



Volunteer Policy and Good Practice Guide

Approval: School (Senior Management Team)

Review Frequency: Annually

Last Reviewed: 11th February 2026

Date of next Review: February 2027

1. Introduction

Thank you for volunteering your time and enthusiasm to Rickmansworth Park School and its children and staff. Volunteers have a very important role to play in bringing a range of skills and experience that can enhance and promote the learning opportunities that we offer to our pupils.

Our volunteers may include:

- Members of the Governing Body
- Parents/carers of pupils
- Ex-pupils
- Ex-members of staff
- Students on work experience
- University students

2. Safeguarding

Rickmansworth Park School is committed to the safeguarding of pupils, young people and all those who work here. We expect volunteers to share this commitment and follow the policies and procedures in relation to this.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An Enhanced DBS disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks.

3. Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school trip or on a more regular basis, should approach the Class Teacher, the Headteacher or senior member of staff.

Volunteers should complete a Volunteer Application Form (Appendix 1) and the Volunteer Agreement (Appendix 2) which sets out the school's expectation of its volunteers and confirms that they have received a copy of this agreement.

4. Process for Recruiting Frequent Volunteers

- a) Identify the need and role
- b) The candidate(s) attend a meeting at school for an interview to ensure that they are suitable for the role
- d) A DBS Enhanced Disclosure with barred list check is undertaken before the volunteer starts working
- e) The volunteer will be made aware of their role and responsibilities within the school or on the trip
- f) Two references will be sought

- g) Induction – relevant school policies and documentation will be explained and issued and a safeguarding induction will be delivered by one of the Designated Senior Leaders (DSL's).
- h) Volunteer records will be kept centrally within the school

5. Conduct and Confidentiality

All adults and young people who work within our school, whether as a paid member of staff or as a volunteer will be expected to read, sign and abide by the School's Code of Conduct and Confidentiality Policy.

- It is critically important for pupils to see all adults in school as trusted adults and role models
- You are not expected to make judgments about pupils' abilities or behaviour. Any personal views you may have about a pupil's ability should not be disclosed to anybody except a member of the school's teaching staff.
- Your help will bring you into close contact with staff and pupils. Much of what you see in school is confidential, so please do not talk about things outside of school.
- Mobile phone use is not permitted in school unless in authorised areas (staff room, admin corridor, school office, head's office). Mobile phones must NEVER be used to take photographs of pupils whether in school or out on a school trip or other event.
- If you notice anything of concern regarding a child, or if a child reports anything of concern to you, you must notify the Designated Senior Lead (DSL) for child protection. (Jane Linch, Headteacher, Natalie Catalano, Deputy Headteacher, Lesley Muriss, Assistant Headteacher, Kate Tamayo, SENCO).
- Although it can be tempting, please do not seek to use your time in school as an opportunity to discuss personal issues such as your child's educational progress (this can be distracting for teachers during school time).
- All personal belongings (bags, valuables and medications) **must** be kept with you at all times or locked away securely.
- If you are in doubt about anything, always ask the advice of a member of staff or the Headteacher / Deputy Headteacher.
- Many of the above standards are there not only for the protection of our children, but also for your own. A serious breach of any of the standards set out above or in the Confidentiality Policy or Code of Conduct might lead to a volunteer being removed and considered an unsuitable candidate for further voluntary / student placement involvement. Obviously, we hope and expect that such a situation remains extremely rare.
- As a volunteer working with young children, it is important that you do everything possible to safeguard yourself against the risk of an allegation.

6. Supervision

There may be times when volunteers are not under the direct supervision of a teacher or full-time member of staff however teachers retain ultimate responsibility for pupils at all times, including pupils' behaviour and the activity that they are undertaking.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out and the expected outcome of the activity. In the event of any query or problem regarding the pupil's understanding of the task, their behaviour or welfare, volunteers must seek advice / guidance from their designated supervisor.

There may be occasions when volunteers are asked to lead a small group. As a result we ask all of our volunteers to undertake an Enhanced DBS Disclosure with Barred List Check.

7. Health and Safety

The school has a Health & Safety Policy, which will be made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedure (e.g. fire alarm evacuation) and about any safety aspects associated with particular tasks (e.g. using equipment or accompanying pupils on visits).

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to their designated supervisor or other senior member of staff. Volunteers are covered by the school's Indemnity and Public Liability Insurance.

8. Complaints

Any complaints made about a volunteer will be referred to the Headteacher or delegated to a senior member of staff for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Headteacher or designated member of staff reserves the right to take the following action:

- To speak with the volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again
- Offer an alternative placement for the volunteer (e.g. helping with a different activity or in another class)
- Based upon the facts identified in the investigation, it may be necessary for the school to inform the volunteer that they are unable to continue using them
- A copy of the school's Complaints Policy can be found on the school website.

9. Equality, Diversity and Inclusion

At Rickmansworth Park School we aim to ensure that no member of the school community experiences harassment, less favourable treatment or discrimination within the learning environment because of their age; any disability they may have; their ethnicity, colour or national origin; their gender; their religion or beliefs.

We value the diversity of individuals within our school and do not discriminate against anyone because of 'differences'. We believe that all our children matter and we value their families too. We give our children every opportunity to achieve their best by taking account of our children's range of life experiences when devising and implementing school policies and procedures.

10. Monitoring and Evaluation

This policy and guidance will be regularly reviewed by the Senior Management Team and updated in line with Rickmansworth Park School policy schedule.

11. Finally...

We hope that you will find this guidance helpful and that you will keep it in mind throughout your time in school. We are confident that you will enjoy the experience of working as a volunteer at Rickmansworth Park School, satisfied in the knowledge that you are making a positive contribution.



Appendix 1 – Volunteer Application Form

Full Name of Volunteer:

Date of Birth:

Address:

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Home Telephone: Mobile Telephone:

Email Address.....

What activities / areas of the school's work would you like to help with?

Are there any particular age groups / classes you would like to work with?

Do you have any disabilities or other needs we need to take into account, or adjustments we need to make, to enable you to work as a volunteer in school? (Please give details)

Thank you for taking the time to complete this Volunteer Application Form. Please hand it to the School Office, marked for the attention of the Headteacher. Your offer of help is greatly appreciated and we will be in touch as soon as possible.



Appendix 2 – Volunteer Agreement

Thank you for offering your services as a volunteer at Rickmansworth Park School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please complete and sign this Volunteer Agreement and hand it into the School Office.

“I have been accepted as a volunteer at Rickmansworth Park School and I can confirm the following:

- I understand and accept the Rickmansworth Park School Volunteer Policy
- I agree to undertake an enhanced Disclosure & Barring Service check with barred list check
- I have read, understood and signed the Model Code of Conduct and declared any relationships outside of school that I may have with students
- I have read, understood and signed the Confidentiality Agreement,
- I have read and understood the Child Protection Policy, Keeping Children Safe in Education (2025) and completed and signed the Appendix 2 Declaration
- I have read and understood the Whistleblowing Policy
- I have read and understood the Online Safety Policy
- I have read and understood the Health & Safety Policy
- I have read and understood the Prevent Policy

I can confirm that the School’s DSLs are:

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Signed:

Full Name: Date: