LONGPARISH
Church of England
Primary School

School Volunteer Policy 2026

Policy reviewed by the Governing Board – 28th September 2026

Review Date: September 2027

Introduction

Welcome to Longparish CE Primary School and thank you for enquiring about volunteering to help us in school.

We warmly welcome those wishing to support our school community and greatly value the contribution volunteers make to school life. We believe that the involvement of parents, carers and volunteers in children's education is vital and we encourage active participation in many ways.

Volunteers support the school in a variety of ways, including hearing readers, assisting with Science, Technology, Engineering, and Mathematics (STEM), creative and practical activities, supporting Forest School and outdoor learning, preparing resources and helping on educational visits. Volunteers usually work with small groups or individuals under the direction of school staff.

We recognise that volunteers bring a wealth of skills, experiences and expertise that enrich the curriculum and enhance children's learning opportunities.

Vision and Values

Creativity, Courage and Grace

Our children are supported and challenged to become caring, collaborative, critical and creative learners who can adapt to meet their future life goals with confidence and success.

We have a clear focus on ensuring all children experience success across the curriculum by inspiring them in their learning and ensuring they develop the personal and social skills needed to thrive in the 21st century.

We know that pupils learn most effectively when they feel valued, happy and secure. We aim to ensure that every child is respected as an individual and feels confident to achieve their very best within a safe, caring and supportive environment.

Our staff, governors, parents, carers and volunteers all play a vital role in helping us fulfil this vision.

Personal and Professional Conduct

Volunteers are expected to demonstrate high standards of personal conduct at all times.

All volunteers must:

- Support the ethos, values and policies of the school.
- Demonstrate reliability, punctuality and professionalism.
- Treat children, staff and visitors with courtesy and respect.
- Dress appropriately for the activities being undertaken.
- Act as positive role models for children.

Safeguarding

Longparish CE Primary School is committed to safeguarding and promoting the welfare of children and expects all volunteers to share this commitment.

- The school operates robust safeguarding procedures in accordance with current statutory guidance and Hampshire County Council requirements.

The Headteacher reserves the right to decline a volunteer application where it is considered not to be in the best interests of the children or the school.

As part of our safeguarding responsibilities:

- All prospective volunteers will be invited to attend an informal meeting to discuss the role and ensure that the expectations of both the school and volunteer are compatible.
- All volunteers must read and comply with the school's safeguarding procedures.
- On application to become a volunteer helper, you will be required to complete the **appropriate DBS (Disclosure and Barring Service) checks**, including a Children’s Barred List check where applicable, before volunteering in school.

Any safeguarding concern must be reported immediately to one of the school's Designated Safeguarding Leads (DSLs).

Designated Safeguarding Leads

- Mrs Jordan
- Mrs Callow
- Mrs MacGinnis

If you have any concerns, you may speak to any member of staff or the Chair of Governors.

Health and Safety

All volunteers must:

- Sign in and out at Reception.
- Wear their visitor lanyard and identification badge at all times.
- Follow all health and safety procedures.
- Familiarise themselves with fire evacuation procedures and assembly points.

In the event of a fire alarm:

- Leave the building by the nearest safe exit.
- Proceed immediately to the designated assembly point.
- Follow instructions given by staff.

Any accidents, first aid incidents or health and safety concerns must be reported immediately to a member of staff.

Only trained members of staff may administer first aid or medication.

Deployment of Volunteers

Volunteers will be deployed to classes and areas of the school where support is most needed.

We are grateful for the support provided by parent volunteers; however, as a general principle, volunteers will **not normally be assigned to work directly with their own child or within their child's class**.

This approach helps to:

- Promote children's independence and confidence.
- Ensure fairness and consistency for all pupils.
- Enable volunteers to support the wider school community.
- Allow teachers to manage learning, assessment and pastoral support objectively.
- Maintain positive and professional relationships between home and school.

There may occasionally be circumstances where a volunteer's specialist expertise would be particularly beneficial within their child's class. Such arrangements will be considered on a case-by-case basis and remain entirely at the discretion of the Headteacher.

Parents are encouraged to explain to their child that volunteering is an opportunity to support all children within the school community and that they may therefore be asked to work in another class or area of the school.

Volunteers are not required to commit to full morning or afternoon sessions. Any time given is appreciated. However, regular volunteering enables continuity for pupils and assists staff with planning.

We also welcome volunteers who can offer occasional support through specialist skills or experiences, such as:

- STEM activities
- Creative arts
- Music

- Languages
- Gardening
- Forest School
- Sports coaching
- Careers and enterprise activities
- Reading support

Confidentiality

All volunteers are expected to maintain strict confidentiality regarding information they may learn while volunteering.

Volunteers may become aware of information relating to individual children, families or staff members. Such information must never be discussed outside school.

Volunteers must:

- Respect the confidentiality of all pupils, staff and families.
- Avoid discussing children's progress, behaviour or personal circumstances with other parents.
- Refer any concerns directly to the class teacher or Designated Safeguarding Lead.
- Support staff professionally and refrain from commenting publicly on school practices or decisions.

Volunteers will be asked to sign the school's **Volunteer in School Protocol** before commencing their role.

Working with Children

Volunteers must ensure that their behaviour never places them or a child at risk.

Volunteers must:

- Treat all children with respect and dignity.
- Avoid situations where they are alone with a child whenever possible.
- Ensure activities take place within sight or hearing of other adults.
- Maintain appropriate professional boundaries at all times.

Volunteers must never:

- Use physical intervention unless directed by a member of staff in an emergency.
- Enter children's toilets without another adult present.
- Administer first aid or medication.
- Be responsible for behaviour management beyond basic reminders and encouragement.

Any behavioural concerns should be referred to the class teacher.

Communication with Pupils

Volunteers must not:

- Give personal contact details to pupils.
- Communicate with pupils through personal email accounts.
- Communicate with pupils through text messages or messaging apps.
- Interact with pupils through social media platforms.

Professional boundaries must always be maintained.

Communication with Staff

Volunteers who are parents should remember that, during volunteering sessions, they are acting in their capacity as a volunteer.

If parents wish to discuss matters relating to their own child, they should arrange a separate appointment with the class teacher through the normal school communication channels.

Likewise, staff should avoid discussing individual pupil matters with volunteers during volunteering sessions other than information required to complete the volunteering role safely and effectively.

Volunteer Guidelines

Please Do

- Be positive and encourage children.
- Sign in and wear your identification badge.
- Treat all children equally and respectfully.
- Report safeguarding concerns immediately.
- Refer behaviour issues to school staff.
- Raise concerns with the class teacher or Headteacher.
- Follow staff instructions.
- Complete assigned tasks before seeking additional work.
- Inform the office or class teacher if you are unable to attend.

- Arrive punctually.
- Enjoy your time supporting the children.

Please Do Not

- Physically handle, pull, carry or move children unless directed by staff in an emergency.
- Discuss children or incidents with other parents.
- Enter children's toilets alone.
- Be alone with a child unless authorised within agreed procedures.
- Administer first aid or medication.
- Answer the office telephone.
- Access areas of the school without permission.
- Use school equipment without appropriate training.

Use of Mobile Phones and Cameras

Mobile phones should be kept on silent while volunteering.
Volunteers must not:

- Take photographs using personal devices.
- Record video or audio of children.
- Use social media to share information, photographs or details relating to school activities.
- Make or receive calls while working with children unless in an emergency.

Any urgent call should be taken away from children and classroom areas.

Smoking

Longparish CE Primary School operates a strict no-smoking policy.
Smoking, vaping and the use of e-cigarettes are not permitted anywhere on the school site.

School Policies and Procedures

Volunteers are expected to familiarise themselves with the following key documents:

- Keeping Children Safe in Education
- Safeguarding and Child Protection Policy
- Behaviour Policy
- Computing Acceptable Use Policy
- Whistleblowing Policy
- Health and Safety Policy
- Fire Procedures

Copies are available on the school website or from the school office.

References

The school may provide references for volunteers who have completed a minimum of three months of regular volunteering, typically equivalent to at least one session per week.
Requests will be considered at the discretion of the Headteacher.

Equality Statement

Under the Equality Act 2010, Longparish CE Primary School is committed to ensuring equality, inclusion and accessibility for all members of its community.
We will not discriminate on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.
The school is committed to fostering a culture of respect, understanding and inclusion where every child and adult feels valued and able to participate fully in school life.

Volunteer Declaration
I confirm that I have read and understood the Longparish CE Primary School Volunteer Policy and agree to abide by its contents.

I understand that:

- A DBS check is required before volunteering.
- I must maintain confidentiality at all times.
- I must follow safeguarding and health and safety procedures.
- I will not normally be assigned to work directly with my own child or within my child's class.
- Any concerns relating to child welfare must be reported immediately to a Designated Safeguarding Lead.

Name: _____

Signature: _____

Date: _____

Thank You
We truly value the time, commitment and expertise that our volunteers contribute to Longparish CE Primary School. Your support enriches the experiences of our children and strengthens our school community. We appreciate everything you do to help our children flourish.

Appendix 1

Longparish CE Primary School
Volunteer Request Form

Volunteer Name	
Address:	
Telephone Number:	
Email Address:	
Have you read the School Volunteer Policy?	
Are you willing to complete an online DBS check?	
Which area(s) of the school would you prefer to support?	
Do you have any specific skills/strength that could be utilised?	
Are there any activities that you cannot support? Please give details	
When are you available to support in school? Please give days and times.	

Appendix 2

What does 'sharing books with children' mean?

A few quick pointers to help you when you are asked to read or share a book with a child:

• The teacher will indicate whether you should read to the child or the child should read to you. If this is not clear, ask.
• If the child appears 'stuck', tell them gently to use their phonics and 'sound it out' if it is not a common exception word, or encourage a sensible guess based on what has already been read or look at the illustrations for clues, and if all else fails, tell them the word. Quite often a lack of confidence will inhibit them from making an attempt and their fear of 'getting it wrong' may result in silence.
• Encourage the child to predict what might happen next and discuss how they feel about the story and characters.
• Make the experience an enjoyable one, sharing your love of books with the child. This is a moment of quality time for you both.
• Please do not move the child onto another box from the reading scheme. If a child has done particularly well in their reading, please be sure to share this with the class teacher. Equally, please let the teacher know if any problems.

Appendix 3

Guidance for Volunteers for School Visits

These guidance notes have been written in conjunction with the school's policy on off-site visits. If you have any questions about a school visit, please see the class teacher. We do appreciate your help on school visits – it would be difficult to organise visits outside school without parent volunteers.

- Parents may not always have their own child in their group.
- The teacher will give parent helpers a list of children for whom they are responsible.
- All children are told that they must stay with their group and the group adult at all times.
- If the visit involves a coach journey or minibus, please help the children in your group put on their seatbelts. Children are not allowed to eat or drink on the coaches. The class teacher has sick bucket/bags, if needed.
- The class teacher is responsible for ALL first aid and medication.
- The class teacher sets and leads the rules, routines and expectations for the day.
- Please help the teacher by ensuring your group follows all instructions e.g. when to eat and drink.
- If there is a medical or other emergency, let the class teacher know immediately. The class teacher is responsible for contacting the school and associated parents in emergency situations.
- If you need to leave your group for any reason, e.g. to take a child to the toilet, please inform another adult.
- Parent volunteers are asked to keep the same degree of confidentiality on visits as in school. If you have any queries or problems concerning the visit, please direct these in the first instance to the class teacher, or if you would rather, the Head teacher on return from the visit.

Appendix 4

VOLUNTEER IN SCHOOL PROTOCOL

Please read and sign the document below to confirm your agreement with the following school expectations as a volunteer:

As a school we agree to:

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children
- Share the school behaviour and ethos policy with you to help you understand how we manage behaviour
- Ensure that the children you work with behave and work well
- Treat you with the highest respect and care
- Share relevant information about the children you are working with
- Let you know in advance the overall plan for the day and let you know if this changes!
- Treat anything you tell us with confidentiality

We agree not to ask you to:

- Deal with difficult or challenging behaviour
- Carry out a task that you feel unprepared to complete

As a volunteer helper I agree to:

- Use the school behaviour and ethos policy and inform the teacher if I see any inappropriate behaviour
- Inform the teacher/Designated Teacher if I observe anything that concerns me in school
- Treat all information with total confidentiality
- Inform the school if I am unable to come into school for any reason by 9.00am in the morning
- Respect and listen to the guidance of the teacher at all times
- Complete the appropriate DBS safeguarding checks
- Disclose any criminal allegations to the Head teacher prior to starting as a volunteer helper

I agree not to:

- Look at or compare children's work, records or staff records
- Share any information about a child or member of staff with anyone outside the school staff team
- Use my mobile phone for calls and texts – (I will only use it in Main Office area)
- Use social media regarding my volunteering in school

Signed:…… Block Capitals ……Date: ……