Harrietsham Church of England Primary School

Volunteer Policy

The school's volunteer policy is part of the school's safeguarding systems.

Policy lead:	Samantha Fenner
Responsibility:	Deputy Headteacher
Date approved by Governing Body:	September 2026
Governor signature:	Rebecca Emson (Chair)
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Harrietsham Church of England Primary School Volunteer Policy

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School Context:

Harrietsham CEP Vision Statement

We are a warm, welcoming, and inclusive school rooted in our rural community. Like the mustard seed we grew from tiny beginnings and our branches are now spread wide –providing support and taking our values beyond the school gates. All those in our community feel safe and nurtured - able to flourish and grow academically, spiritually, emotionally and physically to achieve their full God-given potential.

"Nurtured we flourish"

We are a nurturing school. As such we believe in, and follow, **The Six Principles of Nurture** in all of our practice.

1. Children's learning is understood developmentally.
2. The classroom offers a safe base.
3. The importance of nurture for the development of wellbeing.
4. Language is a vital means of communication.
5. All behaviour is communication.
6. The importance of transition in children's lives.

Our Values

The roots of our vision are in the parable of the Mustard Seed.

'The kingdom of heaven is like a mustard seed, which a man took and planted in his field. Though it is the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches'.
Matthew 13 31-32

In order to grow and reach our potential, everything that we do in school is driven by our vision and underpinned by our core Christian values of:

Love, Fellowship and Forgiveness

Aims of the policy

We believe that volunteers provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience. Volunteers can support pupil wellbeing and development, often adding to the support provided to vulnerable or disadvantaged pupils.

We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

The aim of Harrietsham Church of England Primary School's Volunteer Policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion.
- Ensure that volunteers support the school's vision and values, and adhere to our policies.
- Provide staff, volunteers and parents/carers with clear expectations and guidelines.
- Ensure that volunteers are provided with a role profile, to aid understanding of their duties and responsibilities.
- Set a clear, fair process for recruiting and managing volunteers.

This policy has been developed in line with Keeping Children Safe in Education 2026 (KCSIE), the Department for Education's statutory safeguarding guidance in force from 1 September 2026, and relevant safeguarding legislation including the Safeguarding Vulnerable Groups Act 2006 as amended by the Crime and Policing Act 2026.

Volunteers play an important role and are often seen by pupils as safe and trustworthy adults. The school is committed to ensuring a robust safeguarding procedure in the appointment of volunteers.

For the purposes of this policy, a volunteer is a person who gives their time unpaid, other than approved travel and other out-of-pocket expenses, to undertake activities that support the school and benefit its pupils. Volunteer roles may range from one-off support to regular work with children; the school will assess each role individually and apply the safeguarding, supervision, risk-assessment and DBS arrangements required by this policy and current statutory guidance.

Through welcoming members of the local community into school, we forge strong relationships with the wider community and build on the value of fellowship. Visitors and Volunteers offer their time, but also bring their knowledge, hobbies and a diverse range of skills which enrich the experiences of our children. When we welcome others into the school, it is essential that all are kept safe, so we expect our volunteers to share this commitment.

Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Governors and staff therefore, welcome and encourage volunteers from the local community.

Our volunteers may include:

- Members of the Governing Body
- Parents of pupils
- Students on work experience (Year 11+)
- University students
- Ex-members of staff
- Local residents
- Friends of the school

Activities that volunteers engage in, on behalf of the school, include:

- Listening to pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as additional support, under the guidance of a qualified teacher
- Accompanying school visits
- Collaboratively running a club or an enrichment activity
- Developing the school grounds

Safeguarding

This school is committed to safeguarding pupils and adults and expects its volunteers to share that commitment. The school will carry out the DBS and barred-list checks appropriate to each volunteer role in accordance with KCSIE 2026 and current DBS eligibility guidance.

From 1 September 2026, the Crime and Policing Act 2026 removed the supervision exemption from regulated activity with children. A volunteer who teaches, trains, instructs, cares for or supervises children frequently, on more than 3 days in any 30-day period, or overnight, is in regulated activity even when supervised by a member of staff. Volunteers undertaking regulated activity require an enhanced DBS check with children's barred-list information.

