



Belmont CP School

Volunteer Policy

1. Introduction

Belmont Community Primary School welcomes and values the contribution of volunteers. Volunteers enrich pupils' experiences, support learning, and strengthen links with our community.

We aim to ensure that volunteering is a positive, safe and rewarding experience for everyone, in line with our ethos: **Every Child Matters. Every Moment Counts.**

2. Aims

This policy aims to:

- Provide clear guidance for volunteers and staff
- Ensure a safe environment for all pupils
- Set out expectations, roles and responsibilities
- Ensure safeguarding procedures are understood and followed

3. Types of Volunteers

We recognise different types of volunteers:

a) One-off / Occasional Volunteers

e.g. school trips, events, visitors

- Usually supervised at all times
- May not require DBS depending on role

b) Regular Volunteers

e.g. weekly classroom helpers, reading support

- Usually require DBS checks
- Work under staff supervision

c) Students / Work Placements

e.g. college or university placements

- DBS may be required depending on placement
- Must follow all school policies

4. Recruitment and Safeguarding

Belmont Community Primary School is committed to safeguarding and promoting the welfare of children.

Depending on the role, volunteers may be required to:

- Complete an application form
- Provide references
- Undergo an enhanced DBS check
- Provide ID verification

All volunteers will receive a **safeguarding briefing before starting**.

Supervision

- Volunteers who are **DBS checked may, in some cases, work unsupervised**, at the discretion of the Headteacher

All safeguarding concerns must be reported immediately to the Designated Safeguarding Lead (DSL).

5. Roles and Responsibilities

Volunteers will:

- Work under the guidance of school staff
- Support learning and school activities
- Follow all school policies (especially safeguarding, behaviour and health & safety)
- Maintain appropriate professional boundaries

Volunteers will not:

- Take responsibility for a class
- Administer medication

- Use personal mobile phones around pupils
- Take photographs of pupils

6. Confidentiality

Volunteers must respect confidentiality at all times.

- Information about pupils, staff or families must not be shared outside school
- Any concerns should be shared with a member of staff, not discussed externally

7. Health and Safety

All volunteers must:

- Sign in and out at the school office
- Wear identification if provided
- Follow school health and safety procedures
- Report accidents or concerns immediately

8. Code of Conduct

Volunteers are expected to:

- Be punctual and reliable
- Dress appropriately
- Use respectful language and behaviour
- Follow staff instructions

Belmont expects all volunteers to model positive behaviour in line with our school values.

9. Equality and Inclusion

We are committed to inclusion and equal opportunities. Volunteers will be treated with respect and fairness at all times.

10. Ending a Placement

The school or the volunteer may end the placement at any time.

The school may withdraw a placement if:

- Safeguarding concerns arise
- Policies are not followed
- The arrangement is no longer suitable

11. Monitoring and Review

This policy will be reviewed regularly by the school leadership team.

Appendix A: Volunteer Agreement

Belmont Community Primary School – Volunteer Agreement

I agree to:

- Follow all school policies, including safeguarding and confidentiality
- Work under the supervision of school staff
- Maintain appropriate relationships with pupils
- Report any safeguarding concerns immediately
- Respect the school's ethos: *Every Child Matters. Every Moment Counts.*

I understand that failure to follow these expectations may result in my role ending.

Name: _____

Signature: _____

Date: _____

Appendix B: Volunteer Induction Checklist

Before starting, volunteers will be provided with:

- Safeguarding briefing (including DSL information)
- Explanation of role and responsibilities
- Tour of the school
- Health and safety guidance
- Signing-in procedures explained
- Staff contact identified
- Copy of Volunteer Policy

For regular volunteers:

- DBS check completed (if required)
- ID verified
- References obtained (if applicable)

Inducted by: _____

Date: _____

Ratified by governors at their meeting on	06 January 2026
Signed	
Review Date	May 2029