



## **ST PHILIP'S CE PRIMARY ACADEMY VOLUNTEER POLICY & AGREEMENT**

Date of Policy:	December 2025	Signed: Copy available in school Headteacher: M Hargreaves Chair of Governors: Clare Leighton
Review date:	December 2027	

## **Contents:**

Safeguarding Statement  
Mission Statement  
Vision Statement  
Our Guiding Principles  
Aims of the Volunteer Policy  
Status of Volunteers  
Recruitment and Selection  
Management of Volunteers  
Support to Volunteers  
Confidentiality  
Health and Safety  
Insurance  
Expenses  
The Volunteer Agreement  
Review

## **Safeguarding Statement**

At St Philip's Primary Academy, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all academy activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at St Philip's Primary Academy. We recognise our responsibility to safeguard all who access the academy and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

## **Vision Statement**

Fostering curiosity and a love of learning is at the heart of our teaching. Broadening horizons enables all children to flourish and be fulfilled. Successes are celebrated and failure learned from, allowing us to shine through challenges. Together, we develop qualities of character necessary to be positive future citizens.

## **Statement of Intent**

This policy is intended to clearly set out the procedures to follow with regards volunteers at St. Philip's CE Primary Academy.

## **Our Guiding Principles**

At St Philip's Primary Academy, we pride ourselves on developing a positive ethos built on the foundations of the Christian faith, whilst taking into consideration that most of our pupils, staff and community follow the faith of Islam. We endeavour to ensure we are always **'Working together with hope in our hearts'**

This ethos is based on the following principles that, as stakeholders, we all aim to uphold:

### **Value 1: NURTURING**

We demonstrate kindness and caring towards each other so that we can find happiness and fulfilment. We promote and support children's wellbeing to support their growth and development.

### **Value 2: OPTIMISTIC**

We believe that having a positive attitude towards situations enables us to be forward thinking and supports us in our goal of providing a good and better education for all of our pupils.

### **Value 3: ASPIRATIONAL**

We have high aspirations for the futures of the children in our Academy. Through a high-quality curriculum and planning of lessons that are specifically tailored for our pupils, they will have the opportunity to achieve and surpass their potential.

### **Value 4: HOPEFUL**

The value of hope is interwoven into our teaching and is an expression of our faith. Hope supports our spirituality, and through that, virtues such as forgiveness, empathy and compassion come to the fore.

**Value 5: SINCERE**

We are united as a whole to ensure integrity, honesty and trust are maintained. This quality within our academy means that we follow our values to ensure that we always do our best for pupils, staff and community.

**Value 6: ASSURED**

Our goal is to see our pupils confident, armed with independence and conviction, echoing 'Let your light shine' - Matthew 5:16

**Value 7: RESPECTFUL**

All members of our academy, including pupils, staff, governors, visitors and the wider community, should be treated with respect. We hold politeness in high regard and we are accepting of each individual's uniqueness.

**Value 8: KNOWLEDGEABLE**

By fostering resilience, collaboration and risk-taking, we craft an environment where pupils are ready to be lifelong learners.

**Aims of our Volunteer Policy**

Here at St Philip's Church of England Primary Academy, it is our aim to involve parents in their children's education and to develop and maintain links with the local community. We encourage the involvement of parents and volunteers from the community in the work of the Academy, both during Academy hours and in extra-curricular activities,

**Status of volunteers**

A volunteer will not be an employee of the St Philip's Church of England Primary Academy. He or she will not be engaged on a contract of employment nor on any type of contract for services. The engagement will be binding in honour only, there being no legal agreement between the organisation and the volunteer.

Volunteers are unpaid. The Academy is under no obligation to offer or to continue to offer any volunteering opportunity to any person, irrespective of their carrying out volunteering work currently or in the past. Similarly, the volunteer is under no obligation to accept any opportunity offered, and may withdraw from the agreement at any time.

Before accepting the role of volunteer, the individual concerned will agree with the Academy that they can fulfil the volunteer role expectations. The Academy may withdraw the offer at any time, including after the volunteer has started their engagement. The volunteer may also withdraw from the agreement at any time. Both parties are encouraged to give the other as much notice as possible, should the agreement be brought to an end.

**Recruitment & Selection**

The volunteer applicant must complete a simple application form which also gives

permission to obtain a character reference and a Disclosure and Barring Scheme (DBS) application form, obtainable from the Academy Business Leader.

The experience, qualities, skills and needs of any volunteer will be taken into account when deciding about the recruitment of a volunteer in the Academy. There is no guarantee that a volunteer will be found an immediate placement or any placement at all within the Academy or elsewhere.

The placement should be mutually beneficial to the Academy and volunteer. An interview will take place with a view to agreeing a placement in order that the Academy and volunteer will have the opportunity to find out about each other and to agree a role, timetable, support, dress code etc. The Academy will outline relevant Academy policies at the interview.

Following a successful interview procedure and suitable references, the academy will apply for a DBS certificate at a cost of £16 to the individual where appropriate.

Volunteers may be members of the community or pupils from high schools wishing to gain work experience. The number of volunteers taken on at any one time depends on the current capacity and teachers who are in a position to offer appropriate support. Where there are several volunteers, those from BDAT schools will be given priority. Any placement of a volunteer shall be of a fixed term (such as 1 term/2 terms/1 year) and shall at the expiry of the period terminate unless expressly renewed in writing. Any placement may however be terminated by the Academy at any time without notice if the Headteacher deems this to be in the best interest of the Academy, pupils or staff. Such termination need not involve any fault, shortcoming or wrongdoing attributable to the volunteer. St Philip's Church of England Primary Academy has a duty to promote equality in any selection process.

Further information can be found in:

- [BDAT Equality Diversity Policy Reviewed July22](#)
- [BDAT Equality Statement and Objectives 22-26](#)

The Academy will ensure that volunteers are given suitable induction training at the beginning of their placement. The volunteer will be given a named contact person who will review the work undertaken by the volunteer and will assist the volunteer generally and particularly in the event of any problems occurring. This is currently the Assistant Head and/or Designated Safeguarding Lead. Regular supervision of the volunteer will be provided as appropriate to the task undertaken and the needs of the volunteer. The Volunteer's role, including status with pupils, will be made clear.

Volunteers will be given opportunities to contribute their ideas and opinions about the work that they are engaged in. Volunteers will be given guidelines/training regarding Child Protection issues/procedures, especially pupils disclosing possible abuse.

### **Support to Volunteers**

We value the work of volunteers and in order to demonstrate this we aim to:

- Show appreciation for the volunteer's work
- Ensure volunteers have appropriate and up-to-date information they need to do their work
- Ensure that they are introduced to staff and other volunteers and have access to a support network.
- Ensure they are made aware of the DSL role
- Ensure that they are issued with guidelines to working practices (Staff handbook, KCSiE and other appropriate online training & policies)

**Confidentiality**

Volunteers will be told that information relating to pupils, parents and staff is confidential and volunteers will maintain confidentiality at all times. Information about volunteers is also a matter of confidentiality and application forms and personal details will be kept securely by the Headteacher and not divulged to others except on a need-to-know basis.

**Health & Safety**

Health and safety procedures will be explained to volunteers and appropriate policies signposted to read.

**Insurance**

All volunteers should be made aware of the cover provided at their request.

**Expenses**

Out-of-pocket expenses will be paid to volunteers and the procedure for claiming these will be explained at the outset.

**The Volunteer**

The Volunteer agrees to carry out all reasonable tasks assigned to him/her to the best of their ability and to generally promote the interests of St Philip's Church of England Primary Academy and to abide by the terms and conditions set out in this policy and agreement.

As an Academy, we are committed to the rights of the child, the child's safety and emotional wellbeing and the protection of the child from all forms of abuse. In view of this, the Academy reserves the right to refuse voluntary help and to terminate or vary a placement at any time without prior notice.

Signed ..... on behalf of the Academy      Dated .....  
 Print name .....

Signed .....(Volunteer)      Dated .....  
 Print name .....

**Review**

This policy should be reviewed and ratified by the Governing Body of St Philip's CE Primary Academy every two years.