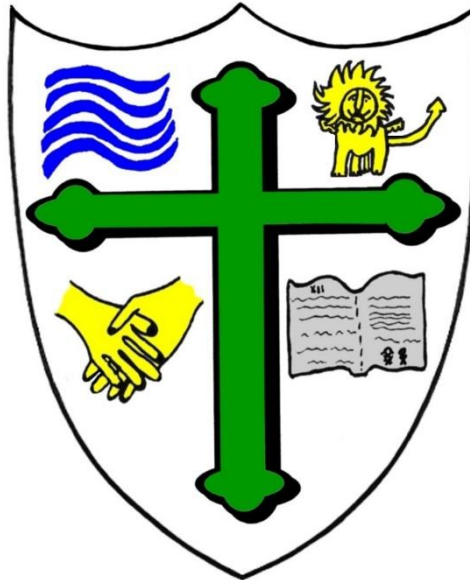


# Highcliffe St Mark Primary & Fledglings Pre-School



## Volunteer Agreement

### DSL

Gavin Withey

### Deputy DSLs

Claire Barker, Jacqui Fuller, Emma Stansbie, Darren Whittaker,  
Laura Simmons, Pippa Pandit

### Safeguarding Governor

Lisa Caola

Reviewed (date)	September 2025
Reviewed by (name)	Gavin Withey
Approved by Governors (if applicable)	
Review due (date)	September 2026

## ***Volunteer Agreement***

Thank you for your time and commitment to Highcliffe St Mark Primary School. Volunteers are a valuable and appreciated addition to our staff team. Volunteers are seen by our children as safe and trustworthy adults and therefore we must ensure high standards of safeguarding practice when recruiting and using volunteers to keep our children safe.

This document and associated school policy documents, alongside an induction with the school Designated Safeguarding Lead (DSL) or Deputy DSL, forms the terms and conditions of our working relationship with you. It must be read carefully, and you must sign to say you agree to these terms and conditions prior to commencing any volunteer work in our school.

## ***Our Recruitment Process for Volunteers***

- DBS checks when appropriate (see section on DBS checks below).
- Informal Interview with Headteacher or nominated senior member of staff to include discussion about safeguarding and advise of the school's safeguarding policy, confidentiality, being in a position of trust, any transferable risks.
- 2 references (one of which should, where possible, relate to involvement with children/young people). This should relate to recent paid work or volunteering wherever possible including your last known employer.
- Completion of a volunteer recruitment form which includes personal details, background, skills, types of activities you would like to help in, times you are available.
- Reading of our volunteer agreement and associated school policy documents with a compulsory "sign up" which will be kept on record for the length of time in which you volunteer with us.

## ***DBS checks***

DBS Checks are checks carried out to identify whether individuals working in an unsupervised activity with children are suitable to do so. This is because it is known that a small minority of people use this route to gain the confidence of children before causing them harm.

Having a criminal record does not automatically prevent an individual from being a volunteer in our school. The Headteacher and Governing Body would consider the details of the criminal record and balance this against the activities the individual is to undertake. Advice may be required from HR services to make this decision.

If a volunteer commits a criminal offence during their time as a volunteer **they must disclose** this to the Headteacher in the same way that any employed member of staff should. The Headteacher will assess whether it is acceptable to continue with the volunteering role, whether the activities should be changed, or whether it is the best interests for all concerned to no longer act as a volunteer. HR advice may be required.

In accordance with Local Authority, Pan Dorset Safeguarding Children Partnership advice and KCSIE (para 309)

- If a new volunteer will be in regulated activity (as defined below) we **must** obtain an enhanced DBS certificate which will include barred list information

- If a volunteer will not be in regulated activity but will have the opportunity to come into contact with our children on a regular basis e.g. supervised volunteers an enhanced DBS certificate not including barred list information, may be obtained. Employers are not legally permitted to request barred list information on a volunteer who, because they are supervised, is not in regulated activity.
- Checks carried out on volunteers, will be recorded on our single central record for the period of time that you volunteer with us (KCSIE 273)

### ***Volunteers and regulated activity***

Regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. It is also on page 66-67 of Keeping Children Safe In Education 2025.

