



# Volunteer Statement 2025 - 2027

Policy Name:	Volunteer Statement
Version:	1
Date published:	November 2025
Date to be reviewed by:	November 2027
Role of Reviewer:	Headteacher
Statutory (Y/N):	N
Published on website: *	3C
Policy Level: **	3
Relevant to:	Volunteers
Produced in consultation with:	n/a
Approved by:	Headteacher
Approval date:	November 2023

*Publication on website			
Alliance Schools Trust website		School website	
1	Statutory publication	A	Statutory publication
2	Good practice	B	Good practice
3	Not required	C	Not required

**Policy level			
1	Trust wide	Single policy relevant to everyone and consistently applied across all schools and departments, with no variation. e.g. Complaints procedure	Statutory policies approved by the Alliance Schools Trust Board of Trustees (or designated Trustee Committee). Non-statutory policies approved by the CEO with exception of Executive Pay.
2	Trust core values	This policy defines the Trust core values in the form of a Trust statement to be incorporated fully into all other policies on this subject, that in addition contain relevant information, procedures and or processes contextualised to that school. e.g. Safeguarding, Behaviour	Statements in statutory policies approved by the Alliance Schools Trust Board of Trustees (or designated Trustee Committee). Statements in non-statutory policies approved by the CEO.  Policy approved by Local School Board.
3	School/department	These policies/procedures are defined independently by schools as appropriate e.g. Anti-bullying	Approved by Local School Board.

Thank you for offering to give up your own time to volunteer in our school. The aim of this document is to give you some of the information you will need to make your time with us both worthwhile and enjoyable.

### Visitor Information Leaflet

Our Visitor Information Leaflet contains important information about our school and you need to read this carefully before you start with us.

### Signing-in Protocols

We carry out DBS checks on all our volunteers in school. When you arrive at school, please sign in using our Invenry system.

If your DBS certificate has NOT been received, you will need to sign in as a visitor and will be given a red lanyard.

Once we have seen your DBS certificate, you will be able to sign in using the DBS Pre-Checked option on the screen and you will be issued with a green lanyard.

Lanyards must be worn at all times when you are in school as they are a visual indicator to our children that you are an approved visitor.

### Safeguarding

We are committed to safeguarding and promoting the welfare of all children in this school, which is best defined as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

All volunteers must read Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges, Part 1. We will also set aside time during your volunteering hours with us for you to watch a recording of our Trust's basic safeguarding training.

If a child does something or shares information with you which gives you cause for concern about their safety or well-being, please tell the class teacher as soon as possible after the disclosure. If you are unable to do this in confidence because the teacher is delivering a lesson to the rest of the class, please locate a member of the Safeguarding Team.

In the unlikely event that you witness an adult doing something that gives you cause for concern, please inform the Designated Safeguarding Lead (Vikki Pegg).

### Confidentiality

It is very important that all members of our school community, including volunteers, adhere to our policy of confidentiality. When you are in school, you may see children who are upset or making poor behavioural choices. You may also hear sensitive information concerning a child while you are with us in school. It is vital that you do not share anything about specific children with friends, family or a child's parent if

you know them. The staff here have the responsibility of informing parents of any concerns about a child.

Volunteers working in classrooms should do so on the understanding that they support our teaching staff and will not pass opinion on such matters as behaviour management or teaching styles either inside or outside the school.

### Interactions with Children

It is important that all children in school are given equal time and attention. It is vital to encourage the children to talk about what they are doing in order to support them in using the correct vocabulary.

Always encourage the children to do things for themselves. It is important that they are independent and although they need help and supervision, the end result should always be their own work. Please don't be tempted to do the work for them. The learning that goes on while the children are doing an activity is often much more important than the end product.

Please do not become over-familiar with the children as they must learn to behave in a socially acceptable way towards adults who are not close friends. All children are expected to use your correct title e.g. Mr Jones or Miss Smith. Please do not lift, carry or move a child in any way.

### What kind of activities might you be engaged in?

We might ask you to become involved in a variety of classroom-based activities such as hearing children read, playing games, supporting children with practical or written tasks.

Sometimes just being there is what is needed.

The teacher will give you clear guidelines about the activity you are supporting and will provide all the materials you need. Please ask if there is anything that you are not sure about or if you need further clarification.

At the end of a session or lesson, it is helpful if you can talk to the teacher briefly about how the activity went.

### Sharing books or hearing children read

The teacher will indicate whether you should read to the child or the child should read to you.

If the child appears 'stuck', remind them gently to use their phonics and 'sound it out', encourage a sensible guess based on what has already been read or look at the illustrations for clues. 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.

The following are examples of questions that you might use when discussing a story:

- What was the story about?
- Who was the main character in the story?
- What sort of person is the main character? What makes you think that?

- What do you think might happen next?
- Which part of the story did you like best? Why?
- What would have happened if....?

You can also try to relate some of the story elements to the children's own experiences:

- Has this ever happened to you?
- Have you ever visited a place like the one in the story?
- How do you think you would feel if this happened to you?

### Dress Code

As a school, we have a Dress Code. We would ask you to remember that you are a role model for the children and dress appropriately and smartly.

### Housekeeping

Staff toilets are located near to the main reception area, in the Year 2 shared area and upstairs outside the Staff Room.

Please ask the teacher you are working with where you may store your personal possessions.

Personal mobile phones are not permitted in the teaching and learning areas in our school.

### Absence

When you start volunteering with us, we will agree on the days and times that we expect to see you in school.

If you find that you are not going to be able to come into school on a particular day, please make sure that you let us know in advance, even if that is only by means of a phone call on the day in question.

### Thank you

In case we forget to say so please be assured that we really do appreciate your help. We may sometimes forget to say this because we are busy but we do!

If you have any worries, queries or ideas on how we can improve something, please let us know. We are always willing to listen.

Thank you once again for your support.