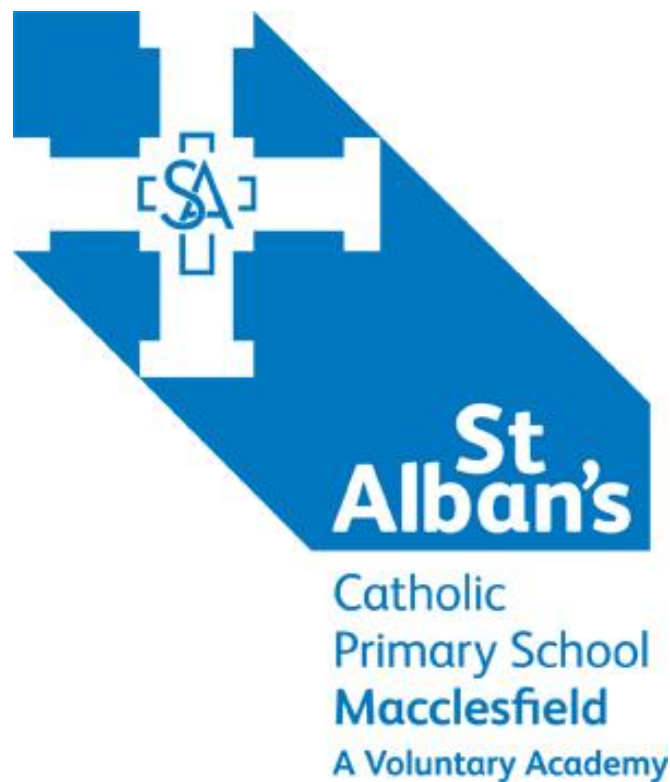


ST ALBAN'S CATHOLIC PRIMARY SCHOOL, A Voluntary Academy



VISITOR/VOLUNTEER POLICY 2025–2026

To love, learn, share and respect in the light of Jesus

Policy Schedule	Date	Signed
Ratified by the Governing Body:	October 2025	Headteacher: Chair of Governors:
To be reviewed:	October 2026	

VISITOR/VOLUNTEER POLICY

The school's volunteer policy is part of the schools safeguarding system and policy.

Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Board of Governors therefore, welcomes and encourages volunteers from the local community.

Our volunteers may include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- Ex-members of staff
- Local residents
- Friends of the school

The recruitment of new volunteers can take up to half a term and intake of new volunteers will be dependent on the candidate and available spaces within school. The smooth running of the school and pupils will always be a priority. Senior Management maintains the right to refuse volunteers and also terminate placements.

The types of activities that volunteers engage in, on behalf of the school, include:

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional tutor
- Accompanying school visits

Our School Aims

All adults / Young People who work in our school, whether a paid member of staff, or a volunteer are expected to work and behave in such a way as to actively promote our school aims and educational purpose, as identified below -

School Vision:

At St Alban's Catholic Primary School all our children will be given the opportunity and experiences to nurture their talent, realise their potential and achieve success in academic and personal development. We will value each other, our families and the wider community.

Headlines:

The school is driven by a strong sense of equality and entitlement.

Its core purpose is to give children aspirations, ambition and life chances - nothing is more important.

The quality of the day to day teaching and learning gives the children life chances they rightly deserve.

All staff are dedicated to making sure these aims are met.

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis, e.g. hearing pupils read, usually approaches the Class Teacher, Head teacher, senior member of Staff or Class Teacher directly. It is the schools decision to take on volunteers and this will depend on the time of year, the number of volunteers we already have in school and the potential impact on the children.

Volunteers should complete the Volunteer Application Form (appendix 1) with a covering letter requesting interest.

Child Protection and Safeguarding

Safeguarding is our priority and we following the safer recruitment guidelines to ensure that we are school are committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment. The process of recruitment of volunteers mirrors the safer recruitment of paid staff to ensure the most suitable adults for our school. A list of volunteers will be kept in the main admin office- this will be kept up to date.

