VOLUNTEER MANAGEMENT POLICY

Welcoming contribution. Safeguarding pupils.
Maintaining clear boundaries.



RIVERSIDE BRIDGE SCHOOL

INSPIRE, EMPOWER, ACHIEVE

This policy forms part of the Riverside Bridge School Policy Framework
and should be read alongside any related policies, procedures and guidance.

RIVERSIDE BRIDGE SCHOOL
INSPIRE, EMPOWER, ACHIEVE

OUR COMMITMENT

At Riverside Bridge School, every policy reflects our commitment to creating a safe, inclusive and ambitious school community in which every pupil is valued, every voice matters and every family is respected and supported.

Our policies translate our values into consistent practice. They support high expectations, clear responsibilities, effective partnership and informed decision-making, ensuring that the needs, rights, wellbeing and future outcomes of our pupils remain at the heart of our work.

We work collaboratively, act with integrity and continually reflect upon and improve our practice to achieve the best possible outcomes for every pupil.

POLICY PRINCIPLES

Our Policy Principles underpin how we work together and guide the decisions and actions we take to support every pupil and their families.



POLICY PURPOSE & FRAMEWORK

Riverside Bridge School policies set out the expectations, responsibilities and approaches that support safe, consistent and high-quality practice across the school. They translate our values, statutory responsibilities and professional expectations into clear guidance for everyday decision-making and practice.

Each policy forms part of the Riverside Bridge School Policy Framework and should be read alongside any related policies, procedures, statutory guidance and school frameworks referenced within the document.

Policies apply to the members of the school community identified within each document, including staff, governors, parents and carers, volunteers, contractors and other professionals where relevant. Everyone is expected to understand and apply the requirements appropriate to their role and to seek further guidance where clarification is required.

CURRICULUM DRIVERS



Our Drivers provide a shared golden thread across curriculum, school life, policy and leadership, helping ensure that our decisions and practice remain focused on the experiences and futures we want for every pupil.

STATEMENT OF INTENT

This policy sets out Riverside Bridge School's approach to the recruitment, deployment, supervision and management of volunteers. It explains the expectations, responsibilities and safeguards that enable volunteers to make a positive contribution to school life while protecting pupils' welfare, dignity, privacy and independence.

Riverside Bridge School values the contribution that volunteers can make to pupils' experiences and to the wider life of the school. Volunteers may bring additional skills, knowledge, community links and opportunities that enrich learning, enterprise, educational visits, family engagement and Preparation for Adulthood.

As a specialist school for pupils with complex special educational needs and disabilities, volunteering within Riverside Bridge School requires particularly careful planning. Many pupils have significant communication, sensory, physical, medical or emotional regulation needs and may require support to understand professional relationships and boundaries. Volunteer roles must therefore be clearly defined, appropriately checked and consistently supervised.

Volunteers complement the work of employed staff; they do not replace them. They will not be used to fulfil duties that require professional qualifications, statutory responsibility, specialist training or professional judgement unless expressly authorised and appropriately trained for a specific purpose.

Safeguarding is central to all volunteering arrangements. Recruitment checks, DBS and barred-list requirements, induction, supervision and risk assessment will be proportionate to the nature, frequency and level of contact associated with each role and will comply with current statutory safeguarding requirements.

From 1 September 2026, the removal of the supervision exemption from the definition of regulated activity means that supervision by a member of staff does not prevent a volunteer from being in regulated activity where the relevant activity and frequency conditions are met. The school will therefore ensure that volunteers undertaking regulated activity have the appropriate enhanced DBS check with children's barred-list information before undertaking that activity.

Volunteers are expected to maintain clear professional boundaries, respect confidentiality, follow safeguarding and health and safety procedures, work within their agreed role and seek advice whenever they are uncertain about what is expected.

The school will work collaboratively with volunteers and provide appropriate induction, guidance and support. Volunteering arrangements will be reviewed where necessary to ensure they remain safe, purposeful and beneficial for pupils and the school.

Our responsibilities to volunteers

Riverside Bridge School will:

- provide clearly defined and purposeful volunteering opportunities;
- ensure appropriate safer recruitment and safeguarding checks are completed;
- provide induction and information relevant to the volunteer's role;
- identify a member of staff responsible for supervision and support;
- explain professional boundaries, confidentiality and safeguarding expectations clearly;
- provide reasonable adjustments where appropriate;
- ensure volunteers are not expected to undertake duties outside their authorised role or competence;
- provide appropriate information for educational visits or other activities they support;
- respond fairly and proportionately where concerns arise;
- review volunteering arrangements to ensure they continue to support pupils safely and effectively.

Through these arrangements, Riverside Bridge School aims to create a positive volunteering culture in which volunteers can contribute meaningfully while safeguarding pupils and maintaining the professional standards expected across the school.

TABLE OF CONTENTS

01	INTRODUCTION	02	POLICY STATEMENT
03	PRINCIPLES	04	TYPES OF VOLUNTEERS
05	RECRUITMENT AND SAFER RECRUITMENT	06	DEPLOYMENT OF VOLUNTEERS
07	SAFEGUARDING AND PROFESSIONAL BOUNDARIES	08	INDUCTION, TRAINING AND SUPERVISION
09	PROFESSIONAL CONDUCT AND CONFIDENTIALITY	10	HEALTH, SAFETY AND EDUCATIONAL VISITS
11	ENDING A VOLUNTEER PLACEMENT	12	MONITORING AND REVIEW
13	RELATED POLICIES AND FRAMEWORKS		APPENDICES

Section 01

INTRODUCTION

Valuing contribution. Protecting pupils. Defining the role

Riverside Bridge School recognises that meaningful relationships, community engagement and real-life experiences enrich the lives of our pupils. Volunteers can make a valuable contribution to these experiences when appropriately recruited, trained, supervised and deployed. However, because Riverside Bridge School supports children and young people with complex special educational needs and disabilities (SEND), volunteering must always be carefully planned, managed and reviewed to ensure that pupils' safety, dignity, emotional well-being and independence remain paramount.

Riverside Bridge School values the positive contribution that volunteers can make to the educational experiences and wider development of our pupils. Volunteers can enrich school life by sharing their skills, knowledge and experiences, supporting curriculum enrichment, community engagement, enterprise activities, educational visits and opportunities that promote communication, independence and Preparation for Adulthood.

As a specialist school for children and young people with complex special educational needs and disabilities (SEND), Riverside Bridge School recognises that volunteering within our setting differs significantly from volunteering in many mainstream schools. Many of our pupils have complex communication needs, learning disabilities, autism, sensory processing differences, medical conditions and varying levels of social understanding. Some pupils may also experience difficulties understanding professional boundaries or develop strong attachments to familiar adults, requiring volunteering arrangements to be carefully planned and consistently managed.

The school is committed to creating volunteering opportunities that enhance pupils' experiences whilst maintaining the highest standards of safeguarding, professional conduct and pupil well-being. Volunteers complement the work of school staff by providing additional opportunities for learning, participation and community engagement; however, they do not replace employed staff and will always work under the direction and supervision of appropriately trained employees.

This policy establishes the framework for the recruitment, deployment, supervision and management of volunteers at Riverside Bridge School. It aims to ensure that volunteering is safe, purposeful and beneficial for pupils, whilst protecting their welfare, promoting independence and maintaining clear professional boundaries. The policy should be read alongside the school's Safeguarding and Child Protection Policy, Staff Code of Conduct, Health and Safety Policy, Educational Visits Policy and other related safeguarding and governance policies.

Section 02

POLICY STATEMENT

Providing purposeful opportunities. Applying appropriate safeguards.

Riverside Bridge School welcomes volunteering where it provides a clear benefit to pupils and contributes positively to the wider life of the school.

All volunteering arrangements will be:

- purposeful and appropriate to the needs of the school and pupils;
- clearly defined, with agreed responsibilities and boundaries;
- subject to appropriate recruitment and safeguarding checks;
- supported through proportionate induction, guidance and supervision;
- reviewed where necessary to ensure that they remain safe and effective;
- organised so that volunteers complement, rather than replace, employed staff.

The level of checking, induction, supervision and risk assessment required will reflect the nature of the role, the frequency of volunteering, the level of contact with pupils and whether the activity constitutes regulated activity.

Volunteers will work under the direction of school staff and must not undertake responsibilities requiring professional qualifications, statutory responsibility or specialist competence unless specifically authorised and appropriately trained.

The Headteacher has overall responsibility for determining whether a volunteering opportunity is appropriate and may refuse, amend, suspend or end an arrangement where this is necessary to safeguard pupils or support the effective operation of the school.

Section 03

PRINCIPLES

Putting pupils first. Promoting independence. Maintaining boundaries.

Volunteer management at Riverside Bridge School is underpinned by the following principles, which ensure that volunteering enhances pupils' experiences whilst maintaining the highest standards of safeguarding, professional conduct and educational practice.

- **Pupils come first -** The safety, welfare, dignity and best interests of pupils will always take precedence over volunteering opportunities. Decisions regarding the recruitment, deployment, supervision and continuation of volunteer placements will be made according to what is in the best interests of pupils and the effective operation of the school.
- **Volunteers enhance, not replace, staff -** Volunteers provide valuable additional support that enriches pupils' educational experiences and strengthens community engagement. They do not replace employed staff, undertake duties that require professional qualifications or assume responsibility for the supervision, safeguarding or care of pupils.
- **Safeguarding is everyone's responsibility -** All volunteers share responsibility for safeguarding and promoting the welfare of children and young people. Volunteers are expected to understand and follow the school's safeguarding procedures, report concerns immediately and maintain professional boundaries at all times.
- **Promoting independence, not dependence -** Volunteers should encourage pupils to develop confidence, communication, participation and independence. Relationships should always support pupils' long-term development and must not create unnecessary dependency upon individual adults.
- **Professional relationships and clear boundaries -** Positive, respectful and encouraging relationships are central to effective volunteering. Volunteers must maintain appropriate professional boundaries, recognising that pupils with complex SEND may find it difficult to distinguish between personal and professional relationships or communicate concerns in conventional ways.
- **Inclusion and participation -** Volunteers contribute to an inclusive school community where every pupil is valued, respected and supported to participate meaningfully in learning and wider school life. Volunteers will promote equality, celebrate diversity and contribute positively to the school's culture and values.

- **Partnership working -** Effective volunteering is built upon collaborative working between volunteers, school staff, families and partner organisations. Volunteers work under the direction of school staff and contribute positively to the wider aims of the school through open communication, mutual respect and shared responsibility.
- **Continuous review and improvement-** Volunteering arrangements will be regularly reviewed to ensure they remain safe, purposeful and beneficial. The school is committed to evaluating the impact of volunteering, learning from experience and continually strengthening its volunteer management processes in line with statutory guidance and best practice.

Section 04

TYPES OF VOLUNTEERS

Recognising different roles. Applying proportionate arrangements.

Riverside Bridge School welcomes volunteers from a range of backgrounds whose skills, knowledge and experience enhance pupils' educational opportunities and contribute positively to the wider life of the school. The type of volunteering undertaken will determine the recruitment process, safeguarding checks, induction, level of supervision and responsibilities associated with the role.

The school recognises the following categories of volunteer.

- **Occasional volunteers** support one-off or infrequent activities that enrich the life of the school. This may include supporting fundraising events, celebration activities, enterprise projects, careers events, school performances, sports days or community events.
- Occasional volunteers will remain under the direct supervision of school staff at all times and will not be allocated responsibility for the supervision or care of pupils.
- **Regular volunteers** provide support on a planned and recurring basis to enhance pupils' educational experiences and wider opportunities. This may include supporting enterprise activities, breakfast club, community projects, preparation for adulthood activities and educational visits.
- Regular volunteers will be recruited, inducted and supervised in accordance with the safeguarding requirements appropriate to the nature, frequency and level of contact associated with their role.
- **Students from schools, colleges, universities and recognised training providers** may undertake placements at Riverside Bridge School to support their learning and professional development.
- Placement arrangements will be agreed with the relevant education provider and will be subject to appropriate safeguarding checks, induction and supervision. Students remain learners within the setting and will always work under the direction of school staff.
- **Governors acting as volunteers -** Governors may occasionally undertake voluntary activities within the school that are separate from their governance responsibilities, for example by supporting educational visits, careers events or community activities.
- Where governors undertake volunteer activities, they will be subject to the same expectations, safeguarding arrangements and professional standards as other volunteers, appropriate to the role being undertaken.
- **Parent and family volunteers** - Riverside Bridge School values the contribution that parents, carers and family members can make to the wider life of the school. Parent volunteers strengthen

partnerships between home and school and contribute to opportunities that enrich pupils' experiences beyond the classroom.

Parents and family members may be invited to volunteer in activities that support the wider school community, including:

- educational visits and community outings.
- sports days, performances and celebration events.
- enterprise activities and fundraising events.
- breakfast Club and community projects.
- careers and Preparing for Adulthood activities.
- family engagement events and curriculum celebration activities.

The school recognises that involving parents in educational visits and community-based activities can build confidence, strengthen home-school partnerships and demonstrate that children and young people with complex SEND can successfully access experiences beyond the school environment. These opportunities also enable families to observe approaches that promote communication, participation and independence within real-life contexts, supporting the school's Preparation for Adulthood ethos.

Parent volunteers will work under the direction of school staff within clearly defined roles. They will not be allocated responsibility for supervising groups of pupils, undertaking intimate care, administering medication, independently implementing positive support strategies or carrying out duties that are the responsibility of school employees.

