event of any query/problem regarding the child's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

Volunteers can expect regular opportunities to discuss their role, receive feedback, and raise any concerns they may have.

Volunteers on trips will receive a copy of our Off Site Visit guidance (appendix 3).

7. Safeguarding and Child Protection

CMFS is committed to safeguarding and promoting the welfare of children. Volunteers must read and understand the school's Safeguarding and Child Protection Policy and attend any required safeguarding training sessions. All concerns regarding a child's welfare must be reported immediately to the designated safeguarding lead.

All volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement (appendix 2).

All volunteers working frequently or intensively must have been cleared by the Disclosure Barring Service (DBS). A DBS Disclosure will be issued to the individual to present to the Designated Safeguarding Lead in school. Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of a class visit, no formal checks are required. However, such volunteers, who will be under the constant supervision of school staff, must also read and sign our volunteer agreement.

No images, data or information regarding children at CMFS should ever be taken off the school premises. Mobile phones should never be used around children when on the school premises or on a trip. We understand that there may be times that volunteers need to access their personal phones but expect that this is done away from children. On site, the staffroom is available for this when there are no children present and the door is closed. Off-site, volunteers must keep a safe distance from children so that no images could be deemed to be taken and children are unable to hear any telephone conversation taking place.

8. Health and Safety

Volunteers are expected to comply with CMFS's Health and Safety Policy, including following guidance on the safe use of equipment and reporting any hazards or incidents to staff.

9. Confidentiality

In the course of their duties, volunteers may become aware of sensitive or confidential information. It is essential that volunteers respect confidentiality at all times, and do not discuss personal information about children, staff, or families outside of the school setting. Any concerns that volunteers have about the children they work with/come into contact with should be voiced with the designated supervisor and NOT with the parents of the child/persons. Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Headteacher or appropriate senior member of staff.

10. Equal Opportunities

CMFS is committed to ensuring that all volunteers are treated fairly and without discrimination. Volunteers will not be treated less favourably on the grounds of race, gender, age, disability, religion, or sexual orientation. The school aims to create an inclusive and welcoming environment for all.

From 1 July 2015, all schools are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions to have "due regard to the need to prevent people from being drawn into terrorism".

Volunteers play a crucial role in upholding the Prevent Duty, which aims to prevent individuals from being drawn into terrorism or extremism. They are responsible for being vigilant and recognizing signs of radicalization in individuals, while ensuring they follow protocols to report concerns. Volunteers must adhere to safeguarding principles, maintaining a duty of care, and fostering a safe, inclusive environment where individuals feel respected and supported.

11. Problem Resolution

Where concerns arise regarding a volunteer's conduct or performance, these will be addressed promptly and sensitively by the appropriate staff.

CMFS 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;
· To end a volunteer's placement at any time if it is deemed necessary.
· Provide the volunteer with a copy of the school's full Complaints Procedure.

12. Review and Monitoring

This policy will be reviewed annually by CMFS to ensure its effectiveness and relevance. Feedback from volunteers and staff will be welcomed to help inform any updates.

Appendix 1 - Volunteer expression of interest to be completed electronically

https://forms.office.com/e/MJ4KtRSs0g

Work Experience/Volunteer application form

Please complete this form to help us understand your placement requests. Thank you for your

interest in our school.
When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

Required

1. Name
2. School or college name (if applicable)
3. Email address
4. School contact email address and name (if applicable)
5. Placement dates/dates or days you are available to volunteer
6. Point of contact at Crown Meadow (if known)
7. Purpose of volunteering
8. Is there anything else we need to know (medical needs/adaptations etc)?
9. Names and contact details of two references (n/a for work experience)

Appendix 2 – Volunteer agreement to be completed electronically after discussion in person.

Volunteer Agreement Form – Fill in form

Volunteer Agreement Form

Thank you for offering your time and skills to support our children and school community. This agreement sets out the expectations of Crown Meadow First School

& Nursery (CMFS) and our volunteers to ensure a positive, safe, and rewarding experience for everyone.