#### **Regulated activity includes**

- a) Teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children,
- b) Work for a limited range of establishments (known as 'specified places', which include schools/settings and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers;

#### **Regular volunteers, the 'period condition'**

Work under (a) or (b) is regulated activity only if done regularly. The Safeguarding Vulnerable Groups Act 2006 provides that the type of work referred to at (a) or (b) will be regulated activity if 'it is carried out frequently by the same person' or if 'the period condition is satisfied'. The period condition is satisfied if the person carrying out the activity does so at any time on more than 3 days in any period of 30 days and, for the purposes of the work referred to at (a), apart from driving a vehicle only for children (applies if only 1 off). It is also satisfied if it is done at any time between 2am and 6am and it gives the person the opportunity to have face to face contact with children.

#### **Activities which are always regulated activities regardless of frequency or supervision**

- C) relevant personal care, or health care provided by or provided under the supervision of a health care professional:
- Personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing (Personal care is not regulated when for example parent volunteers help with costumes for school plays or helping a child lace up football boots)
  - Health care means care for children provided by, or under the direction or supervision of, regulated health care professionals

Volunteers will be divided into 2 groups, either 'occasional' or 'regular'.

## **Supervised Volunteer**

If the volunteer is to be supervised while undertaking an activity which would be regulated activity if it was unsupervised, the statutory guidance provided by the Secretary of State, will be followed. This is detailed in Annex F of KCSIE with some examples. Key principles are

- There must be supervision by a person who is in regulated activity
- The supervision must be regular and day to day; and
- The supervision must be 'reasonable in all the circumstances to ensure the protection of children'
- All school staff will be advised of the status of each volunteer e.g. whether they are in regulated activity, have had appropriate checks and therefore can be left unsupervised with children. This should depend on the role or activity the volunteer is being asked to fulfil

## ***Our Induction Process for Volunteers***

As a volunteer in our school, and therefore a trusted adult working with our children, you should rightly expect the same standard of induction as any other member of staff. Our induction process includes verbal and written information about the school. This would include;

- Volunteer agreement with terms and conditions which would include confidentiality
- Our expectations of volunteers
- What a volunteer can expect from our school/setting
- Our vision, aims and values
- Health and safety issues e.g. what to do if there is a fire, lock down procedures, site/premises security, access to staff room, other staff areas, hot drinks on site
- Code of conduct (including staff behaviour codes) etc e.g. polite, courteous, self-discipline, respectful, being an appropriate role model, language, dress, rules around smoking, use of mobile phone, alcohol and illegal substances
- Child protection and Safeguarding policy, practices and responsibilities including the Prevent agenda
- Keeping Children Safe in Education part 1 (including flowchart)
- What to do if..... guidance
- Our Relationship and Behaviour Policy and Anti-Bullying Policy
- On-line Safety Policy and Acceptable User Policy (where appropriate)
- Guidance for safer working practice for adults who work with children and young people
- Explain the DBS requirement that regular volunteering is subject to satisfactory clearance and the expectation that once cleared the volunteer will advise the Headteacher/line manager if their position changes e.g. if they commit an offence

## ***Managing the behaviours of our children***

- As a volunteer in our school, it is not your role, nor would it be appropriate for you to discipline children
- If a potential discipline situation occurs, even if this involves your own child, you must bring this to the attention of the teacher or member of SLT to resolve

- Our Relationship and Behaviour Policy states that adults remain calm and we would expect you to maintain your composure at all times
- Volunteers should be mindful of our Anti-Bullying Policy and bring any situations of conflict, bullying or prejudice to the attention of the teacher/Senior Leadership team (SLT).

### ***Confidentiality***

- Volunteers must be advised that all information about the children and our school and its staff is confidential and must not be discussed outside of the school, or with children, parents or other visitors to the school
- Any information regarding our children/staff will be shared on a 'need to know' basis e.g. child's medical condition such as diabetes, ADHD where this may effect their behaviour or wellbeing
- You must not take any notes/files about children outside of the school
- At no time are volunteers permitted to take photographs, films or recordings of children unless on school equipment and requested to do so by a regulated member of staff. This equipment must not be taken home by the volunteer
- You are expected to read and abide by our Mobile Phone and Internet Enabled Devices Policy and Social Networking Policy. Personal mobile phones and other personal hand held electronic devices should not be brought into the classroom and must only be used in the safe spaces outlined in our mobile phone policy.

### ***Health and safety issues***

- Our school has trained first aiders across the whole school. Please refer to a member of staff for support and advice if an incident has occurred which requires first aid
- We will make you aware of any medical conditions for children you are working with which may require immediate intervention e.g. diabetes, epilepsy, allergies and how to respond. If such information is shared with you, please remember to maintain confidentiality
- You must sign in and out of the school each day that you volunteer and you must also wear a visitor badge at all times when on the school site
- If an activity involving a volunteer could involve a level of risk to themselves or to a child, a risk assessment will be undertaken as for any other member of staff and health and safety advice sought.

### ***Supervision/mentoring/allegations***

- You will be assigned a 'contact' person in our school. This person would usually be the class teacher or phase leader
- The contact person will provide direct support/supervision during the sessions when you volunteer. Please talk to your contact person about your contribution to the school or let them know if you have any concerns or training needs for example.
- If we have concerns about your conduct your contact person or a phase leader will discuss these with you. This may need to involve advice from the Headteacher

depending on the concern. This discussion will be recorded together with any actions regarding expected change in behaviour. This will then be reviewed. If the unacceptable behaviour continues the offer of the volunteer placement will be withdrawn.

- Should you have a complaint or grievance, for example where there may be a conflict situation with another member of staff or volunteer, please speak to the Headteacher.
- If you have a concern about the behaviour of a member of staff or another volunteer (whistle blowing) please speak directly with the Headteacher. If your concern is about the Headteacher you should ask to be put in touch with our Chair of Governors, Mrs Lisa Caola, via the clerk: [clerk@highcliffprimary.dorset.sch.uk](mailto:clerk@highcliffprimary.dorset.sch.uk)
- Any allegation made against you in relation to safeguarding must be referred to a Local Authority Designated Officer (LADO) and treated as for any other member of staff. There is support available for anyone involved in such an allegation
- If a volunteer is involved in an incident outside of school which did not involve children e.g. domestic abuse which could have an impact on their suitability to work with children, this is known as 'transferable risk'. (see part 4, KCSIE). In such circumstances, we will need to consider what triggered these actions and could a child in the school trigger the same reaction, therefore being put at risk. This may need to include the LADO.
- If specialist skills are being offered by a volunteer, where necessary, appropriate qualifications will need to be checked and these activities may need to be supervised by a person who also has these specialist skills
- Any necessary training, such as ladder use, will be made available to you through negotiation with your contact person

### ***Transport***

- Volunteers must not transport children in their own vehicles unless they have express permission to do so and are appropriately covered with insurance, current driving licence, MOT etc.
- Where it has been agreed that a volunteer will transport children, and the above has been satisfied, they must not transport children unsupervised and must always be accompanied by another member of staff
- A volunteer would not be expected to take children on school transport or public transport unless accompanied by a member of staff and where a risk management assessment had been made and this met with health and safety regulations