The Headteacher retains discretion over all parent volunteering arrangements and may approve, decline or withdraw opportunities where this is considered necessary in the best interests of pupils, staff or the effective operation of the school.

Section 05

RECRUITMENT AND SAFER RECRUITMENT

Checking suitability. Meeting safeguarding duties. Managing risk.

Riverside Bridge School is committed to safeguarding and promoting the welfare of children and young people. The recruitment and appointment of volunteers forms part of the school's wider safeguarding responsibilities and will be undertaken in accordance with statutory guidance, including Keeping Children Safe in Education, relevant Disclosure and Barring Service requirements and the school's Safeguarding and Child Protection Policy.

The school recognises the particular vulnerability of many pupils at Riverside Bridge School, including pupils with complex communication needs, limited understanding of risk or professional boundaries and difficulties communicating concerns. Riverside Bridge School will therefore adopt a robust and precautionary approach to the recruitment, checking and deployment of volunteers.

No individual will begin volunteering until the school is satisfied that all checks, assessments, induction arrangements and safeguarding requirements appropriate to the role have been completed.

Application and suitability assessment

Prospective volunteers will be required to provide information about their identity, experience, skills, interests, availability and reasons for wishing to volunteer. The school may require completion of a volunteer application form and will meet with the prospective volunteer to discuss:

- the proposed role and activities;
- their understanding of safeguarding and professional boundaries;
- their experience of working with children or people with SEND;
- the level and frequency of contact with pupils;
- supervision arrangements;
- their suitability to work within a specialist SEND environment.

The school may request references or other supporting information where this is considered appropriate to the role.

Acceptance of an application is at the discretion of the Headteacher and does not create an entitlement to a volunteer placement.

Identity and recruitment checks

All volunteers will be required to provide satisfactory evidence of identity before commencing their role.

The school will determine the checks required according to the nature, frequency and duration of the role.

These may include:

- verification of identity;
- references;
- an enhanced Disclosure and Barring Service check;
- children's barred list information where the role constitutes regulated activity;
- checks against the DBS Update Service where appropriate;
- overseas criminal record or equivalent checks where relevant;
- confirmation of the individual's right to undertake the proposed activity within the United Kingdom;
- any further checks considered necessary to establish suitability.

The school will only request barred list information where it is legally entitled to do so.

Riverside Bridge School DBS standard

Riverside Bridge School will normally require an enhanced DBS check for any volunteer who:

- attends the school on a regular or recurring basis;
- provides direct and ongoing support to pupils;
- supports activities on more than three days within a 30-day period;
- undertakes teaching, training, instruction, care or supervision of pupils;
- may have unsupervised access to pupils;
- accompanies an overnight educational visit;
- otherwise undertakes regulated activity.

Where the role constitutes regulated activity, the enhanced DBS check must include children's barred list information. From 1 September 2026, supervision by a member of staff does not remove this requirement where the frequency or activity threshold for regulated activity is met.

This higher standard reflects the complex needs and vulnerabilities of pupils at Riverside Bridge School and the school's commitment to applying a cautious and safeguarding-led approach.

Payment for DBS checks

Where a volunteer meets the Disclosure and Barring Service definition of a genuine volunteer, the DBS does not charge an application fee for an eligible volunteer check.

Riverside Bridge School will normally meet any reasonable administration or processing fee associated with a DBS check that the school has determined is necessary for an approved volunteering role.

Where an individual does not meet the DBS definition of a volunteer, including where volunteering forms a compulsory part of some courses or qualifications, responsibility for any associated costs will be agreed in advance with the individual or relevant education or training provider.

Where appropriate, volunteers will be encouraged to join the DBS Update Service. The service is free for eligible volunteer certificates and may reduce the need for repeat applications where the certificate remains suitable for the role.

A volunteer may be asked to meet the cost where:

- they independently obtain a check that has not been requested or approved by the school;
- they fail to complete the application or provide the required documentation, resulting in avoidable repeat charges;
- a replacement check is required because information supplied by the applicant was inaccurate or incomplete;
- the individual does not meet the DBS definition of a volunteer and the application is therefore not eligible for a free volunteer check.

Student placements, trainees and individuals undertaking volunteering as a compulsory requirement of a course or qualification may not qualify for a free volunteer DBS check. Responsibility for any associated cost will be agreed in advance with the individual or relevant education or training provider.

Where appropriate, volunteers will be encouraged to join the DBS Update Service. The Update Service is free for volunteer certificates and may reduce the need for repeat DBS applications where the certificate remains appropriate for the role.

Occasional and one-off volunteers

An individual supporting a genuinely occasional, one-off activity, such as a day educational visit, community event, sports day or celebration activity, may not require an enhanced DBS check with children's barred list information where the activity does not meet the legal definition of regulated activity. However, the absence of a DBS requirement will not remove the school's responsibility to assess and manage risk. Before the individual volunteers, the school will determine whether:

- the role is genuinely occasional;
- the activity is limited to a specific event or visit;
- the volunteer will remain under direct staff oversight;
- the volunteer will have no unsupervised access to pupils;
- the volunteer will not undertake intimate care, medication, behaviour management or other restricted duties;
- the volunteer will not have unrestricted access to confidential information;
- the proposed arrangement is suitable for the pupils and activity involved.

The school may require an enhanced DBS check without children's barred list information for an occasional volunteer where this is lawful, proportionate and considered necessary. Government guidance confirms that occasional parent helpers on a non-overnight day trip are not automatically required to obtain an enhanced DBS check with barred list information.

Educational visits

Volunteers may support educational visits and community activities where this has been approved by the school and appropriate recruitment, safeguarding and supervision arrangements are in place.

Before the visit, volunteers will be clearly informed of:

- their allocated role and responsibilities;
- supervision and safeguarding expectations;
- relevant pupil information necessary to undertake their role safely;
- emergency and reporting arrangements;
- confidentiality requirements.

Volunteers will remain under the direction of the Visit Leader and school staff and must not make independent decisions about pupils or the management of the visit.

Risk assessment

A documented risk assessment will be completed where:

- a volunteer does not hold the level of DBS check normally expected by the school;
- the role is occasional or unusual;
- the volunteer will support an educational visit or community activity;
- supervision arrangements require particular consideration;
- additional safeguarding concerns or vulnerabilities are identified.

The risk assessment will consider:

- the nature and purpose of the activity;
- the frequency and duration of volunteering;
- the age, needs and vulnerabilities of the pupils involved;
- the volunteer's access to pupils and information;
- the level and consistency of supervision;
- the physical environment;
- the responsibilities allocated to the volunteer;
- any known suitability concerns;
- the control measures required.

Risk assessment will not be used as an alternative to a legally required enhanced DBS check or children's barred list check.

Single Central Record and volunteer records

The school will maintain an appropriate record of volunteers and the checks completed.