To ensure the safety of our pupils, we adopt the following procedures:

All volunteers are given a copy of the Volunteer Policy and asked to sign a *Volunteer Agreement* (Appendix 2)

All of our frequent volunteers must have been cleared by the Disclosure and Barring Service (DBS). A DBS Disclosure will be issued to the individual to present to the designated member of staff in school.

Volunteers have a clear job description (Appendix 4) and their supervisors will address any concerns in their work

Volunteers agree to the visitors code of practice daily when the sign the visitors book at reception

On-line Safety

Online Safety relates to the teaching and learning of technology and through technology in a responsible and safe environment, focusing on raising awareness of the core messages of safe content, contact and conduct when using it. This can include accessing websites and online content, email, online chat rooms, mobile phones, gaming and games consoles, social networking sites, instant messaging (IM), viruses and spam. Volunteers, like staff are expected to follow the Online Safety Policy which is available from the school website, www.stalbansprimarymacclesfield.co.uk.

Personal devices including mobile phones and wrist watch phones that connect to the internet should not be used in school during class time. Volunteers may not make or receive calls during class time. Use of phones or phone watches must be limited to non-contact time when no children are present. Volunteers must not use school owned devices for capturing, recording and storing data or photos of children.

Frequent or Intensive Volunteers

Activity which is described as 'frequent' or 'intensive' covers the meaning given in the Safeguarding Vulnerable Groups Act 2006. 'Frequent'—once a week or more often on an ongoing basis; and 'Intensive'—three or more occasions in a 30 day period, or overnight (between 2am – 6am). Volunteers who are frequent or intensive need a DBS. If a volunteer does not have a DBS they should not under any circumstances be left with a child alone. Where a volunteer –is engaged in a 'one-off' activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required. However, such volunteers, who will be under the constant supervision of school staff, must read and sign our Off-Site Visit Agreement (Appendix 3).

Volunteers for school visits

School visits are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. The class teacher or staff member leading the visit will brief the volunteer regarding the risk assessment, daily schedule and any other important pieces of information. The visit lead, who will be a staff member, has ultimate responsibility for the pupils. Pupils should never be left with a volunteer unsupervised.

Process for recruiting Volunteer who will be working frequently or intensively

- A) Volunteers will be directed to the school office and will be given the volunteer policy. They will be asked to complete Appendix 1 with a supporting covering letter and return.
- B) References will be requested.
- C) A responsible officer will identify the need and role for volunteers.
- D) The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role

- E) Enhanced DBS check undertaken
- F) The volunteer will be made aware of the role and responsibilities they will be undertaking
- G) Two references should be sought where the volunteer arrangement will continue on a regular basis.
- H) Induction- school policies and documentation explained and issued. These to include Safeguarding, Child Protection, Health and Safety, Behaviour Management Policies and Whistleblowing Policy
- I) Volunteer records to be kept in a central place within the school

Before starting to help in a school, a volunteer should complete the Volunteer Agreement (Appendix 2), which sets out the school's expectations of its volunteers and to confirm they have received a copy of this Agreement. The school will seek DBS clearance for a volunteer before they come into school, to make an informed decision when accepting volunteers to work with children. This is not required where a volunteer is engaged in a 'one-off' activity.

Work Experience/ Placement Students

St Alban's Catholic Primary School has a long standing relationship with various local secondary schools, colleges and universities. We are happy to take students on placement if we have suitable experiences available based on the smooth running of St Alban's Catholic Primary School. Secondary schools, colleges and universities wanting students to be placed with us need to formally make contact with the Head Teacher or Deputy Head Teachers outlining the aims of the placement and duration.

If the placement is as part of a teaching course (BA/ Bed. or PGCE) the Deputy Head Teachers will deal with further correspondents/ details. If the placement is just for work experiences purposes the school/ college is asked to provide the reference for the student and the student is requested to complete the volunteer's paperwork. St Alban's Catholic Primary School retains the authority to refuse or terminate a placement to ensure the smooth of St Alban's Catholic Primary School.

