St Paul's 'Volunteer Helpers' Policy/Agreement
March 2026

The contribution of volunteer helpers is both welcomed and valued at St Paul's Primary School. The following is designed to help outline the responsibilities of the school towards our volunteer helpers and the volunteer helpers' responsibilities towards the school.

Aim

Our aim is to ensure that all regular volunteer helpers are fully informed in order to be as effective as possible and that our children receive a consistently high level of care and safeguarding

Objectives

We will ensure that all volunteer helpers:

- are DBS checked/ or if from abroad have a contract through Erasmus+ signed by the university so all safety checks have been completed and a copy of their country's DBS is seen.
- sign our confidentiality agreement
- receive induction to their role
- always sign in and out and wear a visitor badge at all times

We will ensure that all volunteer helpers understand the following:

- children's safety / child protection policy /appropriate touch policy
- first aid procedures
- health & safety
- evacuation procedures
- School Charter / behaviour management (including adults' behaviour)and volunteers' responsibility
- confidentiality policy

Confidentiality

The most sensitive issue around parent helpers in school is **confidentiality**.
Parents/carers hand their children over to the school for the best part of every week day trusting that they are safe and that their progress and welfare will be treated with complete confidentiality. It is therefore essential that anyone helping in school respects that confidentiality.

Volunteer helpers must agree that anything learnt about an individual or group of children during the time spent in school or on a school activity should be completely confidential. No parent/carer should hear about his/her own child's progress or behaviour from another parent/carer. No information about another child should be passed on without permission. If there is any need to pass on information this will be done by the class or head teacher.

It is also possible that a child will tell you something which is very worrying. Please always refer any concern immediately to the class teacher.

To keep everyone safe, volunteer helpers should:

- **never** be in situations in which they are **alone** with a child/ren
- Be aware of **appropriate touch** policy and implications for adults

St Paul's Primary Volunteer Helper Agreement

Thank you for offering your services as a volunteer at St Paul's Primary School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this **Volunteer Agreement Sheet**

• I have received a copy of the school's **Volunteer Policy** and **agree** to all its **aims and conditions**

• I agree to treat information I learn from being a volunteer in school as **confidential**

Signed:

Name:

Date: