

Volunteer Policy



Name of Owner: Liz Drye

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Date of next review: January 2027

Requires approval No
by Governing Body:

Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of the pupils at Southgate School. We welcome and encourage volunteers from our local and wider community.

The school welcomes parents/relatives of our pupils who want to become volunteers. However, placements will only be given with the understanding that they will not be working in the same class as their relative, though exceptions are sometimes made for school trips and outings if it enables the pupil to participate.

Activities a volunteer can engage in

- Working with small groups of pupils
- Working alongside individual pupils
- Accompanying school visits
- Providing positive role models
- Supporting independence skills, such as eating at lunchtime
- Supporting pupils to play

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one-off event or on a more frequent basis, should approach school, either in writing, by telephone (01484 504544) or email (office@southgateschool.co.uk).

If the school is able to accept the request, volunteers are asked to complete an application form which includes providing 2 references.

The capacity of the school to support and manage volunteers means that and we do not accept too many volunteers at once.

Confidentiality

Volunteers must maintain confidentiality. Southgate School needs to be able to trust its volunteers to protect the privacy of the pupils. Any volunteer who breaks this confidentiality and trust will be asked to leave.

Any concerns that volunteers have regarding the pupils they work with / come into contact with should be shared with a DSL (Designated Safeguarding Lead) or member of SLT (Senior Leadership Team). Concerns must not be shared with any persons outside of school, including the families of pupils.

Safeguarding

All volunteers have the responsibility to report any concerns that they may have regarding the safeguarding of pupils to a DSL. It is not the role of a volunteer to investigate concerns. Southgate School's Safeguarding Policy explains the guidelines and procedures to follow regarding safeguarding. A copy of this policy is on our website and is available on request. Policies and procedures are visible around school.

All volunteers must have DBS certification in order to work with our pupils.

Essential guidelines

- Volunteers must not attempt to lift a pupil or join in physical intervention. However, if a pupil appears to be in immediate danger, common sense should prevail, and proportionate action taken.

- Volunteers should not work one to one or have responsibility for pupils who have severe or unpredictable behaviours.
- In the event of a pupil having an accident or injury whilst with a volunteer, or injury is caused to the volunteer, this is reported immediately to ensure that the necessary procedures take place with regard to treatment, communication and incident reporting.
- Volunteers must not administer first aid treatment or medication.
- Volunteers must inform the school if they have medical conditions or may be pregnant.

Absence

Volunteers are expected to telephone and inform school, prior to 8.30am if they are unable to come into school.

Working hours

The hours of volunteer work are mutually agreed between the volunteer and school. The volunteer must be committed to, and adhere to, the placement and allocated working hours. They must sign in and sign out. They are issued with a visitor's lanyard, which is worn and visible at all times when on the school site.

Supervision

All volunteers work under the supervision of the class teacher to which they are assigned. Although teachers retain responsibility for pupils at all times, this does not require volunteers to be under their direct supervision at all times. For example, during playtimes, many teaching assistants are outside supporting pupils. In this situation and many others, volunteers would be expected to work alongside other adults employed by the school. If a volunteer is unsure as to how to carry out the directions they have been given, they must seek further advice or guidance.

Dress Code

Please refer to the Dress Code.

Staff must wear clothing that is suitable for the job they do. Clothes must not reveal intimate parts of the body. Clothes and shoes need to be comfortable and suited to the task. It is advised not to wear jewellery that can be pulled such as necklaces or hoop / dangling earrings. Where volunteers choose to wear jewellery and other items, it is their own responsibility to ensure that it is safe.

Code of Conduct

Southgate School expects that volunteers:

- Adhere to our nurturing principles and values at all times
- Respect all school users and make them feel valued
- Be sensitive towards others
- Be approachable and well mannered
- Dress and behave in a manner which promotes healthy and safe working practices
- Maintain confidentiality of personal information at all times
- Adhere to all policies (available on website or request) including use of mobile phones
- Ensure that under no circumstances are photographs of pupils taken using personal devices or removed from the school building

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils or staff with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.