### ***Contact with children outside of school/setting***

- You are reminded that you are in a position of trust and what you see, hear or are involved in whilst at school must be considered as confidential to the establishment
- You must avoid forming any new relationships with children and their families outside of school. We ask that you are transparent with the DSL about any established relationships with children and their families in our school
- You must not share your personal details such as address, email, phone or mobile numbers or engage with our children or their families on social network sites. The only exceptions to this would be where the volunteer is a relative or family friend of a child

or their parents. This connection must be made known to the Headteacher before you begin volunteering with us

- If you become aware of a situation of concern about a child from information received in the community this should be discussed with your contact person or the Headteacher

## ***Other useful information***

### ***Placements***

If you have children in school, as a general rule, you will not be placed in the same class or year group as your child. The exceptions to this are when you volunteer to help on Foundation Stage or Key Stage One school trips or when you offer to walk to Church. In these instances you are usually, although not always, in a group with your child.

### ***Bags and coats***

These should be placed in a location away from the children in classroom cupboards. Do ask the classroom staff to show you where to store them. Should there not be storage available, bags and coats can be left with the staff in the office.

### ***Toilets***

Adult toilets are located in several places around the school.

In the Year 1 corridor near Mrs Barker's office there is one mixed use toilet, a disabled toilet and a set of ladies toilets.

In the new build there is a single toilet situated in the corridor leading to the hall, opposite the photocopier room. Disabled toilets are located on both of the levels of the new building, mid corridor.

Next to the staffroom there is a set of ladies toilets and a disabled toilet.

At the end of the school building used by Key Stage 2 (KS2), just past the outside door directly leading directly to the sports playground, there is a set of male toilets and a set of female toilets.

Adults must not use children's toilets under any circumstances. Volunteers should not enter children's toilets. If you have identified a problem in the children's toilets please speak to a member of SLT or class teacher.

### ***Refreshments and breaks***

Refreshments and breaks can be taken in the staff room. As we are a large staff we ask that you avoid the following times when the staffroom is very busy: 10.30- 10.45 and 12.45-1.15. Please feel free to help yourself to tea, coffee and snacks. Please do not move around school with hot drinks.

## *Travelling to school*

As an environmentally friendly school we would encourage you to walk or cycle. Bike racks are available on the sports playground near the access gates for Chewton Common and behind the sports sheds. A further set of bike and scooter racks can be found located inside the Greenways gates. Should you use your car, you can park in the school parking spaces should there be available spaces. Alternatively, should there be no spaces available, you can park in the roads around school although we would ask you to adhere to restrictions indicated by road signage and marking and park showing consideration for our neighbours. On a day when you are not staying to volunteer at school, we would ask you to park outside of the school grounds to collect or drop off children.

## *Playtime*

We ask you **not** to support on the playground during playtimes unless you are working in a paid capacity or it is agreed that you do so as you are on designated work experience with an organisation such as a school or college. Should you be free at play or lunch times, school staff can often find administrative tasks that they would be happy for you to help with - an extra pair of hands is always useful.

## *Using equipment*

If asked to use equipment please ensure that you are shown how to use it if you are uncertain. When completing display work please use a step ladder if needing to reach higher than your arm's length. A risk assessment has been completed for volunteers, work experience and students. Please ask to see this if you haven't been shown it. The office have copies.

## *Interacting with your own child in school*

When volunteering in school, it is important to respect and encourage your child's independence. Should you see them in passing, a quick acknowledgement should suffice.

## *Asking questions/giving feedback*

Please feel free to ask questions about how to approach an activity that you have been asked to undertake. The teacher is often busy teaching or with groups, in which case, the class teaching assistant will be able to help. Feedback is very useful. Sometimes a teacher will provide you with a note book or sheet for your comments which they can read at a later time. If you are giving verbal feedback, please check with the staff member that the timing is appropriate and be led by the member of staff about how much feedback they require.