Volunteers undertaking regulated activity and other volunteers required by statutory guidance will be recorded on the Single Central Record. Records will clearly identify:

- the individual's role;
- whether the role is regulated activity;
- the DBS level obtained;
- whether children's barred list information was checked;
- the date checks were completed;
- any relevant risk assessment or supervision arrangements.

Pending or unsatisfactory checks

Volunteers will not normally begin a regular placement or undertake regulated activity before all required checks have been completed and judged satisfactory.

Where information is disclosed through a DBS certificate, reference, application or other recruitment check, the Headteacher will undertake a proportionate suitability assessment before deciding whether the individual may volunteer.

The existence of information will not automatically prevent a person from volunteering. However, the safety and welfare of pupils will remain the overriding consideration.

Refusal or withdrawal of a placement

The school may refuse, delay, restrict, suspend or end a volunteering arrangement where:

- required checks have not been completed;
- information raises concerns regarding suitability;
- the volunteer does not follow school procedures;
- safeguarding or professional-boundary concerns arise;
- appropriate supervision cannot be maintained;
- the role is no longer required;
- the arrangement adversely affects a pupil's welfare or independence;
- continuation is not considered to be in the best interests of pupils or the effective operation of the school.

The Headteacher's decision regarding the suitability or continuation of a volunteering arrangement will be final.

Section 06

DEPLOYMENT OF VOLUNTEERS

Defining roles. Matching responsibility to competence. Maintaining oversight.

The deployment of volunteers at Riverside Bridge School will be carefully planned to ensure that volunteering enhances pupils' educational experiences whilst maintaining the highest standards of safeguarding, supervision and professional practice. All volunteers will work within clearly defined roles that reflect their experience, training, recruitment checks and the needs of the pupils they are supporting. The deployment of volunteers will always remain under the direction of the Headteacher or their delegated representative. Volunteers may be allocated to a range of activities that support the wider life of the school but will not replace employed staff or undertake duties requiring professional judgement or statutory responsibility.

Permitted activities

Subject to appropriate recruitment, induction and supervision arrangements, volunteers may be invited to support activities including:

- educational visits and community outings;
- breakfast club;
- enterprise and fundraising activities;
- sports days, performances and celebration events;
- careers and Preparation for Adulthood activities;
- gardening and environmental projects;
- community engagement activities;
- reading and recreational activities;
- family engagement events;
- other activities approved by the Headteacher.

The specific responsibilities allocated to each volunteer will be determined by the school according to the individual's experience, safeguarding checks and the nature of the activity.

Activities volunteers must not undertake

Volunteers must not undertake duties that are the responsibility of appropriately trained school staff. Unless expressly authorised in writing by the Headteacher and supported by appropriate training and statutory requirements where applicable, volunteers must not:

- undertake sole responsibility for a pupil or group of pupils;

- teach, assess or make educational decisions on behalf of the school;
- administer medication;
- undertake intimate or personal care;
- carry out moving and handling procedures;
- use physical intervention or restraint;
- implement Positive Support or Regulation Plans independently;
- transport pupils in private vehicles;
- access confidential pupil records unless authorised;
- undertake first aid unless specifically trained and authorised;
- carry out any activity requiring professional judgement or statutory responsibility.

Supervision

All volunteers will work under the direction of a designated member of staff.

The level of supervision provided will reflect:

- the volunteer's role;
- recruitment and safeguarding checks completed;
- the nature of the activity;
- the needs and vulnerabilities of the pupils involved;
- any risk assessment completed by the school.

Volunteers must follow all reasonable instructions given by school staff and immediately report any concern, incident or accident to the member of staff responsible for supervising their activity.

Professional boundaries

Volunteers are expected to maintain professional relationships with pupils, families and staff at all times.

Volunteers must not:

- exchange personal contact details with pupils;
- communicate with pupils through personal social media or messaging platforms;
- arrange contact with pupils outside authorised school activities;
- give gifts or money to individual pupils without prior agreement from the school;
- photograph or record pupils using personal devices;
- share confidential information obtained through their volunteering role.

Where a pupil seeks inappropriate levels of contact or develops an unhealthy dependency upon a volunteer, this must be reported immediately to the designated member of staff so that appropriate support and review can take place.

Educational visits

Volunteers supporting educational visits play an important role in enabling pupils to access meaningful experiences within the wider community.

Before participating in a visit, volunteers will receive information appropriate to their role, including:

- the purpose of the visit;
- safeguarding arrangements;
- emergency procedures;
- expectations regarding supervision;
- relevant medical, communication, regulation and support information necessary to fulfil their allocated role;
- confidentiality requirements;
- who to contact if concerns arise during the visit.

Volunteers will follow the instructions of the Visit Leader at all times and will not make independent decisions regarding pupils or the management of the visit.

Changes to deployment

The school reserves the right to amend, suspend or end a volunteer's deployment at any time where this is considered necessary to:

- protect pupils' safety or well-being;
- maintain effective safeguarding arrangements;
- respond to changing pupil needs;
- ensure appropriate staffing or supervision;
- address concerns regarding professional conduct or boundaries;
- support the effective operation of the school.

Changes to deployment will be managed fairly and proportionately, with the welfare of pupils remaining the overriding consideration.

Section 07

SAFEGUARDING AND PROFESSIONAL BOUNDARIES

Remaining vigilant. Maintaining boundaries. Reporting concerns.

Safeguarding responsibilities

The welfare of every pupil is the paramount consideration at Riverside Bridge School. All volunteers have a responsibility to contribute to a safe, supportive and protective environment where pupils are respected, listened to and safeguarded from harm.

Although volunteers are not employees of the school, they are expected to uphold the same safeguarding standards whilst undertaking their volunteering role. Volunteers must always act in accordance with this policy, the school's Safeguarding and Child Protection Policy, relevant statutory guidance and any instructions provided by school leaders.

Many pupils at Riverside Bridge School have complex communication needs, learning disabilities, autism, sensory differences and additional vulnerabilities that may affect how they communicate concerns, understand risk or seek help. Volunteers must recognise that safeguarding within a specialist SEND environment requires increased vigilance, patience and professional curiosity.

Where a volunteer has any concern regarding the safety or welfare of a pupil, regardless of how minor it may appear, they must report this immediately to the Designated Safeguarding Lead (DSL) or a Deputy Designated Safeguarding Lead (DDSL). Volunteers must never investigate concerns themselves or promise confidentiality to a pupil.

Reporting safeguarding concerns

Volunteers must report immediately:

- any disclosure or allegation made by a pupil;
- signs or indicators of abuse or neglect;
- unexplained injuries;
- concerning changes in communication, regulation, presentation or emotional wellbeing;
- unsafe practice observed by another adult;
- concerns relating to online safety or inappropriate use of technology;
- any incident that may place a pupil or adult at risk;
- any safeguarding concern occurring during educational visits or community activities.

Where there is an immediate risk of harm, volunteers must seek assistance from the nearest member of staff without delay.

Professional boundaries

Volunteers must maintain clear professional boundaries at all times.