When the school has little or no recent knowledge of the individual, it will adopt the same recruitment measures as it would for paid staff. The school also reserves the right to request an updated DBS at any point during the volunteering period.

Online Safety & Mobile phones

Online Safety relates to the teaching and learning of technology and through technology in a responsible and safe environment, focusing on raising awareness of the core messages of safe content, contact and conduct when using it. This can include accessing websites and online content, email, online chat rooms, mobile phones, gaming and games consoles, social networking sites, instant messaging (IM), viruses and spam.

Volunteers, like staff, are expected to follow the Online Safety Policy which is available from the main office or the school website.

You are expected to abide by the following rules:

- Mobile phones and wristwatch phones that connect to the internet should not be used on the school premises, which includes the playground, forest school or school field.
- Volunteers may not make or receive calls during teaching time. Mobile phones should be kept out of sight of children in a desk or cupboard. The use of phones or phone watches must be limited to non-contact time when no children are present, using your phone in the staff room or school office.
- You may only use, **school owned** devices for capturing, recording and storing data or photos of children if you have been requested to do so by a staff member.

Becoming a Volunteer

Anyone interested in becoming a volunteer, either for a one-off event, such as a school visit, or on a more regular basis identified by the school, e.g. hearing pupils read, should request to volunteer via the Deputy Headteacher, Samantha Fenner.

Volunteers should complete the *Volunteer Application Form* (Appendix 1) or *Work Experience Form* (Appendix 2).

Status of volunteers

Volunteers are not employees of Harrietsham Church of England Primary School and are not engaged on a contract of employment or a contract for services. Harrietsham CEP is not under any obligation to provide a volunteer with work and the volunteer shall be under no obligation to carry out any work. This policy does not represent a legally binding contract between Harrietsham CEP and a volunteer.

The volunteering arrangement can be cancelled at any time at the discretion of either party.

Volunteers shall not be entitled to receive any payment or any other benefits for any voluntary work carried out, including training on any area that is outside the volunteer's remit.

The process for recruiting a volunteer who will be undertaking regulated activity

- Identify the need and role.
- Attract volunteers by means of the school website / school newsletter / word of mouth.
- The volunteer/s attend the school for an informal discussion with the Deputy Headteacher to ensure the applicant is suitable for the role.
- Appropriate DBS checks will be undertaken. Volunteers who will undertake regulated activity require an enhanced DBS check with children's barred-list information; any use of a standalone children's barred-list check will follow KCSIE 2026.
- The volunteer will be made aware of the role and responsibilities they will be undertaking and will be provided with key guidance documents, including the Volunteer Agreement (Appendix 3 and Appendix 4 for offsite volunteers).
- Induction - school and corporate policies and documentation explained and issued. These to include Health and Safety, Behaviour Management Policies, Whistleblowing Policy, Safeguarding leaflet.
- Volunteer records added to the SCR and kept in a central place within the school by the School Business Leader.

Before starting to help in a school or supporting an offsite school visit, a volunteer should complete the *Volunteer Agreement* (Appendix 3 or Appendix 4 for offsite volunteers), which sets out the school's expectations of its volunteer and to confirm they have received a copy of this Agreement.

Before a volunteer undertakes regulated activity, the school will ensure that the required children's barred-list status has been checked and the appropriate DBS process has been completed. Where a volunteer is not undertaking regulated activity, the school will complete a written risk assessment to determine what checks, if any, are appropriate.

Where possible volunteers will work across the year groups and not in their own child's class.

Induction

All volunteers in our school will receive a full induction. Details of the induction are within our Induction Policy, which can be found on our school website.

