



GUIDANCE FOR VOLUNTEERS / PARENTS IN SCHOOL

Approved By Governors:

Policy To Be Reviewed: February 2023

A small school with big ideas...Growing Hearts, Growing Minds, Growing Dreams.

Introduction

At Manuden Primary School, we welcome parental involvement and strive to match volunteers with roles where they feel most comfortable while making the most of their skills and talents. Before starting, all parent volunteers will have an informal discussion to determine the best fit for their support.

As part of our vision “**A small school with big ideas... Growing hearts, Growing minds, Growing dreams**” we believe that strong partnerships between parents, the school, and the wider community help create a nurturing and inspiring learning environment for all children.

Some parents choose to assist in their child's classroom, while others prefer to help elsewhere. An **Essex Children's List check** and, where necessary, a **DBS check** will be conducted. No parent should be invited to volunteer in a classroom without prior consultation with the **Headteacher**.

Parental support may be on a **regular (weekly) basis** or for **occasional events**. Volunteers assist in various areas, including **art and craft, cooking, and other curriculum activities** under the supervision of the class teacher. Parents also help by **providing transport or accompanying educational visits**. Additionally, some parents contribute outside school hours by running extra-curricular clubs, such as **netball and football**.

We also welcome support from community members with specialist skills or knowledge, many of whom are relatives of former pupils.

Procedure for Volunteers Helping in School

All volunteers must:

- Register their interest via the school office to be added to the **list of helpers**.
- Receive confirmation of their duties and discuss safeguarding procedures with the **Headteacher** during the **induction process**.
- Be provided with a “**Safeguarding Advice for Volunteers and Visitors**” leaflet.
- Receive relevant documents, including **risk assessments** for activities.
- Read the **Fire Procedure** leaflet available at the signing-in desk.
- **Sign in** at the visitor register each time they assist in school.
- Wear a **Visitor's Badge**, collected when signing in.
- **Sign out** at the visitor register at the end of each session.

Volunteer Expectations

Volunteers supporting in school are expected to:

- Set a **positive example** for children.
- Maintain **confidentiality** and follow **data protection guidelines** regarding any observations or experiences in school, particularly concerning individual pupils.
- Work under the **guidance of the class teacher**.
- Supervise children closely on school visits, ensuring **no child is left unsupervised**.
- Prioritise **children's safety** at all times.

Equal Opportunities

At Manuden Primary School, every child, regardless of **race, gender, ability, or background**, has the right to a **safe and inclusive learning environment**. All volunteers and staff must ensure that every child receives equal opportunities to **reach their full potential**, free from bullying or discrimination.

Links to Key Policies and Documents

As part of the induction process, volunteers are required to **familiarise themselves with key school policies**, including:

- **Safeguarding Advice for Volunteers and Visitors**
- **Equality and Diversity Policy**
- **Health and Safety Policy**
- **Behaviour Policy**
- **Code of Conduct**

Manuden Primary School
 The Street, Manuden, CM23 1DE
 Headteacher: Mr Andrew Price
 Telephone: (01279) 813370
 Email: office@manuden.essex.sch.uk
 Website: www.manudenprimary.co.uk



'A small school with big ideas ... Growing Hearts, Growing Minds, Growing Dreams.'

Volunteer Application Form

Personal Details

Last name and Title:	First name (s):
Previous names:	Date of birth:
Home telephone no:	Mobile:
Email Address:	
Address:	
Relevant skills, training, qualifications, or job history if applicable:	
Other information in support of this application:	
<i>Please give the name and contact details of a referee who has known you for at least 2 years. This should be someone who knows you preferably in a professional capacity, rather than a friend or relative.</i>	
Referee's Name:	
Referee's Address:	
Position:	
Telephone Number:	
Email Address:	
<p>The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>The school requires all volunteers working on a regular basis to complete a self-declaration (SD2) of criminal record and an application for a Disclosure and Barring Service check. The SD2 is attached and should be returned with this completed form to Miss Lizzie Grant.</p>	
ISA Registration No. (if applicable):	
Signature:	Date:

Manuden Primary School
The Street, Manuden, CM23 1DE
Headteacher: Mr Andrew Price
Telephone: (01279) 813370
Email: admin@manuden.essex.sch.uk
Website: www.manudenprimary.co.uk



'A small school with big ideas ... Growing Hearts, Growing Minds, Growing Dreams.'

Date:

Dear

We truly appreciate your generous offer to support our school—thank you! Your time and commitment play a valuable role in helping us create a nurturing and inspiring learning environment for our children.

As part of our vision “**A small school with big ideas... Growing hearts, Growing minds, Growing dreams**” we believe that strong partnerships with parents and the wider community help our pupils flourish both academically and personally.

To arrange a suitable time for your volunteer work, please liaise with the school office and/or the relevant class teacher(s).

Enclosed, you will find:

- **Guidance for Parents/Volunteers Helping in School**
- **Safeguarding Advice for Volunteers and Visitors**
- **Volunteer Agreement**
- **Non-Disclosure Agreement**

Please take a moment to read through these documents and return the completed **Volunteer and Non-Disclosure Agreements** to the school office at your earliest convenience.

We look forward to welcoming you into school in the coming terms and greatly appreciate the time and effort you dedicate to supporting our pupils.

Kind regards,
Mr Andrew Price
Headteacher
Manuden Primary School

The Street, Manuden, CM23 1DE
Headteacher: Mr Andrew Price
Telephone: (01279) 813370
Email: office@manuden.essex.sch.uk
Website: www.manudenprimary.co.uk



'A small school with big ideas ... Growing Hearts, Growing Minds, Growing Dreams.'

Volunteer Agreement	
<p>This document sets out the agreement between the named person and the school for voluntary work. This agreement is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.</p>	
<p>School: Manuden Primary School</p>	
<p>Name of Volunteer:</p>	
<p>A copy of our guidance for parents / volunteers helping in school and Safeguarding Advice for Volunteers and Visitors Received - Y/N</p>	
<p>Frequency of availability to volunteer (i.e. once a week):</p>	
<p>Child Protection Officer:</p>	<p>HEADTEACHER</p>
<p>I understand that by signing this agreement, I agree to abide by the systems and policies of the school. I understand and agree to work in a voluntary capacity maintaining confidentiality, Data Protection and safeguarding practice expected as outlined in the information provided.</p>	
<p>Headteacher Signature:</p>	<p>Date:</p>
<p>Volunteer Signature:</p>	<p>Date:</p>

Please also complete and return the attached Non-disclosure agreement



Non-Disclosure Agreement

I agree that:

- I will only access information which is relevant to the support I am providing to the school.
- I will abide by Data Protection legislation.
- I will protect the confidentiality of information whilst working on behalf of the school.
- I will not discuss my work for the school, or talk about staff or pupils on social media.
- I will not copy, or replicate information relating to the school and remove it from school property.
- I will read and abide by the school's policies.
- I will complete any relevant induction training deemed by the school to be appropriate
- I will immediately report any security breaches I become aware of to the school office.

Print name:	
Signature:	
Position:	
School:	Manuden Primary School
Date:	

Only to be completed if computer system access is required:

Non-Disclosure Agreement for System Access

My role requires access to the system(s) noted below:

System Name(s):	
------------------------	--

This will provide access to data held and owned by the school.

I must maintain the security of such data and must comply with relevant legislation and guidance, including:

- [The Data Protection Act \(2018\)](#)
- [The General Data Protection Regulations \(2016\)](#)
- [The Computer Misuse Act \(1990\)](#)
- [The Freedom of Information Act \(2000\)](#)
- [The Environmental Information Regulation 2004](#)
- System Guidance (to be advised by the System Owner)

I understand that I must treat the information held within the system identified above with the strictest confidence and must not publish, copy, or otherwise disclose to others, or permit the use by others for their benefit or my own benefit to the detriment of any individual.

I acknowledge that I must only access information within the system identified above that is solely relevant to my work on behalf of the school.

I understand that breaches of this agreement will be investigated and may result in disciplinary action. Serious breaches may result in criminal prosecution.

Signed by the Applicant:

Print name:	
Signature:	
Position:	
School:	Manuden Primary School
Date:	

Approved on behalf of the School

Print name:	
Signature:	
Position:	
Date:	

You must complete this form before access is given to the requested System.

Manuden Primary School
 The Street, Manuden, CM23 1DE
 Headteacher: Mr Andrew Price
 Telephone: (01279) 813370
 Email: Office@manuden.essex.sch.uk
 Website: www.manudenprimary.co.uk



'A small school with big ideas ... Growing Hearts, Growing Minds, Growing Dreams.'

Volunteer Reference

Dear _____

Re: _____

The above has given permission for us to write to you for a reference regarding their suitability to work as a volunteer in our school. The type of work they will be doing is reading with the children, school trips, assisting with swimming.

We would be grateful if you could answer a few questions below with regard to the above applicant.

How long have you known the applicant and in what capacity?	
Please could you comment on the applicant's suitability to undertake the volunteer work described above in our school.	
Please could you comment on the applicant's suitability to work with children?	
If you feel there is any other information relevant to the applicant and this work, then please continue on a separate sheet.	

We very much appreciate you taking the time to complete this reference request and would appreciate your response as soon as possible.

Signed: _____

Date: _____