Confidentiality and Supervision

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the designated supervisor and NOT with the parents of the child/persons.

Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Head teacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

All volunteers work under the supervision of a teacher or full time member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the pupils understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

Health and Safety

The school has a Health & Safety Policy and this is made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation/Lockdown) and about any safety aspects associated with particular tasks (e.g. using D T equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/School Business Manager. Volunteers are covered by the schools Public Liability Insurance.

Complaints Procedure

Any complaints made about a volunteer the person concerned must follow the schools complaints policy which is found on the school website.

Monitoring and Review

This policy has been approved by the Governing Body and will be regularly reviewed and updated.

Review Date September 2019

Appendix 1

St Alban's Catholic Primary School Volunteer Application Form

Thank you for your interest in volunteering with at St Alban's Catholic Primary School

All volunteer applications are reviewed with consideration of current volunteer opportunities. The information you provide will be stored in confidence under the provisions of the Data Protection Act. Your completed form will be held securely and confidentially. Only authorised staff will have access to your information.

Personal Details

Name: _____ Mr. ☐ Mrs. ☐ Miss. ☐ Ms. ☐

Postal Address:

Telephone: (Home) _____ (Mobile) _____

E-Mail: _____

Date of Birth: _____
Day / Month / Year

If you are involved with us as a volunteer and an emergency arises, whom should we contact?

Name: _____ Relationship: _____

Telephone: (Home) _____ (Mobile) _____

Equal Opportunities

St Alban's is committed to equal opportunities and all volunteer recruitment decisions will be based on merit, suitability for the role and experience. All volunteer recruitment decisions will not be influenced by race, colour, nationality, religion, sex, marital status, family status, sexual orientation, disability, age or membership of the Traveller Community. Educate Together fully endorses a working environment free from discrimination and harassment.

St Alban's Catholic Primary School are committed to standards of excellence in Child Protection practices. Where your volunteer role may have direct contact with children, you will be required to undergo an enhanced DBS clearance check.

Have you ever been convicted of an offence?

Yes ☐ No ☐

If you ticked yes, please provide details below

Your Skills and Interests

1. Have you ever done any voluntary work before? Yes ☐ No ☐

If you answered yes, please tell us a little about the experience.

2. Why do you want to volunteer now? What has motivated you to get in touch with us?

3. Do you have any particular skills or qualities that you could use in your voluntary work?

4. When are you available for voluntary work? ☐ Totally Flexible

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

5. How long do you intend to volunteer for?

References

1.

Name: _____ Relationship: _____

Place of Work: _____ Position: _____

(If applicable)

Telephone: (Home) _____ (Mobile) _____

E-Mail: _____

2.

Name: _____ Relationship: _____

Place of Work: _____ Position: _____

(If applicable)

Telephone: (Home) _____ (Mobile) _____

E-Mail: _____

If you have any queries when completing this application form, please phone 01625 425905 or e-mail business@stalbans.cheshire.sch.uk If you would like to find out more about *St Alban's Catholic Primary School* please log onto our website www.stalbansprimarymacclesfield.co.uk

Is there any additional information you would like to bring to our attention?

--

I declare that the information I have provided is true. All my actions as a volunteer will reflect the ethos of St Alban's Catholic Primary School and I agree that being Child Centered will be central to my role.

Signed _____ Date _____

For office use only

Notes

Volunteer Position _____

Volunteer Interview _____

Volunteer Role Description sent _____

References Collected _____

Volunteer Start Date _____

Appendix 2

St Alban's Catholic Primary School Volunteer Agreement Form

Volunteers are an important and valued part of St Alban's Catholic Primary School. We hope that you enjoy working with us and feel a full part of our team. This agreement tells you what you can expect from us, and what we hope from you. We aim to be flexible, so please let us know if you would like to make any changes and we will do our best to accommodate them.