Before volunteering with us, all volunteers will:

- Be given a school tour.
- Have the ethos of the school explained to them.
- Be given a copy of the following policies:
    - Volunteer policy
    - Health and Safety policy
    - Safeguarding and Child Protection Policy
    - Acceptable Use Policy
    - Confidentiality Policy
- Be given a copy of the volunteer agreement form.
- Be given a copy of the volunteer confidentiality form.
- Be provided with a safeguarding guidance leaflet.
- If supporting a trip, be provided with a copy of the adults supporting trips and visits guidance.
- Be shown where to access a green safeguarding form.
- Be expected to read and understand Part One of Keeping Children Safe in Education (KCSIE) 2026 and receive safeguarding training appropriate to the volunteer role.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with / come into contact with should be voiced with the designated supervisor and NOT with the parents of the child/persons.

Volunteers who are concerned about anything in the school which may affect their work should raise the matter with the Headteacher or appropriate senior member of staff. Information gained at school about a child or adult should

remain confidential, except where it needs to be shared for safeguarding purposes or another lawful reason. Data protection law does not prevent necessary safeguarding information sharing; safeguarding concerns should be raised promptly with a Designated Safeguarding Lead.

Volunteers are expected to treat confidential information with the same discretion as a salaried member of staff. Should a volunteer breach our confidentiality policy, the school reserves the right to terminate the volunteer's placement.

All volunteers will complete the Volunteer Confidentiality Agreement (Appendix 5).

Supervision

The work of all volunteers is co-ordinated by the Deputy Headteacher. Each volunteer works under the direct supervision of a teacher or full-time member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the designated teacher as to how an activity is carried out / what the expected outcome of an activity is. In the event of any query / problem regarding the pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

Volunteers are subject to a trial period of six sessions to ensure that both the volunteer and school consider that the partnership is mutually beneficial.

The member of staff supervising the volunteer(s) will ensure that refreshments are provided if the volunteer is in school for an extended length of time.

Health & Safety

The school has a Health & Safety Policy and this is made available to volunteers working in the school. The Senior Leadership team will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation and Lockdown Drill) and about any safety aspects associated with particular tasks (e.g. using DT equipment/accompanying pupils on visits).

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor / Headteacher. Volunteers are covered by Public Liability Insurance whilst on site. Risk assessments for activities will be shared with the volunteer.

Safeguarding

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we're upholding our responsibility to keep our pupils safe, we will:

- Obtain an enhanced DBS check with children's barred-list information for volunteers who will undertake regulated activity, including:
    - Teaching, training, instructing, caring for or supervising children frequently or on more than 3 days in any 30-day period, whether supervised or unsupervised
    - Teaching, training, instructing, caring for or supervising children overnight, including on an overnight residential visit
- Providing relevant personal care, even on a one-off basis, where this falls within the statutory definition of regulated activity
- Any other activity that meets the statutory definition of regulated activity with children
- Review any existing volunteer whose role became regulated activity on 1 September 2026 because of the Crime and Policing Act 2026 and check their children's barred-list status, normally by obtaining an enhanced DBS check with children's barred-list information.
- Where the school is operating provision covered by the Early Years Foundation Stage (EYFS) framework, a volunteer undertaking regulated activity in that provision must not begin work until the school has received their enhanced DBS certificate including children's barred-list information.

- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the activity the volunteer will be involved in
- Conduct and record a written risk assessment for volunteers who are not undertaking regulated activity to determine what checks, if any, are appropriate. The risk assessment will be reviewed as required and whenever the volunteer's role or frequency changes. It will be recorded on the single central record and retained in accordance with the school's retention arrangements and data protection laws, including the UK GDPR, the Data Protection Act 2018 and the Data (Use and Access) Act 2025. The risk assessment will consider:
    - The nature of the work with children, including the level of contact and supervision
    - What the school knows about the volunteer, including formal or informal information from staff, parents and other volunteers
    - Whether the volunteer has other employment or voluntary roles where referees can advise on their suitability
    - Whether the role is eligible for a DBS check, and if so the level of check required (NB those in regulated activity will always require an enhanced DBS check along with a barred list check)
    - Where the role is not regulated activity, whether another level of DBS check is appropriate, such as an enhanced DBS check without barred-list information for a role that would otherwise be regulated activity but is not undertaken frequently enough, or a basic DBS check where appropriate
    - Ensure that a volunteer on whom no appropriate checks have been obtained is never left unsupervised with pupils and is never permitted to undertake regulated activity

Supervision remains an important safeguarding control, but from 1 September 2026 it does not remove a volunteer from regulated activity where the nature and frequency of the role otherwise meet the statutory test. The school will determine whether a volunteer is considered to be supervised. Where an individual is supervised, to help determine the appropriate level of supervision, we will have regard to Keeping Children Safe in Education (KCSIE) and statutory guidance.

