



## **Volunteers working in school**

St Michael's Church of England Primary School welcomes the participation of parents, carers and other volunteers in a range of activities which may contribute directly or indirectly to the learning, development and wellbeing of our pupils.

We value the time that volunteers give and their willingness to assist us in providing additional opportunities for pupils. We will seek to provide any necessary guidance to support and assist this voluntary contribution.

As a school we also have a responsibility to ensure that our volunteers are aware of certain obligations placed upon them through undertaking activities within the school environment. This is necessary for the school to secure the safety and welfare of pupils and to meet safeguarding inspection requirements.

1. Volunteers must be willing to comply with school policies and procedures at all times and must follow any instructions provided by the appropriate members of staff.
2. Volunteers must regard themselves as adult role models when undertaking school activities and ensure that their conduct is appropriate to the school setting
3. Volunteers have a right to expect respect and co-operation from any pupils that they may engage with. Any concerns about pupils behaviour should be referred to the relevant members of staff.
4. Volunteers must be mindful of confidentiality considerations and should not discuss or pass on information about individual pupils, or internal school matters which they may receive or obtain whilst undertaking voluntary activities
5. Volunteers who undertake activities involving pupils on a frequent basis or intensive basis (eg overnight trips) will be required to complete an enhanced Disclosure and Barring Service (DBS) disclosure. This is a legal requirement and means that any criminal convictions, including cautions or bind overs must be declared and will be considered in confidence in assessing suitability for the voluntary activities in the school. The school is obliged to maintain a record of all adults who are subject to safeguarding checks.

The Headteacher and Governing Body reserve the right to determine whether any volunteer should be refused permission to participate or to continue to participate in appropriate activities where this is felt to be justified.

Confirmation by the volunteer

I confirm that I understand and accept the expectations set out above.

Signed \_\_\_\_\_ Date \_\_\_\_\_ -