Fairfields
PRIMARY SCHOOL

Proud to be part of Inspiring Futures through Learning

Fairfields Primary School

Volunteer Guidance

September 2026 – September 2027

Introduction

At Fairfields Primary School we welcome volunteers and recognise the wide range of skills and experience, from all backgrounds, that they bring to the school. We welcome and encourage volunteers from the local community or wider, endeavouring to ensure that the children benefit from this additional help and support.

- Our volunteers include:
- Parents/Grandparents of pupils
- Students on work experience
- Local residents
- Friends and supporters of the school

The types of activities that volunteers engage in include:

- Listening to pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional adult
- Accompanying school visits/trips
- Assisting with extracurricular activities

Safeguarding

We recognise that all members of the school community, including visitors at all times play a full and active part in protecting our pupils from harm. There are many school policies and documents which will support you in understanding how we safeguard children at Fairfields Primary School.

We ask that you take time to read the School Safeguarding and Child Protection Policy before you start.

We expect volunteers to share this commitment and follow policies and procedures in relation to this.

Our Designated Safeguarding Leads are specially trained in Child Protection. If you are concerned about a student, you must inform either: Ms Debra Walker (DSL) Mrs Kelly Cursley (Headteacher), Mrs Emily Castle (Deputy Head), Mr Martin Gallop (Assistant Head and SENCo) Miss Melissa Rees (Assistant Head) or one of the other Designated Safeguarding Officers.

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. to listen to children read), should approach the School Office, Class Teacher, Deputy Head or Headteacher.

Volunteers should read this guidance which sets out the school's expectations of its volunteers and should complete a Volunteer Application form (Appendix 1) which confirms they have received a copy of this Policy.

Process for Recruiting Frequent Volunteers

- Identify the needs and role
- Attract candidates by means of a local advert/other method of communication used by the school
- The candidate attends a meeting at school for an informal discussion to ensure that they are suitable for the role
- A DBS Enhanced Disclosure is undertaken before the volunteer starts working
- The volunteer will be made aware of their role and responsibilities within the school If appropriate, two references should be sought
- Induction – relevant school policies and documentation should be explained and issued
- Volunteer records will be kept in the Headteacher's Office

Upholding the School Ethos

All adults and young people, who work within our school, whether as a paid member of staff or as a volunteer, are expected to work and behave in such a way as to promote Fairfields' aims and educational purpose.

It is critically important for pupils to see all adults in school as role models. You

are not expected to make judgements about pupils' abilities or behaviour.

Any personal views you may have about a pupil's ability should not be disclosed to anybody except a member of the school's teaching staff.

Your help will bring you into close contact with staff and pupils.

Please do everything possible to avoid any physical contact with pupils.

You should not get drawn into inappropriate topics of conversations with pupils. If a pupil begins to talk to you about matters which disturb you, please talk to a member of staff, Deputy Head or the Headteacher.

Although it can be tempting, please do not seek to use your time in school as an opportunity to discuss personal issues such as your child's educational progress (this can be distracting for teachers during school time).

All personal belongings (bags, valuables and medications) must be kept with you at all times or locked away securely, a member of staff will help you with this.

Mobile phones, personal cameras and recording devices must be locked away, out of reach of children during school hours and must never be used to take photographs of pupil, whether in school or out on a school trip or other event.

If you are in doubt about anything, always ask the advice of a member of staff, the Deputy Head or the Headteacher.

Many of the above standards are there no only for the protection of our children, but also for your own. A serious breach of any of the standards set out above might lead to a volunteer being removed and considered an unsuitable candidate for further voluntary/ student placement involvement. Obviously, we hope and expect that such a situation remains extremely rare.

Supervision

All volunteer work under the supervision of a teacher or full−time member of staff. Teachers retain ultimate responsibility for pupils at all times, including 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 and the expected outcome of the activity. In the event of any query or problem regarding the pupil's understanding of the task, their behaviour or welfare, volunteers must seek advice/guidance from their designated supervisor.

Health and Safety

The school has a Health and Safety Policy, which will be 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) and about any safety aspects associated with particular tasks (e.g. using equipment or accompanying pupils on visits.

Volunteers are covered by the school's Indemnity and Public Liability Insurance.

Complaints

Any complaints made about a volunteer will be referred to the Deputy Head or Headteacher for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Deputy Head or Headteacher reserves the right to take the following action:

To speak with the volunteer about a breach of the volunteer agreement and seek reassurance that this will not happen again.

Offer an alternative placement for the volunteer (e.g. helping with a different activity or in another class).

Based upon the facts identified in the investigation, it may be necessary for the school to inform the volunteer that they are unable to continue using them.

The volunteer will be provided with a copy of Fairfields Complaints Policy and Procedures.

Equality, Diversity and Inclusion

At Fairfields Primary School the spiritual, social moral and cultural development of all our children is paramount. We believe that the most important function of the school is to maintain an environment in which every member of the school is able to achieve success and self−fulfilment.