Where a volunteer carries out qualifying activity across more than one setting, days at each setting count towards the "more than 3 days in a 30-day period" condition. The school will work with other settings as appropriate to ensure the correct check is obtained.

- Volunteers may join the DBS Update Service when applying for a DBS check. This is free for volunteers and may allow an existing certificate to be checked where the legal conditions for using the Update Service are met.
- Where KCSIE permits a standalone children's barred-list check pending an enhanced DBS certificate, the school will only use this in the circumstances set out in the statutory guidance.
- A standalone barred-list check will not be used to allow a volunteer to begin regulated activity within provision covered by the EYFS framework before the enhanced DBS certificate including barred-list information has been received.

We legally cannot carry out a DBS check on a child under the age of 16 who is volunteering at our school. We will ensure that children who are volunteering are always under an appropriate level of supervision, and conduct a risk assessment to consider any potential safeguarding issues.

We will additionally:

- Provide safeguarding training to all volunteers prior to them beginning to volunteer at the school, including ensuring that they have read and understood Part One of KCSIE 2026
- Ask volunteers to agree and adhere to our Volunteer agreement (see appendix 3) and to read, and adhere to, the school's policies on:
    - Child protection and safeguarding, including low-level concerns
    - Whistle-blowing
    - Use of mobile phones
    - ICT and internet acceptable use
    - Health and safety
    - Online safety
    - Behaviour
    - Equality and diversity

Volunteers for school visits

School visits are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. The class teacher or staff member leading the visit will brief the volunteer regarding the risk assessment, daily schedule and any other important pieces of information.

The visit lead, who will be a staff member, has ultimate responsibility for the pupils.

Volunteers supporting an occasional day trip will be subject to the school's written risk assessment and the level of checking appropriate to their role. A volunteer on whom no appropriate checks have been obtained will not be left unsupervised with pupils. Any volunteer accompanying an overnight school trip is undertaking regulated activity and must have an enhanced DBS check with children's barred-list information.

Work Experience/ Placement Students

Harrietsham Church of England Primary School has a long-standing relationship with various local secondary schools, colleges and universities. We are happy to take students on placement if we have suitable experiences available based on the smooth running of Harrietsham Church of England Primary School.

Secondary schools, colleges and universities wanting students to be placed with us need to formally make contact with the lead mentor (Lee-Anne Kelly) outlining the aims of the placement and duration. We currently use 'Unifrog' as a robust system for authenticating school-based work experience with our local schools.

Where a work-experience or placement student aged 16 or over is placed in school and the activity gives them the opportunity for contact with children, the placement may itself be regulated activity relating to children. The school will consider whether an enhanced DBS check should be requested. DBS checks cannot be requested for children under 16; an under-16 placement student will remain under appropriate supervision and be covered by a written risk assessment.

If the placement is as part of a teaching course (BA/ Bed. or PGCE) the Lead Mentor will deal with further correspondents/ details.

Harrietsham Church of England Primary School retains the authority to refuse or terminate a placement to ensure the smooth running of Harrietsham Church of England Primary School.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Headteacher or appropriate senior member of staff for investigation. Any complaints made by a volunteer will be dealt with in the same way. The Headteacher or designated member of staff reserves the right to take any of the following actions:

- To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again.
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class.
- Based upon the facts identified in the investigation, it may be necessary for the school to inform the volunteer that the school no longer wishes to use them.
- The school reserves the right to terminate a volunteer's Volunteer Agreement at any time and for any reason and the Headteacher's decision is final.
- Provide the volunteer with a copy of the school's full Complaints Procedure.