Professional relationships should always be based upon the needs and best interests of pupils rather than personal attachment or familiarity. Volunteers should be warm, encouraging and supportive whilst recognising that they are not family members, carers or friends.

Volunteers must not:

- seek inappropriate personal relationships with pupils;
- exchange personal contact details;
- communicate with pupils outside authorised school activities;
- meet pupils or families outside school without prior approval;
- accept invitations to pupils' homes unless authorised by the school;
- develop dependency or favouritism towards individual pupils;
- undermine professional decisions made by school staff.

Where a volunteer becomes concerned that a pupil is developing an unhealthy attachment or reliance upon them, this must be discussed with the supervising member of staff so that appropriate support can be provided.

Physical contact

Positive, respectful and appropriate physical contact may occasionally be necessary to provide reassurance, celebrate success or support participation in activities.

Any physical contact must:

- always be appropriate to the situation;
- respect the dignity of the pupil;
- never be secretive;
- never meet the needs of the adult rather than the pupil;
- always cease if the pupil indicates discomfort or distress.

Volunteers must not undertake:

- physical intervention or restraint;
- intimate or personal care;
- moving and handling procedures;
- any physical support requiring specialist training.

These responsibilities remain with appropriately trained members of staff.

Photography, mobile phones and social media

The privacy and dignity of pupils must always be protected. Volunteers must not:

- use personal mobile phones to photograph or record pupils;

- share images of pupils through social media or messaging applications;
- communicate with pupils through personal online accounts;
- post information that could identify pupils, families or staff;
- access social networking sites whilst undertaking volunteering activities unless authorised for school purposes.

Any photographs required for school purposes will only be taken using school-authorised equipment and in accordance with parental permissions and the school's Online Safety and Data Protection policies.

Confidentiality

Volunteers may become aware of sensitive personal information relating to pupils, families or staff.

All information obtained through volunteering must remain confidential and only be shared where necessary to safeguard a pupil or fulfil the volunteer's responsibilities.

Confidential information must never be discussed:

- outside the school;
- with friends or family;
- on social media;
- in public places;
- with individuals who do not have a legitimate professional need to know.

The duty of confidentiality continues after a volunteering placement has ended.

Low-level concerns

Riverside Bridge School promotes an open and transparent safeguarding culture.

Volunteers are encouraged to report any conduct by adults that causes concern, even where the conduct does not meet the threshold for a safeguarding allegation.

Examples may include:

- inappropriate language;
- unprofessional boundaries;
- inconsistent practice;
- conduct that makes others feel uncomfortable;
- actions that do not reflect the school's professional standards.

Low-level concerns will be managed in accordance with the school's Safeguarding and Child Protection Policy.

Allegations against volunteers

Any allegation or safeguarding concern relating to a volunteer will be managed promptly, fairly and in accordance with statutory guidance and the school's safeguarding procedures.

Where appropriate, volunteering activities may be suspended whilst concerns are considered. Suspension is a neutral act intended to protect pupils, volunteers and the integrity of any enquiries.

Where concerns meet the relevant threshold, the school will consult the Local Authority Designated Officer (LADO), the police or other appropriate agencies in accordance with statutory guidance.

Safeguarding culture

Safeguarding is everyone's responsibility.

Volunteers are expected to contribute positively to Riverside Bridge School's safeguarding culture by remaining vigilant, following professional guidance, challenging unsafe practice where appropriate and placing the safety, dignity and wellbeing of pupils above all other considerations.

The school recognises that effective safeguarding relies upon openness, professional curiosity and timely communication. Volunteers play an important role in maintaining this culture and are encouraged to seek advice whenever they are unsure how to respond to a situation.

Section 08

INDUCTION, TRAINING AND SUPERVISION

Preparing volunteers. Providing guidance. Maintaining oversight.

Induction

Before commencing their volunteering role, all volunteers will complete an induction appropriate to the nature, frequency and responsibilities of their placement. The purpose of the induction is to ensure that volunteers understand the school's expectations, safeguarding responsibilities and operational procedures before working alongside pupils or staff.

The level of induction provided will be proportionate to the volunteer's role, the frequency of their involvement and the level of contact they will have with pupils.

As a minimum, volunteers will be introduced to:

- the ethos and values of Riverside Bridge School;
- their allocated role and responsibilities;
- safeguarding procedures, including how to report concerns;
- the identity of the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Leads (DDSLs);
- emergency procedures, including fire evacuation arrangements;
- signing in and visitor identification procedures;
- health and safety requirements;
- professional boundaries and confidentiality;
- communication expectations within a specialist SEND environment;
- the member of staff responsible for their supervision.

Volunteers will have the opportunity to ask questions throughout the induction process and should seek clarification whenever they are uncertain about any aspect of their role.

Safeguarding training

All volunteers will receive safeguarding information appropriate to their role before beginning their placement.

Regular volunteers will receive safeguarding guidance that reflects the expectations of Keeping Children Safe in Education (KCSIE) and the school's Safeguarding and Child Protection Policy. Where appropriate, volunteers may be asked to read relevant sections of the school's safeguarding documentation or complete additional safeguarding training identified by the school.

Volunteers must understand:

- that safeguarding is everyone's responsibility;
- how to recognise potential safeguarding concerns;
- how concerns should be reported;
- that concerns must never be investigated personally;
- the importance of acting immediately where a pupil may be at risk;
- how safeguarding responsibilities apply within a specialist SEND setting.

Understanding Riverside Bridge School

Volunteers should understand that Riverside Bridge School supports pupils with a wide range of complex special educational needs and disabilities.

Many pupils communicate differently, require visual supports, experience sensory differences, require assistance with emotional regulation or have significant medical needs. Volunteers are not expected to become specialists; however, they are expected to follow the guidance provided by school staff and respect the individual needs of every pupil.

Volunteers should promote:

- communication;
- participation;
- independence;
- dignity;
- respect;
- inclusion.

Where volunteers are unsure how best to support a pupil, they should always seek advice from the supervising member of staff.

Ongoing supervision

Every volunteer will be allocated a designated member of staff who will provide guidance, supervision and support throughout the volunteering placement.

The supervising member of staff will:

- provide appropriate guidance and direction;
- ensure volunteers understand their responsibilities;
- monitor the effectiveness of the placement;
- address any concerns or questions;
- ensure volunteers remain within the agreed scope of their role;
- report any safeguarding or professional concerns to senior leaders where appropriate.

Volunteers are encouraged to discuss any concerns, uncertainties or difficulties at the earliest opportunity so that appropriate advice or support can be provided.

Review of volunteer placements

The school may periodically review volunteer placements to ensure that they continue to meet the needs of pupils and the school.

Reviews may consider:

- the effectiveness of the volunteer's contribution;
- safeguarding and supervision arrangements;
- feedback from staff;
- the suitability of allocated duties;
- changes in pupil needs;
- whether additional support or training is required.

