Parkside School Volunteer & Student Policy

Approved by:	Mrs Carolyn Ellis-Gage Head Teacher	**Date:** July 2026
Signed:		
Next review due: **by:**	July 2027 Mrs Carolyn Ellis-Gage Head Teacher	

Volunteer & Student Policy

At Parkside we recognise that there can be situations in which volunteers and students can make an appropriate and significant contribution to the work and services of the School. The policy defines the term and sets out the principles, practices and procedures which will be followed in the appointment, management and supervision of volunteers and students. The contribution of volunteers and students to the work of the School is especially valued and respected. Parkside believe that by providing opportunities for volunteers to work alongside complex needs children, the volunteer/student will gain a range of skills and work experience. They will develop confidence and motivation to try different things and benefit the community they serve. This policy sets out how Parkside intend to support its volunteers/students.

Our volunteers include:

- Members of the governing body
- Members of the PFA
- University, College and sixth form students
- Ex members of staff
- Members of the local community

The types of activities that volunteers are engaged in might include:

- Hearing children read
- Working with small groups of children
- Working with individual children
- Undertaking arts and craft activities with children
- Supporting Parkside staff to run after school clubs
- Working with children on the computer
- Accompanying school visits
- Cooking club/ DT/ Cooking

Becoming a volunteer

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis should read the information on the school website and complete the online volunteering application form. Volunteer's applications will be acknowledged by email The number of volunteers/students will not impinge on the teaching and welfare of the children therefore, places maybe limited. If successful, applicants will be invited in to school for an interview. Before starting in school and to ensure the safety of our pupils at all times, all volunteers/students will be required to complete a DBS check, application form and provide two references. The check takes approximately between one and two weeks to process. We are unable to have any volunteer or student in school unless they have been cleared by the DBS check and shown their certificate in school plus another form of photographic ID. Volunteers will be expected to attend an induction morning where they will be shown around the school and be given training in Safeguarding.

Confidentiality
Parkside has a confidentiality policy. All volunteers/students will be asked to sign a confidentiality agreement and follow its principles.

Volunteers/students may have access to personal information about some individuals, or other information which may be confidential. Parkside needs to be able to trust its volunteers/students with such information. Volunteers/students who break this confidentiality will be asked to leave. Any concerns that volunteers/students have about the children they work with/ come into contact with should be shared with the Head or Deputy Head teacher and not with any persons outside school.

Safeguarding
All volunteers/students have the responsibility to report any concern that they may have regarding Child Protection to the senior designated lead, Mr Habershon, the Deputy Head. It is not the role for the volunteer/student to investigate concerns. Parkside's Safeguarding Policy explains the guidelines and procedures to follow regarding any suspicions. A copy of this policy is available on request and on the website. All volunteers are required to complete the safeguarding training provided online. No-one is permitted to carry phones in school.

Issues affecting adults in school
All adults in our school can expect their personal and health issues to remain confidential unless:

- It impinges on their terms of contract;
- It endangers pupils or other members of staff;
- There is a legal obligation to disclose such information;
- It is necessary for legal proceedings;
- Despite the duty of confidence the staff member's interest or the wider public interest justifies disclosure.

Volunteers/students who are concerned about anything another adult in the school does or says should raise the matter with the Assistant Head or Deputy Head teacher.

Supervision
All volunteers/students work under the supervision of the class teacher to which they are assigned. Although teachers retain responsibility for children at all times, this does not require volunteers/students to be in their direct supervision at all times. Volunteers/students should feel confident to carry out the task they have been assigned and should seek further advice/ guidance from the teacher in the event of a query or problem regarding a child's behaviour or understanding of a task. They will not be asked to carry out personal care.

Health and Safety
The school has a health and safety policy which is available on request. The volunteer co-ordinator should ensure that individuals are 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/students need to exercise due care and attention and report any obvious hazards or concerns to the class teacher, Deputy Head teacher or Head Teacher.

Equal Opportunities
Parkside recognises that the activity of volunteering can provide an individual with experience and opportunities for self and career development. In accordance with School's Equal opportunity Policy, volunteer/student placements will therefore be open to individuals irrespective of race, gender, disability, sexuality, age or marital status. Where a prospective volunteer/student demonstrates hostility to, or a clear lack of support for equal opportunities, she/he will be deemed automatically unsuitable for a volunteer position. All volunteers/students are required to make a commitment to this policy. A copy can be given on request.

Internet Use Code of Conduct
This code exists to safeguard and promote the proper use of the School's internet and email facilities. Volunteers/students are responsible for using these facilities in an efficient, effective, ethical and lawful manner. Use of the internet and emails may be monitored at any time for legitimate business reasons.

Absence
Volunteers/students are expected to telephone and inform school, prior to their start time, so appropriate arrangements can be made if any cover is required.

Working Hours
The hours of volunteer/student work will be discussed and mutually agreed between the volunteer and the school. The volunteer/student must be committed and adhere to the voluntary placement and allocated working hours. Please remember to sign in and out. Upon signing in you will be issued with a volunteer's lanyard which you should wear at all times whilst on the school site. Fire evacuation procedures can be found in the induction pack and a map indicating the safe route of exit in the event of a fire alarm can be found in each classroom; please make yourself familiar with these.

- There is no smoking allowed anywhere on the school site
- Do not use your mobile phones whilst in the vicinity of children
- Do not under any circumstances take photographs in school unless agreed with the Head Teacher.

We value having volunteers helping in our school and we want you to feel successful and valued. Please never hesitate to ask if you are not sure about something – or for advice if you feel something you are doing is not working well. We'll do whatever we can to ensure your time with us is rewarding.

Volunteer Code of Conduct
As Parkside volunteers, everyone is expected to conform to high standards of behaviour and conduct whilst carrying out their duties.
Parkside School expects that volunteers/students will:

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

All volunteers/students should be aware how their behaviour can affect both colleagues and children. Everyone has the responsibility to avoid becoming involved in situations that could bring the School into disrepute.

Complaints Procedure
Any complaints made about a volunteer/student or by a volunteer/student will be referred to the Head Teacher/ Deputy Head teacher for investigation.
This policy will be reviewed annually or in the light of new guidance from either the DfE or the LA.