Any safeguarding concern or allegation about a volunteer will be managed under the school's Safeguarding and Child Protection Policy and its procedures for allegations and low-level concerns, rather than solely through the complaints procedure. Where appropriate, the Headteacher will consider referral to the Local Authority Designated Officer (LADO). If the school removes a volunteer from regulated activity, or would have removed them had they ceased volunteering, and the statutory DBS referral criteria are met, the school will make the legally required referral to the Disclosure and Barring Service as soon as possible.

APPENDIX 1: Volunteer application form for a new volunteer at Harrietsham CE Primary School

Harrietsham Church of England Primary School

Nurtured We Flourish

Request to Volunteer

Title:		Surname:	
All Forenames:			
Full Address:			
Phone Number:			
Email Address:			
Date of Birth:		NI Number:	
Availability:			
Emergency Contact Name & Number:			

If you currently own a DBS, please complete the following:

Current DBS Number:	
Position Held:	
Name of Employer:	
Registered Person/Body:	

I confirm that the above details are correct and I hereby give permission for a DBS check to be undertaken should it be required.

Print name:	Signed:

Please return your completed form to Sam Fenner – samantha.fenner@harrietsham.kent.sch.uk

APPENDIX 2: Work experience application form for a new volunteer at Harrietsham CE Primary School

Harrietsham Church of England Primary School

Nurtured We Flourish

Request For Work Experience

Title:		Surname:	
All Forenames:			
Full Address:			
Phone Number:			
Email Address:			
Date of Birth:		NI Number:	
Dates / details of Work experience (including year group request			
Emergency Contact Name & Number:			

If you currently own a DBS, please complete the following:

Current DBS Number:	
Position Held:	
Name of Employer:	
Registered Person/Body:	

I confirm that the above details are correct and I hereby give permission for a DBS check to be undertaken should it be required.

Print name:	Signed:

Please return your completed form to Sam Fenner – samantha.fenner@harrietsham.kent.sch.uk

APPENDIX 3: Volunteer Agreement

Harrietsham Church of England Primary School
VOLUNTEER AGREEMENT

Harrietsham C of E Primary School

Thank you for offering your support as a volunteer here at Harrietsham Primary School. We really appreciate any additional support and look forward to working with you.

Please read and sign this Volunteer Agreement form to confirm that you have received / read the below information. Once this has been completed, please hand it into the School Office. You will receive a copy of it for your records.

- I have received and read a copy of the School's Volunteer and Health and Safety policies, along with the schools Safeguarding Leaflet and will adhere to the guidance.
- I agree to support the School's Aims.
- I have read and signed the school's Confidentiality Agreement.
- I understand that the school will undertake the level of DBS and barred-list checks appropriate to my role. If my role is regulated activity, this will include an enhanced DBS check with children's barred-list information.
- I have been made aware of who my designated supervisor is.
- I will arrive at the agreed time, sign in and wear a school identification badge. I will make my way directly to the agreed area and report to my supervisor on arrival. When the session has finished, I will ensure my supervisor knows I am leaving, and I will sign out.
- I will only use the designated staff toilets.
- I will ensure my mobile phone is locked away securely and I agree not to take photographs, or videos using my own equipment.
- I will ensure that any medication / vapes / cigarettes / any other potentially dangerous personal items are kept in a locked cupboard if brought into school.

If you have any questions or would like us to elaborate on any of the information above, please do not hesitate to ask. If you feel that, you are unable to fully abide by the guidelines, please withdraw your offer of support.

Signed: _____

Name: _____

Date: _____

APPENDIX 4: Off-Site Visits Volunteer Agreement

Code of Conduct / Guidance for Volunteers

Thank you for your time and assistance with the supervision of the children during their trip. Our main priority is the safety and welfare of all children during every aspect of the visit from leaving school to their safe return.

We try to minimise risk to children from harm by accidents as well as reducing the risk of harmful behaviours of the public and other adults. You will be required to attend a briefing with the class teacher/group leader before the to inform you about the visit. Voluntary helpers should be clear about their roles and responsibilities during the visit.
We have a series of measures /expectations and rules for you to follow for the safety of the children. We thank you for taking the time to familiarise yourself with them.

