



# **Safe Practice Guide for Volunteers, Students and Contractors**

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# Safe Practice Guide for Volunteers, Students and Contractors

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# **1 Introduction**

Thank you for volunteering your time and enthusiasm to Brookside Primary School and its children and staff. Volunteers have a very important role to play in bringing a range of skills and experience that can enhance and promote the learning opportunities that we offer to our pupils.

Our volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Ex-members of staff
- Students on work experience
- University students
- 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 tutor
- Accompanying school visits
- Assisting with extra-curricular activities

## **2 Safeguarding**

Brookside Primary School is committed to safeguarding pupils, young people and everyone who works here. We expect volunteers to share this commitment and follow policies and procedures in relation to this.

## **3 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 Class Teacher, the Headteacher or a senior member of staff.

Volunteers should complete:

- Volunteer Application Form (Appendix 1)

- Safe Practice for Volunteers, Students & Contractors (Appendix 2)
- Staff & Volunteer Disqualification Self-Declaration (Appendix 3)

which sets out the school's expectations of its volunteers and confirms that they have received a copy of this agreement.

## **4 Process for Recruiting Frequent Volunteers**

- a) Identify the need and role
- b) The candidate(s) attend a meeting at school for an informal discussion to ensure that they are suitable for the role
- c) An DBS Enhanced Disclosure is undertaken before the volunteer starts working
- d) The volunteer will be made aware of their role and responsibilities within the school
- e) Induction – relevant school policies and documentation should be explained and issued
- f) Volunteer records should be kept centrally within the school

## **5 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 Brookside's aims and educational purpose, as identified below:

*Brookside is a welcoming and caring community of children, parents, staff and governors. Together we continually strive to provide a happy and supportive environment in which the unique potential in every child is realised. Our vision is that within a creative curriculum we will enable each child to share the responsibility for becoming independent and confident learners and achievers in a continually changing world.*

## **6 Supervision**

All volunteers work under the supervision of a teacher or full-time member of staff. Teachers retain responsibility for pupils at all times, including pupils' behaviour and the activity that 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.

## **7 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 need to exercise due care and attention, and present any obvious hazards or concerns to their designated supervisor or other senior member of staff. Volunteers are covered by the school's Indemnity and Public Liability Insurance.

## **8 Complaints**

Any complaints made about a volunteer will be referred to the Headteacher or delegated to a senior member of staff for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Headteacher or designated member of staff 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 volunteers will be provided with a copy of Brookside's Complaints Policy and Procedures

## **9 Equality, Diversity and Inclusion**

At Brookside School we aim to ensure that no member of the school community experiences harassment, less favourable treatment or discrimination within the learning environment because of their age; any disability they may have; their ethnicity, colour or national origin; their gender; their religion or beliefs.

We value the diversity of individuals within our school and do not discriminate against anyone because of 'differences'. We believe that all our children matter and we value their families too. We give our children every opportunity to

achieve their best by taking account of our children's range of life experiences when devising and implementing school policies and procedures.

## **10 Monitoring and Evaluation**

This policy and guidance will be regularly reviewed by the Governing Body and updated in line with Brookside Primary School's Policy Schedule.

## **11 Finally...**

We hope that you will 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 Brookside Primary School, satisfied in the knowledge that you are making a positive contribution.

## 12 Appendix 1 – Safe Practice for Volunteers, Students & Contractors at Brookside Primary School

Firstly, thank you for offering your time and enthusiasm to Brookside Primary School and to its children and staff. Your work at Brookside is welcomed and does a great deal to promote the learning and the opportunities we offer to the children.

It is important that before your placement at Brookside commences the following safe practice points are considered:

- It is critically important for pupils to see all adults in school as role models.
- The school has an Equal Opportunity policy. This means that you must speak and act at all times in a way which respects pupils, staff, governors and parents whatever their race, nationality, colour, gender, sexual orientation or disability.
- 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. Much of what you see in school is confidential, so please do not talk about things outside of school.
- Do not approach another parent on the school playground or outside of school regarding an event that occurred within school – that is the role of a member of the school's staff.
- Please demonstrate utmost caution regarding physical contact with pupils. Be guided by the members of staff that you are working alongside – holding hands is acceptable, but cuddles, sitting upon your knee and carrying are not. (For parent / grandparent volunteers, this includes one's own child.)
- It is important to note that as a parent / grandparent volunteer you are offering to support the school and the teachers, not your child.
- 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).
- You should not get drawn into inappropriate topics of conversations with pupils. If a pupil begins to talk to you about matters which concern you, please talk to a member of the school's staff immediately.
- Mobile phones and personal iPads are not permitted to be used or accessed on the school site without clear permission from a senior member of the school's staff. Personal tech items are to be handed in and stored in the school's office, unless permission has been granted by a member of the school's senior staff.
- All personal belongings (bags, valuables and medications) must be kept with you at all times or locked away securely.

- Nuts or nut products must never be brought into school. Children are never to be awarded with sweets, cakes or lollipops on birthdays, as rewards or at end of placement.
- Any incidents of bullying or intimidating behaviour by pupils towards others should be reported immediately to a member of the school's staff.
- A serious breach of any of the standards set out above will lead to a volunteer/ student/ contractor being considered an unsuitable candidate for further involvement or deployment within the school.
- If you are in doubt about anything, always ask the advice of a member of staff or the Head Teacher.

Finally, we hope that you will 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 within Brookside Primary School, satisfied in the knowledge that you are making a positive contribution.

Thank you,  
Gary Kenny (Head Teacher)

Brookside School has two designated members of staff for child protection, they are:

Mr Gary Kenny  
(Head Teacher)

Miss Nasia Pip  
(Class Teacher)

## 13 Appendix 2 – Volunteer Application Form

### Volunteer Application Form - Confidential

What type of volunteering would you be able to offer us?

What days and times would you be able to commit to us and for how long?

#### 1. PERSONAL DETAILS (please complete in block letters)

Surname:

Forenames:

Title by which you wish to be referred:  
(Mr/Mrs/Miss/Ms/Other)

Email address:

#### 2. EMPLOYMENT or VOLUNTARY EXPERIENCE RELEVANT TO THE ROLE OF VOLUNTEERING WITHIN SCHOOL (if applicable)

Name and address of organisation:

Postcode:

Nature of business:

Brief description of duties:

Hours/sessions worked per week:

Regulated Activity /  
Unregulated Activity

Date appointed:

Date leaving :

Supervised/Unsupervised Activity

#### 4. INFORMATION RELEVANT TO YOUR APPLICATION

## 5. DISCLOSURE OF CRIMINAL BACKGROUND

### IMPORTANT AND CONFIDENTIAL

If the volunteer post you are applying for requires a DBS check, please disclose any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. All guidance and criteria on the filtering of these cautions and convictions can be found in the [DBS filtering guidance](#)

If the volunteer position is covered by the requirements of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 you will be required to complete a Self-Declaration Form prior to commencing your role to confirm you are not prohibited from undertaking this role. Further information is available in the Nottinghamshire Schools Policy and Guidance on Disqualification under the Childcare Act 2006.

If a DBS check is essential you will be required to complete an online electronic Disclosure & Barring Service (DBS) application form. A link to the online DBS form will be sent to you by email.

If the volunteer post you are applying for does not require a DBS check, you still need to answer the questions in the section but you do **NOT** need to disclose convictions which under the **Rehabilitation of Offenders Act 1974** are considered as ‘spent’.

If you have queries about the DBS check, or would like a copy of the DBS Code of Practice, please contact the School or Business Support Centre, **tel:** 0115 977 2727 (Option 1, Option 3) or visit the DBS **website:** [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)

Please answer the following questions.

Have you ever been convicted of a criminal offence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been cautioned for a criminal charge?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you at present the subject of a criminal charge?	YES <input type="checkbox"/> NO <input type="checkbox"/>

If YES to any of the above questions, please give brief details including dates.

