

Volunteer Policy

2026-2027

Contents

Introduction....2
Confidentiality....2
Child Protection....2
Health and Safety....2
Volunteers during school hours....3
Language/Behaviour/Dress....3
Classroom disruptions....3
Mobile phones....3
Smoking....3
Discipline....3
Students treat volunteers with respect....3
Complaints....3
Appendix 1 – Volunteer Agreement....4
Appendix 2 - Child Protection Flow Chart....5

Introduction
When children enter our schools, teachers, parents and volunteers must become partners in facilitating children's learning. One of the most important things we can do for children is to allow them to see parents and teachers working together. This helps children realise that there is a bond between home, community and school. Parents and other caregivers who work in the school come to understand their child's education better.

School volunteers serve under the direction of school staff to meet the needs of students. There are many opportunities for you to become involved in our school. Contact the office, or your child's classroom teacher.

Some children are not ready to have their parents in the classroom with them. In the classroom, parents have a different role; they are assisting the teacher. However, some children are unable to accept their parents in any role other than parent. In these cases, it is better for the parent to volunteer in another area of the school.

Confidentiality
Confidentiality is of the utmost importance in your association with teachers and students. Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children they work with / come into contact with, should be voiced with the teacher/head of school/headteacher or executive headteacher and **NOT** with the parents of the child / persons outside of the school. You are in a unique position when you volunteer in the classroom to have information that is not to be shared. You may not discuss a child even with that child's parents.

If it is a comment which a child makes which gives rise to concerns, then the Designated Safeguarding Lead or Deputy Designated Safeguarding Leads should be informed directly, see Appendix A. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school.

Child Protection
While you are in the classroom children may say things to you or you may receive a comment or notice a change in behaviour or mark that cause you concern. If this happens then you must inform the school's Designated or Deputy Safeguarding Leads. If they are not available or your concern means the child may be in significant harm, then you must follow the child protection procedures flow charts situated throughout school.

Volunteers who are concerned about the behaviour of another adult in the school or any of the school's safeguarding arrangements, should raise the matter immediately with the executive headteacher/head of school/headteacher.

Concerns around the executive headteacher/headteacher should be raised immediately with the Chair of Governors.

Health and Safety
The school has a Health & Safety Policy, and this is made available on request to volunteers. Teachers ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a specific task. Volunteers are expected to exercise due care and attention and report any obvious hazards or concerns to the class teacher, head of school, headteacher or executive headteacher.

Volunteers during school hours
When you are volunteering at one of our schools, you are demonstrating your support for education. Please understand that in academic settings it is important to be able to give your full attention to the task at hand. For this reason, you must not bring any children with you when you are volunteering during school hours.

Language/Behaviour/Dress
Remember teachers, staff and volunteers are role models for the children around us. "Little eyes" are watching, listening and learning appropriate behaviour from our actions. Inappropriate language, dress or discussions are not allowed on the school premises or on external trips.

Classroom disruptions
Please conduct all private conversations outside of the classroom. Teachers need the attention of the students to direct the instruction. Extraneous conversations distract from the task at hand. Remember that conversations in the hallways may act as a distraction as well.

Mobile phones
Mobile phones must be turned off and held securely whilst on school premises. If you need to be reached by external contacts whilst in school, this should be directed via the school office. Please let the school office know you are expecting a call and the office manager will contact you. Under no circumstances must volunteers take images of, contact, or accept friend requests from pupils via social media platforms.

Smoking
The whole of the school premises is strictly a non-smoking site, this includes vaping and the use of electronic cigarettes.

Discipline
Volunteers must not discipline, use, or threaten to use corporal punishment on students. Discipline is solely the responsibility of teaching staff. Teaching staff are professionals whose responsibility it is to plan the course of study and see that it is implemented. The volunteer role always works under the direction of school staff to HELP, not replace, the teaching professionals.

Students treat volunteers with respect
At our schools we believe all adults should be respectful to children and children are always expected to be respectful in return. If on any occasion you are treated disrespectfully, tell the class teacher, head of school or the executive headteacher/head of school/headteacher as soon as possible. Children should call you Mr., Ms. or Mrs., and should not address you by your first name.

Complaints
Any complaints made about a volunteer will be referred to the executive headteacher/head of school/headteacher for investigation. Any complaints made by a volunteer should be referred to the executive headteacher//head of school/headteacher.

The executive headteacher//head of school/headteacher reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Agreement
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class
- Inform the volunteer that the school no longer wishes to use them

This policy has been approved by the Academy Council and will be reviewed annually and updated in the accordance with any relevant guidance

Appendix 1 – Volunteer Agreement

Volunteer Agreement

Thank you for offering your services as a volunteer at one of our schools. Your offer of help and support is greatly appreciated, and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement and hand it in at the school office, you will receive a copy of it for your records.

I have received a copy of:

- School's Volunteer Policy
- Keeping Children Safe in Education, Part 1, Part 5 and Annex A
- What to do if you are worried a child is being abused
- Schools' Safeguarding and Child Protection and Behaviour policies
- I understand that if I am concerned about a child or receive a disclosure from a child, I must tell the Designated Safeguarding Lead (DSL) immediately
- I agree to and support the schools' commitment to safeguarding and promoting the welfare of the children in school
- I agree to attend safeguarding and child protection training at least annually
- I agree to treat information I learn from being a volunteer as strictly confidential
- I understand that I am required to undergo all relevant safer recruitment checks including a criminal record check and agree to advise the school of any changes which may affect my suitability to work in school

Signed: _____

Name: _____

Date: _____

Appendix 2 - Child Protection Flow Chart

Child Protection Procedures Flow Chart September 2026

Designated Safeguarding Lead: **[SEE PRINTED VERSION DISPLAYED WITHIN SCHOOL]**

Deputy Safeguarding Leads: **[SEE PRINTED VERSION DISPLAYED WITHIN SCHOOL]**

On discovery or suspicion of child abuse If in doubt – ACT Immediately

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You **MUST** inform your Designated or Deputy Safeguarding Lead via CPOMS

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Where it is clear that a Child Protection Referral is needed contact Children's Initial Contact Point without delay

- ✓ Children's Social Care Initial Contact Point - **01274 435600**
- ✓ Children's Social Care Emergency Duty Team - **01274 431010**
- ✓ Early Help Gateway - **01274 435600**

IMMEDIATE RISK OF HARM CALL 999

General enquiries, Children Specialist Services – **01274 435600**

Following a referral to Children's Social Care a **Multi-Agency Referral Form (MARF)** should be completed and sent to Children's Social Care. Consult the new Continuum of Need and Risk Identification document for help deciding what action should be taken about concerns about a child.

Key documents and guidance can be found at the **Safer Bradford** website

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If you are asked to monitor the situation, make sure you are clear what you are expected to monitor, for how long and how/and to whom you should feedback information.

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Remember always make and keep a written record of all events, discussions, decisions, reasons for decisions and action taken. Keep records confidential and secure.

USEFUL TELEPHONE NUMBERS

Children's Social Care Emergency Duty Team - **01274 431010**
Children's Social Care Initial Contact Point - **01274 435600**
Education Social Work Service - **01274 439651**
Early Help Gateway - **01274 435600**
Police Child and Public Protection Unit - **01274 376 061**

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