CLAYTON ST JOHN CofE PRIMARY

VOLUNTEER POLICY & AGREEMENT

Ratified	3rd February 2026	Signed: Gemma Emsley Headteacher Full Governing Body
Review date:	Spring Term 2029	

'Growing together in God's Love'

A member of the bdat family

Safeguarding Statement of Intent

At Clayton St John CofE Primary we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Clayton St John CofE. We recognise our responsibility to safeguard all who access the school and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying. We also work to ensure that our pupils are aware of Online Safety and who to talk to if they feel vulnerable or scared.

Vision

'Growing together in God's Love'

"Give thanks to the Lord, for he is good; his love endures forever."
1 Chronicles 16:34

Our Values



Statement of Intent

At Clayton St John CofE Primary we strive to ensure that our pupils are safeguarded against any form of harm. We ensure that our staff are trained appropriately, can identify signs of abuse and follow policy and procedures for reporting concerns, disclosures and allegations.

Aims of our Volunteer Policy

Here at Clayton St John it is our aim to involve parents in their children's education and to develop and maintain links with the local community. In order to enrich the lives of the children in, and to enable us to deliver the curriculum more effectively, we actively encourage the involvement of parents and volunteers from the community in the work of the school, both during school hours and in extra-curricular activities.

Status of Volunteers

A volunteer will not be an employee of the Clayton St John. They will not be engaged on a contract of employment nor on any type of contract for services. The engagement will be binding in honour only, there being no legal agreement between the organisation and the volunteer.

Volunteers are unpaid. We are under no obligation to offer or to continue to offer any volunteering opportunity to any person, irrespective of their carrying out volunteering work currently or in the past. Similarly, the volunteer is under no obligation to accept any opportunity offered, and may withdraw from the agreement at any time.

Before accepting the role of volunteer, the individual concerned will agree with school that they can fulfil the volunteer role expectations. We may withdraw the offer at any time, including after the volunteer has started their engagement. The volunteer may also withdraw from the agreement at any time. Both parties are encouraged to give the other as much notice as possible, should the agreement be brought to an end.

Recruitment & Selection & Induction

As part of BDAT, Clayton St John ensures that the BDAT Recruitment Toolkit is utilised when recruiting and appointing volunteers. This means they will undergo the same application and vetting process as employees to ensure the safeguarding of pupils. An induction will take place before commencing their volunteer role see Appendix 1.

The experience, qualities, skills and needs of any volunteer will be taken into account when deciding about the recruitment of a volunteer. Please note, there is no guarantee that a volunteer will be found an immediate placement or any placement at all within school.

The placement should be mutually beneficial to Clayton St John and the volunteer. An interview will take place with a view to agreeing a placement in order that Clayton St John and the volunteer will have the opportunity to find out about each other and to agree a role, timetable, support, dress code etc. We will outline relevant policies at the interview.

Any placement of a volunteer shall be of a fixed term (such as 1 term/2 terms/1 year) and shall at the expiry of the period terminate unless expressly renewed in writing. Any placement may however be terminated by the school at any time without notice if the Headteacher deems this to be in the best interest of the school, pupils or staff. Such termination need not involve any fault, shortcoming or wrongdoing attributable to the volunteer. Clayton St John has a duty to promote equality in any selection process.

Management of Volunteers

Volunteers will be given a named contact person who will review the work undertaken by the volunteer and will assist the volunteer generally and particularly in the event of any problems occurring. Regular supervision of the volunteer will be provided as appropriate to the task undertaken and the needs of the volunteer. The volunteer's role, including status with pupils, will be made clear.

Volunteers will be given opportunities to contribute their ideas and opinions about the work that they are engaged in. Volunteers will be given guidelines/training regarding Safeguarding and Child Protection issues/procedures, especially pupils disclosing possible abuse.

Support for Volunteers

At Clayton St John we value the work of volunteers and in order to demonstrate this we aim to:

- Ensure volunteers have appropriate and up-to-date information they need to do their work.
- Ensure that they are introduced to staff and other volunteers and have access to a support network.
- Ensure that they are issued with expectations and guidance relating to their role.
- Ensure they are given a copy of the Visitors & Volunteer Code of Conduct (Appendix 2).