Where appropriate, volunteering arrangements may be amended to ensure that placements continue to operate safely and effectively.

Equality, inclusion and support

Riverside Bridge School values the contribution that volunteers make to the life of the school and is committed to creating an inclusive environment where volunteers are treated with dignity and respect.

Reasonable adjustments will be considered where appropriate to enable volunteers to undertake their role safely and effectively, provided that such adjustments remain compatible with the school's safeguarding responsibilities and the needs of pupils.

All volunteers are expected to contribute positively to an inclusive culture that celebrates diversity and promotes equality of opportunity for all members of the school community.

Riverside Bridge School expectation

Volunteering at Riverside Bridge School is a collaborative partnership between the volunteer and the school. Volunteers are encouraged to ask questions, seek guidance and continue developing their understanding throughout their placement. By working under the direction of experienced staff and embracing the school's values, volunteers help create a safe, welcoming and enriching environment where every pupil can communicate, participate and achieve their potential.

Section 09

PROFESSIONAL CONDUCT AND CONFIDENTIALITY

Acting professionally. Protecting information. Maintaining trust.

Professional standards

Volunteers represent Riverside Bridge School whilst undertaking their role and are expected to conduct themselves in a professional, respectful and responsible manner at all times.

Volunteers are expected to:

- act in the best interests of pupils at all times;
- treat pupils, families, staff and visitors with dignity, courtesy and respect;
- follow all reasonable instructions provided by school staff;
- uphold the values and ethos of Riverside Bridge School;
- work collaboratively with staff and other volunteers;
- demonstrate honesty, integrity and professionalism;
- contribute positively to a safe, inclusive and welcoming school environment.

Volunteers should recognise that, although they are not employees of the school, they are expected to model the same high standards of conduct and professionalism whilst undertaking their volunteering duties.

Attendance and reliability

Volunteers are asked to attend at the agreed times and notify the school as soon as possible if they are unable to attend or expect to arrive late.

Where volunteering forms part of a regular commitment, consistent attendance supports effective planning and helps maintain continuity for pupils. The school recognises that volunteers give their time freely and appreciates open communication where circumstances change. Persistent non-attendance or repeated failure to notify the school may result in a review of the volunteering arrangement.

Dress and presentation

Volunteers are expected to dress appropriately for a professional educational environment and wear clothing that enables them to undertake their role safely and comfortably.

Clothing should be suitable for working alongside children and young people with complex SEND and should not present a health and safety risk.

Volunteers must wear any identification provided by the school whilst on site and comply with any specific dress requirements communicated for particular activities or educational visits.

Confidentiality and information sharing

Volunteers may become aware of confidential information relating to pupils, families, staff or the operation of the school.

Such information must only be used for the purpose of undertaking the agreed volunteering role and must not be disclosed to any person outside the school unless authorised or where required as part of safeguarding procedures.

Volunteers must not:

- discuss pupils or families outside the school;
- share confidential information with other parents or visitors;
- remove confidential documents from the school without authorisation;
- access information that is not required for their role;
- retain personal information following the end of their volunteering placement.

Where safeguarding concerns arise, confidentiality must never prevent appropriate information being shared with the Designated Safeguarding Lead or other authorised professionals.

Data protection

Volunteers are expected to comply with the school's Data Protection Policy and the requirements of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Personal information must be handled securely, used only for legitimate school purposes and protected from unauthorised access or disclosure.

Any loss of confidential information or suspected data breach must be reported immediately to the supervising member of staff.

Equality, diversity and inclusion

Riverside Bridge School is committed to creating an environment where every individual is valued, respected and treated fairly. Volunteers are expected to promote equality of opportunity and demonstrate respect for the diverse backgrounds, identities, cultures, beliefs and lived experiences of pupils, families, staff and visitors.

Discriminatory language or conduct will not be tolerated and may result in the immediate review or termination of a volunteering placement.

Gifts, hospitality and personal relationships

Volunteers must not accept gifts, money or personal favours from pupils or families that could reasonably be perceived as creating a conflict of interest or compromising professional boundaries.

Likewise, volunteers must not give gifts or money to individual pupils without the prior agreement of the Headteacher or their delegated representative.

Any offers of gifts or hospitality that may give rise to a conflict of interest should be reported to the supervising member of staff.

Concerns, complaints and whistleblowing

Volunteers are encouraged to raise any concerns about unsafe practice, professional conduct or the welfare of pupils promptly and without fear of disadvantage.

Concerns should normally be raised with the supervising member of staff or a senior leader. Safeguarding concerns must always be reported immediately in accordance with the school's Safeguarding and Child Protection Policy.

Where a volunteer believes that concerns have not been appropriately addressed, they may raise the matter through the school's Whistleblowing Policy.

Use of school property

Any equipment, resources or facilities provided by Riverside Bridge School remain the property of the school and must be used responsibly, safely and only for authorised purposes.

Volunteers must return any identification badges, keys, equipment or materials issued by the school at the end of their placement or immediately upon request.

Professional expectations

Riverside Bridge School values the commitment, experience and enthusiasm that volunteers bring to the school community. In return, volunteers are expected to demonstrate professionalism, integrity and respect in every aspect of their role. By maintaining high standards of conduct and confidentiality, volunteers help protect pupils, support colleagues and contribute to the positive reputation of the school within the wider community.

Section 10

HEALTH, SAFETY AND EDUCATIONAL VISITS

Managing risk. Supporting safe participation. Following procedures.

Health and safety responsibilities

Riverside Bridge School is committed to providing a safe and healthy environment for pupils, staff, volunteers and visitors.

Whilst volunteering within the school, volunteers are expected to take reasonable care of their own health and safety and that of others who may be affected by their actions. Volunteers must follow all school health and safety procedures, cooperate with staff and report any hazards, accidents or concerns promptly.

Volunteers must familiarise themselves with relevant emergency procedures, including fire evacuation arrangements, lockdown procedures and reporting arrangements for accidents or incidents.

Site safety

Volunteers are expected to comply with the school's security and visitor procedures at all times.

This includes:

- signing in and out using the school's visitor management system;
- wearing the visitor or volunteer identification provided by the school;
- remaining within authorised areas of the school;
- following instructions issued by school staff during emergencies;
- reporting hazards or unsafe conditions immediately;
- ensuring external doors and security arrangements are not compromised.

Volunteers must not permit unauthorised visitors to enter the school site.

Risk assessments

The school will undertake risk assessments where appropriate to ensure that volunteering activities are carried out safely.

Risk assessments may consider:

- the nature of the activity;
- the needs and vulnerabilities of pupils;
- the volunteer's role;
- supervision arrangements;
- environmental hazards;
- medical considerations;
- emergency procedures.

Volunteers are expected to follow all identified control measures and immediately report any circumstances that may require a risk assessment to be reviewed.