I _____ :

- Have received and read a copy of the School's Volunteer Policy
- Will work reliably to the best of my ability and to abide by any policies relevant to my work (*Child Protection Policy / Safeguarding/ Whistleblowing / Volunteer Policy / Health and Safety Policy*)
- Keep confidential any of the schools information unless specifically told that information is for the public domain.
- Will appreciate and protect the ethos of St Alban's Catholic Primary School.
- Will agree to support the school's aims and core values.
- Will use appropriate language and behaviour with children.
- Will sign in and out of the premises and wear a visitors badge at all times. In signing the in and out whilst on the premises I am agreeing to this agreement above code of conduct
- Will report and breakages or accidents to the School Business Manager.
- Will ensure any mobile phones/watches are turned off when in class and understand that devices should never be used to take photographs of children whilst in school. In an emergency please use the phone in the main office.
- Agree if a child attempts to make contact with me through a social networking site, I will screen print the page, inform the school immediately and do not respond.
- Agree never to give a pupil a lift in my vehicle.
- Will ensure my clothing is respectful of pupils, staff and the working environment and community.
- Have read and understand the St Alban's policies in particular their Whistleblowing, Child Protection and Safeguarding, Online Policies- these are available on the school web site.
- Confirm that there is nothing in my background or history that would constitute a liability *for St Alban's Catholic Primary School*, damage its reputation or endanger its staff or the children attending its schools.
- Understand that I am required to undergo a DBS check to advise the school of my suitability as a volunteer.

St Alban's Catholic Primary School reserves the right to request that volunteers provide references and complete a DBS Vetting Form should the volunteer role require it.

Signed: _____ Volunteer

Signed: _____ on behalf of the School

Date: _____

St Alban's Catholic Primary School Off-Site Visits Volunteer Agreement Form

School trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: you will have an important role to play in the success and safety of this school trip.

We hope you understand that as part of our school's risk assessment and planning we need you to read this appendix which contains some useful guidelines and sign and return the helper's slip.

Role of the Volunteer Helper

- to be responsible and look after, in equal measure, all of the children in your group
- to stay with your allocated group of children, ensuring that their wellbeing and safety is maintained for the total duration of the school trip
- to promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- to ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- to contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour
- comply with all of the above whilst being under the direction and support of school staff
- show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest
- follow guidance from the school staff
- What is not permitted
- Unfortunately volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip.
- Use their mobile phones whilst in the company of children or take photographs.
- Volunteers are not allowed to touch or reprimand children but should speak to a school staff member if there are any difficulties. If you need to move a child or gain a child's attention we always use their name and under no circumstances are we to come into physical contact with a child.

First Aid

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid box(es) will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible.

If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

- I have read the Volunteer Policy
- I agree to the terms and conditions as stated in the policy
- I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.

Signed : _____ Date : _____

Appendix 4

St Alban's Catholic Primary School Job Description

PERSON REPORTS TO: Member of school management or Senior Teaching Assistant, with work directed by class teachers

PURPOSE OF JOB: To support the education and welfare of pupils as directed by class teachers, having due regard to the school's aims, objectives, schemes of work and policies, and relevant national requirements. To share in the responsibility for the well-being of all pupils.

EQUAL OPPORTUNITIES: The Council has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

DUTIES AND RESPONSIBILITIES

1. To take every opportunity to develop pupils' language, reading, numeracy and related skills as directed by class teachers.
2. To assist in monitoring and recording the progress of individual pupils in accordance with school procedures, and reporting to class teachers.
3. To give oral and written feedback to pupils on their attainment in order to promote further progress.
4. To work with teachers to identify and respond appropriately to pupils' individual needs, assisting pupils in areas of specific difficulty.
5. To assist the teacher in setting appropriate learning and behaviour expectations of pupils and supporting pupils appropriately to achieve these