Confidentiality

Volunteers will be told that information relating to pupils, parents and staff is confidential and volunteers will maintain confidentiality at all times. Information about volunteers is also a matter of confidentiality and application forms and personal details must be kept securely by the Headteacher and not divulged to others except on a need-to-know basis.

Health & Safety Policies

As part of the recruitment process, a risk assessment will be undertaken to determine if the volunteer will be in regulated activity for safeguarding and DBS purposes. All policies relating to Health & Safety will be shared as part of the induction process.

Insurance

All volunteers should be made aware of the cover provided.

Expenses

Out-of-pocket expenses may be paid to volunteers and the procedure for claiming these will be explained at the outset.

At Clayton St John we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. Safeguarding is the responsibility of every adult in school including volunteers. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

Review

This policy should be reviewed every 3 years.

INDUCTION CHECKLIST FOR VOLUNTEERS

Volunteer Name:	**Volunteer Date:**	
Tasks	***Date***	***Signed***
NAMED CONTACT :		
DESIGNATED SAFEGUARDING LEAD (DSL) / DEPUTY DSL		
Meeting with DSL/ DDSL - Explanation of role of DSL - Identification of DSL and DDSL - Safeguarding - Child Protection training – Every e-learning completed. - CPOMS - KCSIE - PREVENT		
Provided with; - Child Protection Policy - KCSIE - Behaviour Policy - Anti-bullying policy - School Safeguarding Policy - GDPR - Volunteer Code of Conduct		
BUSINESS MANAGER / OFFICE MANAGER		
Volunteer Code of Conduct received and signed		
Fire drills and procedures - Keeping fire doors & exits clear - Evacuation/ Invacuation / Lockdown Procedures		
Lanyards explained and ensuring doors are locked		
Health & Safety Policy – procedures & First Aiders Read and signed		
Signing in and signing out procedure/security codes		
Volunteer Badge issued		
Confidentiality explained		
CSJ & BDAT Websites - ICARE -Equality, Diversity & Inclusion		
Volunteer Expectations - Punctuality - Professionalism - Absence reporting procedures - Process for support - Tour of school premises - Personal belongings / personal medication - Use of phones/mobile phones - Lunch arrangements / ordering of lunch (chargeable)		

Appendix 2

Visitors and Volunteer Code of Conduct

This code of professional conduct is a guide to our professional relationships and interactions. It relates to conduct both in and outside school and via any social networking sites e.g. Facebook and mobile phones or any other media.

It is expected that all volunteers will work within these agreed parameters.

When dealing with colleagues we will:

- Treat colleagues with courtesy, respect and trust.
- Ensure that we take actions which take account of and support the roles and responsibilities of others.
- Respect and value the diversity of views and backgrounds represented.
- Try to keep a sense of perspective and understand differing viewpoints.
- Strive to be flexible.
- Work together in the best interests of the whole school to solve problems.
- Share ideas and resources to help colleagues and pupils.
- Strive to remain calm in potentially difficult situations.
- Respect confidentiality.
- Value the differing talents of each other for the good of the whole school.
- Seek a solution rather than blame each other.
- Avoid personal disputes.

When dealing with children we will:

- Show a genuine interest in them and listen to what they say
- Respect and treat them as individuals.
- Expect them to treat all others with respect – peers and adults alike.
- Model and constantly show our high expectations.
- Value them for who they are.
- Foster an atmosphere of trust in a safe environment.
- Aim to motivate and inspire.
- Address children appropriately using agreed names.
- Celebrate success by encouraging, praising and supporting them.
- Work with them to maximise their learning potential.
- Treat them appropriately for their age and their needs.
- Be sensitive to their needs.
- Strive to remain calm in potentially difficult situations.

When dealing with parents we will:

- Direct parents to appropriate members of staff
- Respect confidentiality.

- Respect that parents and carers may come from different backgrounds.
- Remain calm and show a degree of empathy.

When talking about our school we will:

- Emphasise the positive.
- Show loyalty.
- Be sensitive to our audience.
- Support the agreed structures and policies.
- Work for the common good and strive to see the whole school picture.
- Acknowledge our position as an ambassador for the school.
- Uphold confidentiality.

Sign in at Reception where you will be issued with a visitor badge. Please then go directly to your destination. Please leave via the office handing in your badge and signing out.

Name…….

Signed……

Date…….