



Volunteer Helper Policy

Introduction

Volunteers make a valuable contribution to our school by supporting children's learning and enriching school life.

A volunteer is an unpaid adult who offers support to the school.

Who Can Volunteer?

Volunteers may include:

- Parents, grandparents and carers
- Governors
- Students on placement
- Former staff members
- Local residents
- Members of the church community

Volunteer Activities

Volunteers may help with:

- Listening to children read and develop their literacy skills
- Supporting small groups with numeracy and problem-solving activities
- Assisting with inquiry-based learning and practical investigations
- Supporting children to develop digital skills
- Helping with outdoor learning and gardening projects
- Supporting after-school clubs
- Accompanying educational visits
- Preparing resources

Becoming a Volunteer

Anyone wishing to volunteer should contact the school office and complete:

1. A Volunteer Information Form
2. A Volunteer Agreement
3. An Enhanced DBS check (where required)

Volunteers may begin once all necessary checks are completed.

Safeguarding

The school is committed to safeguarding all children.

Any concerns about a child's welfare must be reported immediately to:

- **Designated Safeguarding Person:** Mrs J. Bayliss

- **Deputy Designated Safeguarding Person:** Mrs R. Bounds

Volunteers must not investigate concerns themselves.

Confidentiality

All information about pupils, families and staff is confidential and must not be discussed outside school.

Signing In

Volunteers must:

- Sign in and out at the school office
- Wear a visitor badge at all times

Professional Conduct

Volunteers are expected to:

- Treat all children with respect
- Follow staff instructions
- Maintain professional boundaries
- Dress appropriately

Volunteers must not:

- Use mobile phones while working with pupils
- Take photographs or recordings
- Share information on social media

Supervision

Volunteers work under the direction of the class teacher and will not be left in sole charge of pupils.

Health and Safety

Volunteers must follow school health and safety procedures and report any hazards or accidents.

Educational Visits

Volunteers supporting trips must follow the instructions of the visit leader and school procedures.

Equality and Inclusion

The school welcomes volunteers from all backgrounds and treats everyone fairly and with respect.

Ending the Arrangement

The school may end a volunteer arrangement at any time if policies are not followed or the arrangement is no longer appropriate.





St Andrews Major Church in Wales Primary School Volunteer Agreement

Thank you for offering your services as a Volunteer at St Andrews Major Church in Wales Primary School. Your offer of help is greatly appreciated, and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement Sheet and hand it in at School. You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Procedures
- I agree to treat information I learn from being a Volunteer in School as confidential
- I understand that I am required to undergo a Disclosing and Barring Service check to advise the school of my suitability as a volunteer. You may have a DBS certificate already but unless you are signed up to the Update Service we will need to obtain a new DBS check.

NAME	
SIGNED	
DATE	



St Andrews Major Church in Wales Primary School Educational Visit Parent Helper Pack

(In line with Vale of Glamorgan Local Authority Guidance)

Thank you for volunteering to support this educational visit. Your support enables us to provide enriching experiences for our pupils. All educational visits are planned and approved in line with Local Authority guidance and school policy.

The Visit Leader retains overall responsibility at all times. Parent helpers support under the direction of school staff and are not acting in a parental capacity for their own child.

Roles and Responsibilities

Parent helpers agree to:

- Follow instructions from the Visit Leader and school staff at all times.
- Supervise allocated pupils.
- Maintain appropriate staff-to-pupil ratios.
- Conduct regular headcounts (especially during transitions).
- Report concerns immediately to a member of staff.
- Promote the school's behaviour expectations.
- Ultimate responsibility for pupils remains with school staff.

Safeguarding Expectations

This visit operates in line with the school's Safeguarding Policy and Local Authority guidance. To protect all children, parent helpers must:

- Never be alone with a child in an enclosed or isolated space.
- Not accompany a child to the toilet alone, even if they are well known to you. (Your own child is the exception.)
- Inform a staff member if intimate care or toileting support is required.
- Not administer medication.
- Immediately report any safeguarding concern or disclosure to the Visit Leader.
- Parent helpers must maintain professional boundaries at all times.

Confidentiality & Data Protection (GDPR)

Parent helpers may become aware of confidential information including:

- Medical needs
- Allergies
- Behaviour plans
- Additional learning needs

You must:

- Treat all information as strictly confidential.
- Not discuss pupils (other than your own child) with others.
- Not share visit information on social media.
- Not take photographs of children other than your own.
- Not retain any written information after the visit.

This in line with UK GDPR and the Data Protection Act 2018.

Health & Safety & Risk Assessment Summary

The full Risk Assessment is held by the Visit Leader and approved in line with Local Authority procedures.

Supervision: • Pupils must remain within sight. • Regular headcounts required. • Clear boundary points established.	Environmental Hazards:
Travel Arrangements:	First Aid: • First aid kits will be carried by a member of staff including medication for pupils. • First aid and medication to be administered by staff only. • All accidents must be reported immediately.

Behaviour Expectations

Pupils are expected to follow the school's behaviour policy throughout the visit. Parent helpers should:

- Reinforce positive behaviour.
- Refer serious or repeated concerns to staff.

Emergency Procedures

In the event of:

Lost child: • Inform Visit Leader immediately. • Supervise remaining pupils.	Medical emergency: • Alert staff immediately. • Not impose sanctions independently.	Major incident: • Follow instructions from Visit Leader. • Gather pupils at agreed meeting point.
--	---	---

Code of Conduct for Parent Helpers

You agree to:

- Dress appropriately for the activity.
- Not smoke or vape during the visit.
- Not consume alcohol prior to or during the visit.
- Use mobile phones only in emergencies.
- Remain with your allocated group.
- Follow all school and Local Authority procedures.

Failure to adhere to expectations may result in removal from the visit and/or future volunteering opportunities.





St Andrews Major Church in Wales Primary School Educational Visit Parent Helper Agreement

I confirm that:

- I have read and understood this Educational Visit Parent Helper Pack.
- I understand that I am volunteering under the direction of school staff.
- I agree to follow safeguarding, confidentiality and health & safety expectations.
- I understand that failure to comply may result in my withdrawal from the visit.

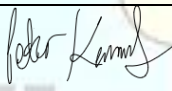
I have received a copy of the itinerary and group allocation of the pupils I will be overseeing.

NAME	
SIGNED	
DATE	
CONTACT NUMBER	



Volunteer Helper Policy

This is to confirm that the Governing Body of St Andrews Major Church in Wales Primary School has accepted the attached policy.

Author	HT
Chair Signature	 Peter Kennedy
Ratification Date	09.07.26
Review Date	3 Yearly