Accidents, incidents and near misses

Any accident, injury, near miss or dangerous occurrence involving a volunteer or observed by a volunteer must be reported immediately to the supervising member of staff.

Volunteers must not attempt to investigate serious incidents independently or provide information to external parties on behalf of the school.

Where appropriate, incidents will be recorded in accordance with the school's Health and Safety Policy and statutory reporting requirements.

Medical emergencies

Volunteers should immediately seek assistance from a member of staff if a pupil, visitor or another volunteer becomes unwell or requires medical assistance.

Volunteers must not administer medication, undertake medical procedures or provide first aid unless specifically trained, authorised and requested to do so by the school.

In an emergency, volunteers should follow the instructions of school staff and emergency services.

Educational visits and community activities

Volunteers may support educational visits and community activities where this forms part of their agreed role. All volunteers participating in a visit must:

- receive an appropriate briefing from the Visit Leader;
- understand their allocated responsibilities;
- follow safeguarding, supervision and emergency arrangements;
- be given only the pupil information necessary to undertake their role safely;
- follow the visit risk assessment and identified control measures;
- remain under the direction of the Visit Leader and school staff;
- report any concern, incident or change in circumstances immediately.

Volunteers are additional supporting adults and do not replace appropriately trained school staff. They must not undertake duties for which they are not trained, authorised or appropriately checked.

All visits will otherwise be managed in accordance with the school's Educational Visits Policy.

Manual handling and physical support

Many pupils at Riverside Bridge School require specialist physical support or moving and handling procedures. Volunteers must not undertake:

- moving and handling activities;

- hoisting procedures;
- physical intervention;
- restraint;
- intimate care;
- any physical support requiring specialist training.

These activities remain the responsibility of appropriately trained members of staff.

Where a volunteer is uncertain whether an activity is appropriate, they must seek advice before assisting.

Lone working

Volunteers will not normally work alone with pupils or undertake activities without appropriate staff oversight. Where circumstances require a volunteer to undertake activities away from the immediate presence of staff, suitable supervision and safeguarding arrangements will be determined by the school in advance.

Insurance

Riverside Bridge School maintains appropriate insurance arrangements in respect of its activities.

Volunteers acting within the scope of their authorised role and in accordance with school policies and procedures will normally be covered by the school's relevant insurance arrangements. Volunteers must immediately report any incident that may give rise to an insurance claim or legal liability.

Health and safety culture

Maintaining a safe learning environment is a shared responsibility. Volunteers are expected to contribute positively by following school procedures, remaining alert to potential hazards, reporting concerns promptly and working collaboratively with staff to ensure that pupils can learn, participate and thrive in a safe and supportive environment.

The safety of pupils, staff, volunteers and visitors underpins every activity undertaken at Riverside Bridge School. Volunteers support this commitment by following school procedures, working within their agreed role and recognising that the complex needs of many pupils require careful planning, consistent supervision and a proactive approach to risk management.

Section 11

ENDING A VOLUNTEER PLACEMENT

Reviewing arrangements. Responding fairly. Protecting pupils.

Review of volunteer placements

Riverside Bridge School values the time, commitment and contribution made by volunteers. Volunteering arrangements are intended to be positive, mutually beneficial and focused on enhancing opportunities for pupils. From time to time, volunteering arrangements may be reviewed to ensure they continue to meet the needs of the school, pupils and the volunteer. Reviews may take place as part of routine monitoring or where there has been a significant change in circumstances affecting the volunteer or the school.

Ending a placement by the volunteer

Volunteers may end their placement at any time by informing the school as soon as reasonably practicable. Where possible, volunteers are asked to provide reasonable notice to enable the school to make alternative arrangements and minimise disruption to pupils and planned activities. Before leaving, volunteers should return any identification badges, keys, equipment or other school property and ensure that any confidential information obtained during their placement remains confidential after their volunteering has ended.

Ending a placement by the school

The Headteacher reserves the right to suspend or end a volunteering placement at any time where this is considered necessary to protect pupils, staff, volunteers or the effective operation of the school. A placement may be ended where there are concerns relating to:

- safeguarding or pupil welfare;
- unsuitable conduct or failure to maintain expected professional standards;
- failure to follow school policies or reasonable instructions;
- breaches of confidentiality or data protection;
- inappropriate professional boundaries;
- failure to complete or maintain required recruitment checks;
- health and safety concerns;
- changes to the operational needs of the school;
- the volunteer's role no longer being required;
- any other circumstance where the Headteacher considers it inappropriate for the volunteering arrangement to continue.

Where appropriate, concerns will normally be discussed with the volunteer before a placement is ended. However, where safeguarding or pupil welfare is concerned, the school reserves the right to suspend or terminate a placement immediately.

Suspension of a placement

In some circumstances, it may be appropriate to temporarily suspend a volunteering placement whilst concerns are considered or enquiries are undertaken. Suspension is a neutral act and does not imply that any allegation or concern has been substantiated. It may be used to protect pupils, volunteers and the integrity of any investigation.

Where appropriate, volunteers will be informed of the reasons for the suspension and any subsequent decision regarding their placement.

Return of school property

Upon the conclusion of a volunteering placement, volunteers must return any property belonging to Riverside Bridge School, including but not limited to:

- identification badges;
- keys or access devices;
- school resources or equipment;
- confidential documents;
- any other materials issued for the purposes of volunteering.

Access to school systems or facilities provided for the volunteer role will be withdrawn where applicable.

Ongoing confidentiality

The duty to maintain confidentiality continues after a volunteering placement has ended. Volunteers must not disclose confidential information relating to pupils, families, staff or the operation of the school that became known to them during their placement, except where disclosure is required by law or forms part of safeguarding procedures.

Learning from volunteer placements

Where appropriate, Riverside Bridge School may seek feedback from volunteers and staff following the conclusion of a placement to help evaluate the effectiveness of the volunteering programme and identify opportunities for future improvement. The school is committed to maintaining a positive volunteering culture that supports pupils whilst recognising the valuable contribution made by volunteers to the wider school community.

Section12

MONITORING AND REVIEW

Monitoring effectiveness. Maintaining compliance. Strengthening practice.

This policy will be reviewed annually by the Headteacher and Governing Board, or sooner where there are changes to legislation, statutory guidance or operational practice.

The Headteacher is responsible for the day-to-day implementation of this policy and for ensuring that volunteering arrangements operate safely, effectively and in accordance with safeguarding requirements.

The Governing Board will monitor the effectiveness of the policy through its oversight of safeguarding, health and safety and wider governance responsibilities.

Section 13

RELATED POLICIES & FRAMEWORKS

Connecting practice. Strengthening consistency.