There must be a total consistency of expectation that everyone (irrespective of gender, ethnicity, religion or culture) should feel safe and secure; have empathy for all others and place a high value upon individual achievement and personal development.

Monitoring and Evaluation

This Policy and guidance will be regularly reviewed and updated in line with Fairfields School Policy schedule.

Confidentiality

You may become aware of children who experience particular difficulties – perhaps in speech, behaviour, learning or hygiene.

Much of what you see in school is confidential, please never talk to another parent about what a child was doing. No parent wants to hear from another parent that their child wet themselves or had been crying or been told off etc.

Parents/carers are always informed of important happenings by staff either when they collect their child or by telephone.

Behaviour

We expect certain standards of behaviour from our children and parent/carer helpers can support this by:

- Encouraging good manners and always allowing time for a child to say please and thank you
- Ensuring that children play sensibly and games do not involve rough play
- Encouraging children to take turns and be kind to each other
- Volunteers are dressed appropriately for their role

Frequently Asked Questions

What is a school volunteer?

A school volunteer is any person who can spare time to help us out in school with different activities.

How much time would it take and how often should I come?

You can help for the time you are able to commit to. This may be one hour, one day or more. We just ask that you honour your commitment.

What will I be expected to do?

Nothing you don't feel comfortable with. You could help with anything that is part of normal school life – cooking, art, playing games, reading with children etc. If you have a special talent or skill that you would like to use in the school, please let the Headteacher, or Deputy Head know.

Will I be left on my own with children?

Our volunteers may work with individuals or groups of children. No one is ever asked to undertake activities that would compromise their own or children's safety. Volunteers will work within sight and earshot of staff.

We take Safeguarding very seriously. All our volunteers must have a full DBS (Disclosure and Barring Service) clearance. All volunteers are expected to follow our school Code of Conduct and Safeguarding procedures.

How will my child react to me being there?

All children react differently. Most of them love having a special person in their life helping in the classroom. It makes them feel important and positive about school. For regular volunteering, we usually ask parents to spend time in classes other than their own child's.

What if I have younger children at home? Unless you can arrange for friends or family to look after them, then I am afraid we will have to wait for your help. For many reasons we cannot have younger siblings in the school.

Is there anything that I should be aware of about the work I will do in school?

Being a helper may sometimes place you in a delicate situation. You may become aware of individual children's needs or witness specific incidents. If you have any worries or concerns about something that you see or hear you MUST discuss this with a member of the Safeguarding Team.

Confidentiality must be respected at all times.

We hope that you find this guidance helpful and that you will keep it in mind throughout your time in school. We are confident that you will enjoy the experience of working as a volunteer at Fairfields Primary School, satisfied in the knowledge that you are making a positive contribution.

You can be assured that your help is greatly appreciated.

Approval: Volunteer Guidance Policy 25−26

This policy was ratified by the Governors Date: Signed:	Next Review on or before: September 2027 *This policy will be reviewed annually and approved by the Governors at on an annual basis.*

Appendix 1.

Volunteer Application Form

You will appreciate that the school must be particularly careful to enquire into the background of individuals who have access to pupils at the school. The school keeps a record of all persons who carry out voluntary work at the school. You are asked, therefore, to complete the details below and return it to the school. In accordance with Keeping Children Safe in Education, we ask volunteers to give names and addresses of two 'professional' referees. Please provide these below.

If, as a voluntary helper, you have regular unsupervised contact with the pupils then it will be necessary for a Disclosure and Barring Check, including a Barred List Check, to be made on you.

Title (Mrs/Miss/Ms/Mr):	
Surname:	
Previous name(s):	
Forename(s):	
Address:	
Date of birth:	
Telephone no:	
Have you ever lived overseas?	Yes: ☐ (Please give details separately) No: ☐
Relevant experience (e.g. education, training, employment or voluntary work):	

Referees	
Please give names and addresses of two professional referees who can comment on your suitability to work with children.	
First Referee	
Full name:	
Job title:	
Telephone no:	
Full address:	
Relationship to applicant:	
Second Referee	
Full name:	
Job title:	
Telephone no:	
Full address:	
Relationship to applicant:	
DBS Check	
I consent to a Disclosure and Barring and Barred List Check being made on me if I will have regular unsupervised contact with pupils and this form being held by the School as a record that appropriate checks have been carried out.	
Signed:	
Print name:	
Date:	

Reference declaration

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

- The referee's relationship with the candidate.
- Details of the applicant's current post and salary.
- Performance history and conduct.
- All disciplinary action which may include those where the penalty is "time expired" and relate to the safety and welfare of children.
- Details of any substantiated allegations or concerns relating to the safety and welfare of children.
- Details of any child protection concerns, and if so, the outcome of any enquiry
- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the School will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

By signing the below I consent to my named referees being contacted in accordance with the above.

Sign:	
Print:	
Date:	