Volunteers should read and sign this form, showing that you understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to the Headteacher at the earliest opportunity and withdraw from the trip. A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

Volunteers agree to:

- Remain professional and respectful with staff and pupils at all times.
- Listen to, and act on, instructions from staff.
- Dress appropriately for the trip.
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff.
- Pay attention to potential dangers and raise concerns with staff. Do your best to ensure the health and safety of everyone in the group.
- Act responsibly and demonstrate good behaviour to pupils.
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible.
- Ensure your group follows all instructions e.g. they must stay with their group and the group adult at all times. Share the itinerary of the day with your group so they know what to expect throughout the day.
- Inform a member of school staff if you need to leave your group for any reason.
- Let school staff know immediately if there is a medical or any other emergency. The school staff are responsible for first aid and for contacting the school and associated parents in emergency situations.

Volunteers agree <u>not</u> to:

- Use your mobile phone on the trip (unless in the case of an emergency to contact a member of school staff).
- Exchange contact details with pupils unless told to by a member of staff.
- Engage in physical contact with pupils unless appropriate or required.
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status).
- Use demeaning, offensive, abusive or insensitive language.
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit.
- Allow themselves to be left alone with a pupil unless previously agreed with staff. You will need to stay with a member of the school staff with your group.
- Take photographs or record pupils.

Additional Information:

- Volunteers may not always have their own child in their group. The teacher will give parent helpers a list of children for whom they are responsible.
- Volunteers may not bring any siblings or additional children on a school trip.
- If the children have been asked not to bring spending money, please refrain from purchasing items for your child or group.
- Please respect and value your child's independence and social interaction with their group and peers.
- If the trip involves a coach journey, please help the children in your group put on their seatbelts. Children are not allowed to eat or drink on the coaches unless stated by the teacher. The class teacher has sick bucket/bags, if needed.
- When walking in public places, volunteers should encourage children to walk in twos rather than in a group.
- If you have any queries or problems concerning the trip, please direct these in the first instance to the class teacher, or if you would rather, the Headteacher on return from the trip.
- If you have any good ideas on how we can improve something, please let us know – we are always willing to listen.

Confidentiality:

It is very important that all staff, parent volunteers and other adults working in the school work to a policy of confidentiality. You must not share information about specific children with friends, family or other parents, except where information needs to be shared to safeguard a child or for another lawful reason. Any safeguarding concern must be reported promptly to a member of school staff or a Designated Safeguarding Lead; data protection law does not prevent necessary safeguarding information sharing.

Thank you!

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

Signed:

Date:

APPENDIX 5 Volunteer Confidentiality Agreement

Confidentiality Agreement

As a volunteer or visitor to the school, we expect you comply with our code of conduct.

Throughout your visit, you will unavoidably receive and handle personal and private information about pupils or staff that must remain confidential.

By signing this agreement, you confirm that you will:

- Not share information about pupils or staff outside of our school setting, except where information must be shared for safeguarding purposes or another lawful reason. Any safeguarding concern must be reported promptly to a Designated Safeguarding Lead.
- Not discuss details relating to your visit in public spaces where others may overhear.
- Be aware of the information you have and consider the relevance of sharing to safeguard pupil; if unsure, please seek guidance from a Designated Safeguarding Lead within the school.
- Not take written notes or details pertaining to pupils off site.
- Not pass opinion on such matters as discipline or teaching styles outside the school.
- If a personal social media account mentions one's volunteer affiliation with Harrietsham C of E Primary School, it's advisable to place a written disclaimer on your account that views expressed are yours alone and do not reflect the views of the institution.

This confidentiality agreement sets out the guidelines that we expect all our volunteers and visitors to follow. Please read through them carefully before signing below to say you understand and agree to abide by the Code.

If you feel you are unable to fully abide by the guidelines within this agreement, please withdraw your offer of help.

Name: _____

I have read and understood the contents of the Confidentiality Agreement. I agree to abide by the procedures and expectations for volunteers/ visitors that are set out in this code.

Signed: _____ **Date:** _____

Upon agreeing and signing this, you will receive a copy of our Safeguarding Procedures for persons visiting our school. Please direct any questions to a Designated Safeguarding Lead.