This policy should be read in conjunction with the following documents:

- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Visitor to School Policy
- Health and Safety Policy
- Educational Visits Policy
- Positive Support Policy
- Medical Needs, Medication and Allergy Safety Policy
- Equality, Diversity, Equity and Inclusion Policy
- Data Protection Policy
- Online Safety Policy
- Whistleblowing Policy
- Complaints Policy
- Risk Assessment Policy
- Mobile and Smart Technology Policy

APPENDICES

Appendix A - Volunteer activities

This matrix provides an overview of the activities that volunteers may undertake at Riverside Bridge School. It should be read alongside this policy, the Safeguarding and Child Protection Policy and any individual risk assessments. The Headteacher retains discretion to approve or decline volunteering activities according to the needs of the school and the safeguarding requirements of each role.

Activity	Permitted	Conditions / Notes
Educational visits (day visits)	✓	Under the direction of school staff and following the visit briefing.
Educational visits (overnight)	✓	Enhanced DBS with children's barred list information required where the role constitutes regulated activity.
Community outings	✓	Under staff direction and in accordance with the visit risk assessment.
Breakfast Club	✓	Following recruitment, induction and appropriate DBS checks.
Enterprise activities	✓	Under staff supervision.
Careers and Preparation for Adulthood activities	✓	Supporting staff-led activities only.
Sports Day	✓	Under staff direction.
Performances and celebration events	✓	Allocated responsibilities only.
Fundraising activities	✓	School approved activities only.
Gardening and environmental projects	✓	Subject to risk assessment where required.
Family engagement events	✓	School organised activities only.
Reading, games and recreational activities	✓	Under staff supervision.
Supporting classroom teaching	✗	Volunteers do not support the routine delivery of teaching and learning.
Sole supervision of pupils	✗	Never permitted.
Sole supervision of a group	✗	Never permitted.
Teaching lessons	✗	Responsibility of employed staff.

Activity	Permitted	Conditions / Notes
Assessing pupils	✕	Responsibility of employed staff.
Planning learning activities	✕	Responsibility of employed staff.
Administering medication	✕	Staff authorised under the Medical Needs Policy only.
Intimate or personal care	✕	Staff only.
Moving and handling pupils	✕	Staff trained in approved procedures only.
Physical intervention or restraint	✕	Authorised trained staff only.
Decisions about Positive Support or pupil regulation	✕	Responsibility of school staff.
Recording pupil incidents or Positive Support information	✕	Staff responsibility.
Accessing confidential pupil files	✕	Unless specifically authorised for the role.
Photographing pupils using personal devices	✕	Never permitted.
Using personal social media to contact pupils	✕	Never permitted.
Exchanging personal contact details with pupils	✕	Never permitted.
Transporting pupils in a private vehicle	✕	Never permitted.
Giving gifts or money to individual pupils	✕	Not permitted without prior approval from the Headteacher.
Discussing confidential pupil information outside school	✕	Never permitted.

Key Principles

All volunteers at Riverside Bridge School must:

✓ Work under the direction of school staff.

✓ Follow school policies, procedures and safeguarding guidance.

✓ Maintain professional boundaries at all times.

✓ Promote pupils' communication, participation and independence.

✓ Immediately report any safeguarding, welfare or health and safety concern.

✓ Wear identification provided by the school whilst on site.

✓ Respect confidentiality and the privacy of pupils and families.

✓ Sign in and out of the school and follow visitor procedures.

Volunteers are an important part of the Riverside Bridge School community. Their role is to enrich pupils' experiences, strengthen community participation and support Preparation for Adulthood. Volunteers complement the work of school staff; however, they do not replace it. All volunteering arrangements are planned around the needs, safety and wellbeing of our pupils.

Appendix B - Volunteer agreement

I understand that as a volunteer at Riverside Bridge School I will:

- ☐ Follow all school policies and procedures.
- ☐ Promote the safety, dignity and well-being of every pupil.
- ☐ Maintain professional boundaries at all times.
- ☐ Immediately report any safeguarding concern.
- ☐ Respect confidentiality.
- ☐ Follow instructions given by school staff.
- ☐ Wear my visitor/volunteer identification.
- ☐ Never undertake duties that have not been authorised.
- ☐ Support pupils to develop communication, participation and independence.
- ☐ Understand that my volunteering arrangement may be reviewed, amended or ended at any time in the interests of pupils or the school.

Volunteer's Name:
Signature:
Date:
School Representative:

Appendix C


VOLUNTEERING AT A GLANCE
Everything you need to know about volunteering at Riverside Bridge School.
WHO CAN VOLUNTEER?
We welcome volunteers from all backgrounds who share our values and commitment to our pupils.
You can volunteer if you are:
Aged 18 or over (unless on an approved student placement)
Reliable, respectful and committed
Able to follow school policies and procedures
Passionate about supporting children and young people with SEND
Able to work under the direction of school staff
Every volunteer helps make a difference to our pupils' lives.
HOW ARE VOLUNTEERS RECRUITED?
We follow safer recruitment procedures to keep our pupils safe.
1 Complete a volunteer application form
2 Informal conversation with a member of staff
3 Provide identification
4 DBS check (where required)
5 References (where appropriate)
6 Volunteer Agreement signed
7 Induction before starting
We follow Keeping Children Safe in Education (KCSIE) and safer recruitment guidance at every stage.
WHAT CAN VOLUNTEERS DO?
Volunteers play a valuable role in supporting learning, independence and inclusion.
You may be asked to:
Support pupils with learning activities
Support communication and interaction
Accompany pupils on educational visits and community activities
Support the development of independent skills and life skills
Help with preparation, resources and activities
Support school events and projects
Work under the direction of school staff
All volunteer activities are planned to promote communication, participation and independence.
WHAT CAN'T VOLUNTEERS DO?
To keep pupils safe, volunteers must not:
Work unsupervised with pupils
Undertake intimate or personal care
Provide medication or medical procedures
Use physical intervention or restraint
Move and handle pupils
Take pupils off site on their own
Give gifts or money to pupils
Exchange personal contact details with pupils or families
Use personal mobile phones to photograph or record pupils
Communicate with pupils outside of school activities
Undertake duties that have not been authorised by the school
Always follow the instructions and guidance of the staff member you are working with.
WHO DO YOU REPORT CONCERNS TO?
Safeguarding is everyone's responsibility.
If you have any concern about a pupil's safety or well-being, speak to:
The Designated Safeguarding Lead (DSL) or a Deputy Designated Safeguarding Lead (DDSL)
If you are unsure who this is, ask any member of staff immediately.
Always report concerns – no concern is too small to share.
HOW YOU APPLY
Interested in volunteering at Riverside Bridge School?
1 Complete a Volunteer Application Form
2 Informal discussion with a member of staff
3 Safer recruitment checks completed
4 Induction before starting
5 Start volunteering!
bridge@riversidebridge.com
WHY VOLUNTEER?
Volunteering at Riverside Bridge School is rewarding and makes a real impact.
Make a difference to young people's lives
Support communication, participation and independence
Gain valuable experience and develop new skills
Become part of the Riverside Bridge School community
Be part of a supportive and inclusive team
Thank you for considering volunteering with us.