1. **Full Name:**
2. **Address:**
3. **Phone Number:**
4. **Email Address:**
5. **Emergency Contact Name:**
6. **Emergency Contact Phone Number:**
7. **Volunteer Role**

Please outline the area(s) in which you will be supporting CMFS (e.g., classroom support, reading assistance, trips, events):

_____

_____

_____

Agreement

As a volunteer at Crown Meadow First School & Nursery, I agree to:

- Uphold the values and ethos of CMFS.
- Follow the school's policies and procedures, including those relating to safeguarding, health and safety, confidentiality, and conduct.
- Respect the confidentiality of any information I have access to regarding children, staff, and the wider school community.
- Maintain professional boundaries with children, staff, and families.
- Follow the guidance of the member of staff supervising my role.
- Report any concerns about a child's welfare to the Designated Safeguarding Lead (DSL) or Deputy DSL.
- Attend any relevant training required for my role.
- Notify the school if I am unable to attend or if my circumstances change.
- Understand that my role is voluntary and does not constitute employment.

I acknowledge that:

- I have read and understood the **Volunteer Policy for Crown Meadow First School & Nursery**.
- My volunteering placement may be ended at any time by the school if

necessary.
- I will not begin volunteering until all required safeguarding checks, including an Enhanced DBS check if required, have been completed.

Signed: _____

Print Name: _____

Date: _____

Appendix 4 – off site visit guidance and agreement (to be shared with individuals)

CMFS Volunteer Helper Guidelines for School Trips

School trips are a vital part of learning at our school, offering students valuable experiences outside their usual routine. As a volunteer helper, you will play an important role in ensuring the success and safety of the trip. Please read the following guidelines, sign, and return the helper's slip as part of our risk assessment and safeguarding arrangements.

Role of the Volunteer Helper

- **Responsibility:** You are responsible for looking after all the children in your group, ensuring their safety and well-being throughout the trip under the direction of the trip leader.

- **Supervision:** Stay with your assigned group, ensuring they remain with the rest of the school party at all times, whether walking, entering/exiting transportation, or following the trip's activities.
- **Communication:** Report any issues related to safety, first aid, or behavior to the class teacher or staff member immediately.
- **Behaviour:** Encourage polite, respectful behavior from the children towards each other and the public, as we represent the school.

Working with School Staff

School staff expect volunteer helpers to:

- Understand and comply with the trip's risk assessment. If you need clarification, ask for advice before the trip begins.
- Follow the guidance of school staff throughout the day.
- Stay engaged with your group, assist children with learning tasks, and ask questions to encourage them to think critically.
- Work in collaboration with school staff to ensure the trip runs smoothly.
- Have read any risk assessments linked to the trip

What is Not Permitted

- **No additional children:** Volunteers cannot bring other children (e.g., siblings or other dependents) on the trip.
- **No smoking or alcohol:** Volunteers are not allowed to smoke, drink alcohol, or engage in any illegal activities during the trip.
- **No photography:** Volunteers are prohibited from taking photos of the students.
- **No treats:** Volunteers are not allowed to give or buy treats (e.g., ice cream, sweets) for their group during or after the trip.
- **No mobile phones:** Volunteers should refrain from using mobile phones during the trip to ensure full attention on the students.

First Aid and Medication

- You will be informed if any student in your group requires medication or has special medical needs.
- Medicine will be administered by school staff, unless you are the parent/carer of a child requiring medication. In that case, you will be asked to administer the medication and take responsibility for it.

- All other first aid supplies will be carried by the school staff.

Emergencies

- In case of an emergency or if you become separated from the group, immediately contact a member of staff or call the school for assistance.

Volunteer Agreement

Please complete and sign our volunteer agreement

Volunteer Agreement Form – Fill in form

Thank you for giving up your time to support the children today.