



The Bellbird Primary School

Volunteer and Helping in School Guidance

Guidance status: Updated July 2026
Review: July 2028

Welcome

Thank you for volunteering at The Bellbird Primary School. Volunteers make a valuable contribution to pupils' learning, wellbeing and wider experiences. We aim to ensure that every volunteer has a positive, safe and rewarding experience whilst supporting the school.

The role of volunteers

Volunteers may support reading, small-group activities, practical learning, educational visits, preparation of resources, enrichment activities and other tasks directed by school staff. Volunteers work under the supervision of school staff and are not responsible for planning, teaching or managing behaviour independently.

Our CARE Values

At The Bellbird Primary School, our volunteers play an important role in helping every child to flourish. We ask all volunteers to model our CARE values in everything they do:

- Curiosity – encouraging children to ask questions and develop a love of learning.
- Ambition – supporting every pupil to achieve their best.
- Respect – treating everyone fairly, kindly and professionally.
- Empathy – understanding children's individual needs and promoting inclusion.

Safeguarding

Safeguarding is everyone's responsibility. Volunteers must:

- Follow Keeping Children Safe in Education (KCSIE) and the school's safeguarding procedures.
- Report any concern immediately to a Designated Safeguarding Lead (DSL) or one of

the Deputy Designated Safeguarding Leads (DDSL).

- Never promise confidentiality to a child.
- Never be alone with a pupil where this can be avoided.
- Follow the school's mobile phone, photography and online safety expectations.
- Wear a visitor badge and sign in and out.

Health, Safety and Conduct

Volunteers must follow fire procedures, evacuation arrangements, health and safety guidance and staff instructions. Appropriate clothing should be worn and any accidents or hazards reported immediately.

Working with Pupils

Treat every pupil with dignity and respect. Encourage positive behaviour in line with the school's Behaviour Policy. Praise effort, model excellent language and seek support from staff if any behaviour causes concern.

Confidentiality

Information about pupils, families or staff must remain confidential. Concerns should only be shared with appropriate school staff. Information must never be discussed outside school or shared on social media.

Equality, SEND and Inclusion

The Bellbird is committed to equality of opportunity. Volunteers should support all pupils fairly and make reasonable adjustments where directed by staff. Differences should be valued and inclusive language used at all times.

Professional Expectations

Volunteers should be punctual, reliable and notify the school if they are unable to attend. They should follow staff guidance, maintain professional boundaries and ask if unsure about any aspect of their role.

Linked Policies

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Staff Code of Conduct
- Online Safety Policy
- Health and Safety Policy
- Visitors Policy

Declaration

I have read and understood this guidance and agree to follow it whilst volunteering at
The Bellbird Primary School.

Name: _____

Signature: _____ Date: _____