



# Aston Rowant C+E Primary School

## Volunteer Policy

### Mission Statement

**Vision:** To be a community of courageous life-long learners, who are rooted in God, live out our Christian values and enjoy life in all its fullness. (Col 2:1-7)

**Mission:** Growing together, rooted in God and inspiring one another through our values and our broad enriched curriculum.

**Strapline:** Growing together, rooted in God, having fullness of life (Col 2:1-7)

**Date of Policy: November 2025**

**Date of Policy review: November 2027**

Head Teacher: Mrs H France

Date: 3<sup>rd</sup> November 2025

Chair of Governors: Mr T Sowerby

Date: 3<sup>rd</sup> November 2025

### Linked Policies

This policy should be read in conjunction with other related school policies: including:

- Child Protection
- Safeguarding
- Confidentiality
- Healthy and Safety
- Fire Safety

### The Aims of this Policy

The purpose of this policy and its associated procedures is to contribute towards the safeguarding of all children and staff both during and outside of school hours when they are on our site. The ultimate aim is to ensure that all children and staff learn and work in an environment where they are safe and free from harm.

### The Objectives of this Policy

The key objectives of this policy is to have in place a clear protocol and procedure for action to take if anyone has a concern concerning a volunteer working with the children which is understood by all staff, governors, and other visitors and which conforms to child protection guidelines and prevents unsuitable people from working with or accessing children and young persons in the school setting.

We have responsibility for the safety and well-being of all of our children anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

### Volunteers

All governors and volunteers are required to have an enhanced DBS.

New volunteers will be shown this policy and our Safeguarding Policy. They will be expected to comply to all Safeguarding policies and procedures.

### Raising Concerns

All members of staff have a duty of care to raise any concerns relating to volunteers working with children.

An employee or volunteer who has witnessed or been made aware of a concern or allegation must take the following required steps, in order, as soon as possible:

- A. Report the concern to the DSL or DDSL (or another member of staff if necessary), who will then:
- B. Contact the safeguarding team by telephone
- C. Make a record of what has been witnessed, reported and discussed
- D. With the safeguarding team, convene a planning group meeting/phone conference
- E. Under guidance of safeguarding team, notify police and local authority as required

Normal Safeguarding protocol and procedures will be followed by the DSL and DDSL.

**GRATITUDE**

**RESILIENCE**

**OUTREACH**

**WONDER**

**TRUST**

**HARMONY**

*Growing together, rooted in God, enjoying fullness of life. (Colossians 2:1-7)*