



Grampond with Creed Volunteer Policy

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| Approved by: | Headteacher | Date: 24/04/2024 |
| Last reviewed: | 24/11/2025 | |
| Next review due by: | 24/11/2026 | |

1. Introduction

Grampound with Creed School welcomes volunteers and student placements as valued partners in supporting children's learning, wellbeing and enrichment. Volunteers bring skills, time and experience that help us fulfil our Christian vision:

“Be the Light” – Matthew 5:14

We ask all adults working with our children to model kindness, integrity, respect and community.

2. Who Volunteers May Include

- Parents and carers
- Governors
- Former pupils
- Local residents
- Students on work experience or placement
- University trainees / student teachers
- Friends of the school and community partners

3. Roles Volunteers May Support

Volunteers may help with:

- Hearing children read
- Supporting small groups or individuals
- Art, craft, library and outdoor learning
- Computing and curriculum enrichment
- After-school clubs (under school supervision)
- School visits and local walks
- One-off events or whole-school activities

Volunteers **must never** take unsupervised responsibility for pupils.

4. Becoming a Volunteer

Anyone wishing to volunteer regularly should contact the **Volunteer Coordinator**.

Volunteers must complete:

- Informal interview
- Application form including reference paperwork
- Volunteer Information Form

- Volunteer Agreement
- Safeguarding declaration (as required)
- Induction and safeguarding briefing

DBS Requirements

- **Regular volunteers** (working frequently or in regulated activity) must have an **enhanced DBS** before starting.
- **One-off helpers** for trips or events do **not** require a DBS but must remain **in line-of-sight supervision** of school staff at all times.
- **Students on Placement**
A letter of assurance will be obtained from the college/university confirming all safeguarding checks have been completed.

5. Safeguarding & KCSIE

Safeguarding is everyone's responsibility.

All volunteers must:

- Read **KCSIE Part 1 (or Annex A)**
- Read the school **Child Protection Policy, Behaviour Policy, and Volunteer Code of Conduct**
- Follow the school's safeguarding procedures, including reporting concerns immediately to the **Designated Safeguarding Lead (DSL)**
- Never promise confidentiality to a child
Volunteers must report ANY concern about a child or adult behaviour directly to the DSL or Headteacher.

6. Confidentiality & Conduct

Volunteers must:

- Keep all information about pupils confidential
- Never discuss pupils outside school
- Use respectful, positive language
- Follow the staff code of conduct (including professional boundaries)
- Avoid using personal mobile phones while volunteering
Any breach of confidentiality or safeguarding expectations will result in the volunteer placement ending immediately.

7. Supervision & Expectations

- Volunteers always work under the direction of the **class teacher**.
- Teachers retain responsibility for pupils at all times.

- Volunteers must follow instructions carefully and ask if unsure.
- Volunteers must not take children to isolated spaces unless accompanied by a member of staff.
- Volunteers must follow school behaviour expectations and report concerns promptly.

8. Health & Safety

Volunteers will receive induction covering:

- Signing in/out and visitor badges
- Fire evacuation procedures
- First aid and first aiders
- Supervision ratios when on visits
- Use of equipment and safe working practices
- Reporting hazards

Volunteers must follow all H&S guidance and report anything unsafe.

9. Use of Mobile Phones & Technology

- Personal mobile phones must be kept out of sight and not used around children.
- Volunteers must never photograph or record pupils.
- School devices may only be used with explicit permission.

10. Off-Site Visits

- Volunteers supporting trips must remain with the group assigned to them.
- Volunteers without a DBS must be under **direct supervision** at all times.
- Trip leaders will provide a briefing on procedures, safeguarding and emergency arrangements.

11. Inclusion

We value equality and welcome volunteers from all backgrounds. Volunteers supporting pupils with additional needs will receive guidance from staff on best practice.

12. Complaints & Concerns

Concerns about volunteers will be referred to the **Headteacher**, who may:

- Give informal feedback
- Offer an alternative role
- End the volunteer placement

Volunteers with concerns should speak to the Headteacher.

Volunteer Induction Checklist

To complete the following induction checklist with new volunteers on commencement

Volunteer Name:.....

| Action | Responsibility | Contact for Queries | Completed (√) |
|--|----------------|---------------------|---------------|
| Day 1 | | | |
| Welcome and introduction to the school – a broad overview | | | |
| Immediate domestic arrangements covered: <ul style="list-style-type: none"> • Signing In • Mobile Phones • Visitor Badge • Kitchen arrangements • Location of toilets | | | |
| Tour of school | | | |
| Immediate staff & roles introduced including DSL/DDSL | | | |
| Onsite Health and Safety covered: <ul style="list-style-type: none"> • Health and safety procedures • Fire Procedures | | H&S Rep | |

| | | | |
|--|--|-----|--|
| <ul style="list-style-type: none"> • First Aid • First Aiders identified | | | |
| Daily Routines and procedures explained | | | |
| Policies Provided, Read and Understood <ul style="list-style-type: none"> • Child Protection Policy • Behaviour Policy • KCSIE part one read • Visitor Code of Conduct • Level 1 safeguarding leaflet | | DSL | |
| Flick Training Completed <ul style="list-style-type: none"> • School Safeguarding Policy • Safeguarding Level 2 | | | |
| GDPR & Confidentiality requirements explained | | | |
| Expectations of use of school/own equipment clarified | | | |

Please sign below to confirm the induction checklist has been completed and relevant policies have been read:

School Representative

Headteacher.....

Volunteer.....

Date: