



Snowflake School

***‘Improving the quality of family life’***

## Volunteer Policy

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# 1. Aims

We believe that volunteers provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience. This policy defines and sets out the principles, practices and procedures which will be followed in the appointment, management and supervision of volunteers.

The aim of this policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, and promoting community cohesion.
- Ensure that volunteers support the school's vision and values and adhere to our policies.

Provide staff, volunteers and parents/carers with clear expectations and guidelines.

- Set a clear, fair process for recruiting and managing volunteers.

This policy has been developed in line with the statutory safeguarding guidance [Keeping Children Safe in Education \(KCSIE\)](#) from the Department for Education (DfE).

At Snowflake volunteers may:

- Listen to pupils read (with staff supervision)
- Support within the classroom

Accompany pupils and staff during school visits

- Work with individual pupils
- Work with small groups of pupils (with staff supervision)

Support specific curriculum areas, such as PE, dance or art

This is not an exhaustive list.

# 2. Applying to become a volunteer

Anyone wishing to become a volunteer, either for a one-off event or on a more regular basis should fill in the volunteer application form (found on the website). Once completed, they will be invited for an online meeting with the Assistant Head. If successful, applicants will be invited into school for visit. If appointed, all volunteers over 18 will be required to complete a DBS (Disclosure and Barring Service) check. This will be arranged by the HR team.

# 3. Appointment of volunteers

Volunteers are appointed by the Assistant Head.

Appointment and induction of new volunteers is dependent on the candidate, pupil/school's needs at the time and available spaces within the school.

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training.

The Headteacher reserves the right to terminate a placement at any time.

## 4. Safeguarding:

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we're upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks with a barred list check on volunteers who:
  - Work 1:1 with pupils
  - Work with groups of pupils
- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in
- Require volunteers to agree and adhere to our code of conduct and to read, and adhere to, the school's policies on:
  - Safeguarding
  - Use of mobile phones
  - ICT and internet acceptable use
  - Online safety
  - Behaviour
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils

References checked from employers or other voluntary roles

We legally cannot carry out a DBS check on a child under 16 who is volunteering at our school. We will ensure that children who are volunteering are always under an appropriate level of supervision and conduct a risk assessment to consider any potential safeguarding issues.

All volunteers have the responsibility to report any concern that they may have regarding Safeguarding and Child Protection to the DSL or DDSLs. It is not the role of the volunteer to investigate concerns. Snowflake School's Safeguarding Policy explains the guidelines and procedures to follow regarding any suspicions. A copy of this policy is available on request.

## 5. Supervision

All volunteers work under the supervision of the Assistant Head, the class lead and/ or the individual tutor to which they are assigned.

The class lead/ teacher/ tutor retain responsibility for pupil at all times.

Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/ guidance from the class lead/ teacher/ tutor in the event of a query or problem regarding a pupil's behaviour or understanding of a task.

## 6. Health and Safety

The school has a health and safety policy which is available on request. All volunteers will be made clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). If a volunteer attends a school trip, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class leads, supervisors, teachers.

## 7. Absence

Volunteers are expected to telephone and inform school (point of contact will be assigned to them) of their absence, between 7.30 and 8.30am, so appropriate arrangements can be made.

## 8. Volunteer Code of Conduct

At Snowflake School everyone (including volunteers) is expected to conform to high standards of behaviour and conduct whilst carrying out their duties.

Snowflake School expects that volunteers will:

- Respect other volunteers, pupils, staff and carers and make them feel welcomed and valued.
- Be sensitive towards others.
- Be approachable and pleasant.
- Dress appropriately and behave in a manner which promotes healthy and safe working practices.
- Maintain the confidentiality of personal information at all times.

## 9. Confidentiality

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues relating to pupils, parents or staff with those outside of the organisation. If volunteers have concerns, they should raise these with the appropriate member of staff.

This does not prevent volunteers from adhering to the school's safeguarding policy (regarding reporting safeguarding concerns or disclosures).

If concerns are related to whistleblowing, volunteers must follow the guidance in our whistleblowing policy.

## Revision

Version Update	November 2025
Review due	November 2026
Reviewed By	David Beezadhur
Approved by Board of Trustees on	November 2025