## ***Structure of the school day***

Gates open:	8.40 KS2	8.45 KS1	
Gates close:	9.00		
Lessons:	9.10		
Playtime:	10.30-10.45 KS1	10.10-10.30 Y3/4	10.30-10.50 Y5/6
Lunch:	11.50-12.50 Foundation	12.00-13.00 KS1	12.05-1.05 KS2
Worship:	2.40		
Home time:	3.10 Foundation & KS1	3.15 KS2	

## ***Fire alarms/evacuation***

Should you hear an alarm sound, please return any children you are working with to the teaching staff and evacuate the building, walking to the assembly points. KS2 gather on the field side of the all-weather pitch and KS1 and Foundation on the playground near the pirate ship.

## ***Dropping off or collecting your child/ other commitments***

You are working in school on a voluntary basis and we are grateful for any time that you can spare. Should you arrive later than the start of a morning and need to leave earlier than the end of a session to collect a younger child or to attend to another commitment, please feel free to do so. It helps to tell the staff that you are working with when your expected times of arrival and departure are so that they can plan for you accordingly. If this is going to be your regular routine you will only need to remind staff on a couple of occasions as they will become familiar with your volunteering patterns.

## ***Conversations with staff***

Please bear in mind that staff need time to relax and take breaks. Whilst it might be tempting to talk about your child and their progress with their teaching staff during your time as a volunteer in school we would ask that you arrange a time at the beginning or end of the school day to do this.

## ***Absence***

Should you not be able to come into school it would be helpful to let us know. If possible, please inform the school office on 01425 273029 or by email at [office@highcliffprimary.dorset.sch.uk](mailto:office@highcliffprimary.dorset.sch.uk) . It is useful for the office staff to know where, when and with whom you usually volunteer.

## ***Clothing***

We suggest wearing modest, durable clothing suited to the year group that you are working with. In Foundation and Year 1, you might be working at low levels and be undertaking

creative and/or outdoor learning. Denim is not encouraged in school and all shoes must have backs (no flip-flops).

### ***Mobile phones and internet enabled devices***

Safeguarding is of utmost importance. We ask you to follow the personal mobile phone and internet enabled device policy and ensure that mobile phones are not used within sight and hearing of the children. Volunteers are not permitted to have mobile phones in school. We ask you to leave your mobile in your car or at home. If this is not possible, we ask you to hand your mobile to the office staff on arrival who will look after it until you leave. Please make sure it is switched off if leaving it with office staff.

### ***Safeguarding***

If you are concerned about a child please follow our safeguarding procedures. Mr Withey is the designated safeguarding lead. Please ensure that he, or a member of the Senior Leadership Team, is informed of your concerns. Should you have concerns about a member of staff please speak to Mrs Barker, our Headteacher.

Mrs Barker



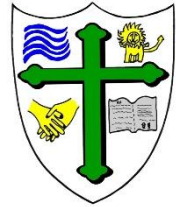
Mr Withey



### ***Placement***

If you would like to change your placement or the focus of your volunteering please do speak to your contact person in the first instance. Should you have any further questions please ask one of us or another member of school staff.

We hope you enjoy your time at Highcliffe St Mark Primary School!



## Volunteer Agreement

Once you have read the volunteer agreement document and the associated school policy documents, please complete and return this form, which indicates that you agree to abide by the terms and conditions detailed within the agreement.

I .....(print full name)

agree to follow the terms and conditions outlined in Highcliffe St Mark Primary School's volunteer agreement whilst volunteering at the school.

I also agree that have read and understood the school policies outlined below –

- 01 Staff and Volunteer Code of Conduct
- 02 Staff and Volunteer Acceptable Use Policy
- 03 Child Protection Policy which includes the Prevent agenda
- 06 Keeping Children Safe in Education 2025
- 08 Online Safety Policy
- 09 Social Networking Policy
- 10 Mobile Phone and Internet Enabled Device Policy
- 12 Whistleblowing Policy

Signed.....

Date.....

VERSION	DATE	REVIEWER	COMMENT
1	September 24	GW	References changed from Head of school to Headteacher
2	September 25	GW	Change made to School name and DSL's