## 6. Keeping Children Safe in Education (KCSIE) & other documents

I have read and understood KCSIE pt.1 & Annex A	YES <input type="checkbox"/> NO <input type="checkbox"/>
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I have read the school's Child Protection Policy & Code of Conduct	YES <input type="checkbox"/> NO <input type="checkbox"/>
I have had a safeguarding induction to Brookside School	YES <input type="checkbox"/> NO <input type="checkbox"/>

Brookside Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

Successful applicants will receive the Council's Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

## 6. Other

If you have a medical condition that may affect your safety or the safety of other colleagues, or pupils at the school while volunteering, please discuss this with the Head Teacher.

## 7. DATA PROTECTION ACT 2018

The personal information collected on this form will be retained whilst you are a volunteer. It will not ordinarily be disclosed to anyone outside the school without first seeking your permission, unless there is a statutory reason for doing so.

## 8. Declaration

The information provided is complete and true to the best of my knowledge and belief.

I understand and accept the notes of guidance which apply to my involvement at Brookside Primary School.

I accept that I may require DBS clearance before the commencement of my placement.

## Signed

Print Name

Date

School signature

Print Name

Date

## 14 Appendix 3 – Staff and Volunteer Disqualification Self-Declaration

<b>School</b>	
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### Disqualification under the Childcare Act 2006

(Updated September 2018)

This requires schools to ensure that persons working in relevant childcare settings are not disqualified from doing so under [the Childcare \(Disqualification\) Regulations 2009](#) (and as amended August 2018).

A person may be disqualified for one of these reasons:

1. Having certain orders or other restrictions placed upon them;
2. Having committed certain offences.

**In order that the School is able to ensure that it does not knowingly employ a person who is disqualified, you are asked to complete and sign the self-declaration below.**

If you fail to complete and return the form, this will be regarded as a disciplinary matter for staff, which may result in dismissal and, in the case of volunteers, will mean that you can no longer work at the school.

A disqualified person is not permitted to continue to work in a setting providing care for children in an early years or later years provision, unless they apply for and are granted a waiver from OFSTED.

<b>Name</b>		<b>Post</b>	
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Please circle one option for every question

Section 1 – Orders or other restrictions	
Have any orders or other determinations related to childcare been made in respect of you?	YES / NO
Have any orders or other determinations related to childcare been made in respect of a child in your care?	YES / NO
Have any orders or other determinations been made which prevents you from being registered in relation to childcare, children's homes or fostering?	YES / NO
Are there any other relevant orders, restrictions or prohibitions in respect of you as set out in the Schedule 1 of the Regulations?	YES / NO

Are you barred from working with Children (Disclosure and Barring)?	YES / NO
Are you prohibited from Teaching?	YES / NO

Section 2 – Specified and Statutory Offences	
Have you ever been cautioned*, reprimanded, given a warning for or convicted of: (Only declare cautions received from 6 April 2007 onwards)	
• Any offence against or involving a child? (A person under the age of 18)?	YES / NO
• Any violent or sexual offence against an adult?	YES / NO
• Any offence under the Sexual Offences Act?	YES / NO
Any other relevant offence? Further information is available from the school office.	YES / NO
Have you ever been cautioned, reprimanded, given a warning for or convicted of any similar offence in another country?	YES / NO
Section 3 – Provision of Information	
If you have answered YES to any of the questions above, you should provide details below. You may supply this information separately if you so wish, but you must do so without delay.	
Details of the order, restriction, conviction, caution etc.	
The date(s) of these	
The relevant court(s) or body(ies)	
Section 4 – Declaration	
In signing this form, I confirm that the information provided is true to the best of my knowledge and that I understand: <ul style="list-style-type: none"> <li>• My responsibilities to safeguard children;</li> <li>• That I <u>must notify</u> my Headteacher immediately of anything that affects my suitability including any cautions, warnings, convictions, orders or other determinations made that would render me disqualified from working with children.</li> </ul>	
Signed	
Print Name	Date

***Return this form in a sealed envelope marked “strictly confidential” to the Head Teacher without delay. All information provided will be treated with the upmost confidentiality and is subject to the provisions of Data Protection legislation.***