



Priestsic Primary and Nursery School

School Volunteer Policy

Volunteers are parents, carers or other adults working alongside the school staff. Thank you for volunteering to help support our school community.

This guidance has been written to ensure that for all concerned – volunteers, school staff and children – the experience is positive and rewarding.

Safeguarding

Safeguarding is our priority and we follow procedures to ensure that we are committed to safeguarding pupils. We expect our volunteers to share this commitment. Whilst supporting our school community we request that volunteers do not:

- Use mobile phones in the presence of pupils
- Take photographs or videos of pupils
- Take individual children away from the group or accompany them to the toilet
- Help a child change their clothes
- Hold onto or strike a child
- Reprimand a child verbally or physically

Any safeguarding concerns about a child must be shared immediately with the class teacher, who will report to the designated safeguarding lead in school.

Health and Safety

When a volunteer arrives in school they must sign in at the school office and wear a visitor's badge. On leaving the school site they must sign out and return their visitor's badge. Signing in and out is important for safeguarding and in the event of an emergency so that staff and the emergency services know who needs to be accounted for.

Please do not administer any first aid to pupils whilst volunteering. There are members of staff who are qualified to do this.

Please report any accidents or health and safety concerns to a member of staff who will act upon the information given. Please do not lift, carry or physically move a child in any way; school staff are also trained in these procedures.

Responsibility and Behaviour Management

Our pupils are expected to behave with courtesy and politeness towards each other, members of staff, volunteers and the general public. The class teacher retains responsibility for behaviour management. We do expect all adults to model the language and behaviour expected of our pupils. Please speak to the class teacher if you have any concerns.

Confidentiality

It is of extreme importance that everyone working within the school community follows strict standards of confidentiality – what you see or hear in school regarding any child should remain within the confines of the school. However, if you see or hear anything of a sensitive nature (from or about any child) please share it with the class teacher or the Headteacher.

Thank you for being involved and offering your support.

If at any time you are uncertain of what is expected of you or how to respond to a situation, please do not hesitate to approach the teacher immediately.

To be reviewed July 2025

I have read, understand and agree to volunteer within the guidance 'School Volunteer Policy'.

Printed name:

Signed by:

Date: