

## **Volunteers: a statement of expectations**

This school welcomes the participation of parents, carers, and other volunteers in a range of activities which may contribute directly or indirectly to the learning, development, and wellbeing of our pupils. We value the time that volunteers give and their willingness to assist us in providing additional opportunities for pupils. We will seek to provide any necessary guidance or support which may assist this voluntary contribution.

As a school we also have a responsibility to ensure that our volunteers are aware of certain obligations placed upon them through undertaking activities within the school environment. This is necessary for the school to secure the safety and welfare of pupils and to meet safeguarding inspection requirements.

1. Volunteers must be willing to comply with school policies and procedures at all times, and must follow any instructions provided by the appropriate member(s) of staff
2. Volunteers must regard themselves as adult role models when undertaking school activities and ensure that their conduct is appropriate to the school setting
3. Volunteers have a right to expect respect and co-operation from any pupils that they may engage with. Any concerns about pupil behaviour should be referred to the relevant member(s) of staff
4. Volunteers must be mindful of confidentiality considerations and should not discuss or pass on information about individual pupils or internal school matters which they may receive or obtain while undertaking voluntary activities
5. Volunteers who undertake unsupervised activities involving pupils will be required to apply for an enhanced DBS disclosure

Positions in schools are exempt from the Rehabilitation of Offenders Act 1974 and this means that relevant past criminal convictions, including cautions or bind-overs must be declared (although amendments to the Exceptions Order 1975 (as amended) means that certain spent convictions and cautions are protected and are not disclosable).

If you have received a criminal conviction or caution at any time, then please refer to the DBS guidance and information available at: DBS filtering guide - GOV.UK ([www.gov.uk](http://www.gov.uk))

The DBS certificate will be considered in confidence when assessing suitability for voluntary activities in the school.

The school is obliged to maintain a record of all adults who are subject to safeguarding checks, but this will not include details of any convictions. This record is kept on a confidential basis and is subject to inspection by Ofsted.

The Principal and Governing Committee reserve the right to determine whether any volunteer should be refused permission to participate in or to continue to participate in appropriate activities where this is felt to be justified.

Thank you for your support  
Principal.

### **Confirmation by volunteer**

*I confirm that I understand and accept the expectations set out above.*

**Name:**

**Signed:**

**Date:**