



The Federation of the Church Schools of
Shalfleet and Freshwater & Yarmouth

Together for a Brighter Future

INFORMATION FOR VOLUNTEERS

Federation of Shalfleet & Freshwater & Yarmouth CE Primary Schools

1. Welcome

Thank you for choosing to volunteer with us. Your time, skills and kindness make a real difference to the children in our care. Whether you volunteer regularly or occasionally, you are a valued part of our school community.

Our mission is to provide a safe, nurturing and inspiring environment where every child can flourish academically, emotionally, socially and spiritually. Volunteers help us enrich learning and strengthen our community.

2. What Volunteers Do

Volunteers support learning and school life under the direction of staff. This may include:

- Listening to readers
- Supporting small groups
- Helping on trips
- Sharing specialist skills
- Supporting classroom activities

Volunteers must always follow staff instructions and school policies.

3. Before You Start

To volunteer, you must:

- Complete the volunteer application
 - Provide documents for a DBS check
 - Complete online safeguarding training
 - Attend an induction meeting
 - Sign in at the office on every visit and wear your lanyard
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4. Safeguarding & Child Protection

Safeguarding is everyone's responsibility. Volunteers must follow **Keeping Children Safe in Education (KCSIE)** and the school's safeguarding policy.

If you are worried about a child

Report immediately to the DSL or a Deputy DSL.
Never investigate, question the child, or promise confidentiality.

If a child discloses something concerning

- Listen calmly
- Do not ask leading questions
- Reassure but do not promise confidentiality
- Report to the DSL straight away
- Record the exact words used

Low-level concerns

Any concern about an adult's behaviour — even if small — must be reported to the Headteacher.

Designated Safeguarding Leads

- **Mrs Elizabeth Grainger – DSL**
 - **Mrs Georgina Westhorpe – Deputy DSL & Inclusion Manager**
 - **Mrs Caroline Weeks – Safeguarding Governor**
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5. Professional Conduct

Volunteers are role models. We expect:

- Respectful, calm and positive behaviour
- Professional boundaries at all times
- No personal contact with pupils outside school
- No exchanging phone numbers, emails or social media
- No taking photographs on personal devices
- No discussing school matters outside school

Volunteers must follow staff direction at all times.

6. Confidentiality & Data Protection

Volunteers may see or hear sensitive information. You must:

- Keep all information confidential
 - Never discuss pupils or staff outside school
 - Return all notes to staff
 - Follow GDPR principles of data minimisation
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7. Health & Safety

All volunteers share responsibility for safety.

General expectations

- Follow staff instructions
- Report hazards immediately
- Do not lift heavy furniture or equipment
- Do not climb on chairs or steps
- Use staff toilets only

Fire safety

- Follow staff to the muster point (main school playground)
- Do not re-enter the building
- Know the location of exits and alarms

First aid

Volunteers must not administer first aid.
Seek a trained member of staff immediately.

8. Working With Children

Appropriate behaviour

- Be warm, encouraging and fair
- Treat all pupils equally
- Maintain professional boundaries
- Avoid physical contact unless necessary for safety

When working 1:1

- Keep doors open or remain visible
- Never take a child to the toilet
- Ask staff for help if unsure

Behaviour

Volunteers do not discipline pupils.
Report concerns to the class teacher.

9. Trips & Off-Site Activities

Volunteers must:

- Follow staff instructions
 - Stay with the group assigned
 - Never be alone with a child
 - Follow toileting and supervision protocols
 - Report concerns immediately
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10. Social Media

Volunteers must not:

- Post photos of pupils or staff
 - Share school information online
 - Accept or send friend requests to pupils
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11. Attendance & Reliability

Please:

- Arrive on time
 - Inform the school if you cannot attend
 - Sign in and out every visit
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12. Code of Ethics

Volunteers agree to:

- Respect school authority
 - Maintain confidentiality
 - Act impartially and professionally
 - Dress appropriately
 - Follow all school policies
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13. Ending a Placement

The school may end a volunteer placement if:

- Safeguarding or confidentiality rules are breached
 - Conduct is unprofessional
 - Reliability becomes a concern
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14. GDPR Privacy Notice (Summary)

We collect and process volunteer data to:

- Ensure safe recruitment
- Meet safeguarding duties
- Maintain accurate records
- Provide appropriate support

Full privacy notice available on request.

15. Declaration

Volunteers confirm they have:

- Read and understood this handbook
 - Completed required training
 - Agreed to follow all policies and procedures
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Signed:

Dated: