

Volunteer Safeguarding Checklist

Essential guidelines for volunteer safety and responsibility

Introduction

Purpose and Importance of Safeguarding



Fundamental Responsibility

Safeguarding is essential to protect children and prioritise their welfare in educational settings.

Role of Volunteers

Volunteers must understand safeguarding principles as active participants in the Academy School environment.

Compliance and Boundaries

Volunteers should comply with policies, maintain professional boundaries, and act promptly on concerns.

Legal and Moral Obligation

Safeguarding is a legal and moral duty that supports safety and wellbeing of all pupils.

Before You Start

Essential Preparations for Volunteers



Review Safeguarding Policies

Volunteers must read and sign that they have read our Safeguarding and Child Protection Policy to understand child protection procedures.

Understand Statutory Guidance

Volunteers should review and sign they have understood 'Keeping Children Safe in Education Part 1' outlining safeguarding responsibilities.

Know the Safeguarding Team

Volunteers need to familiarise themselves with the Designated Safeguarding Lead and their location for support.

Commitment to Safety

Completing these steps shows volunteers' responsibility and readiness to maintain a safe environment.

While
Volunteering

Conduct and Responsibilities During Volunteering



Identification and Security

Volunteers must sign in and out and wear visitor lanyards to ensure proper identification and security.

Safeguarding Reporting

All safeguarding concerns should be reported immediately to the Designated Safeguarding Lead for child protection.

Supervision and Transparency

Volunteers must remain in supervised areas and avoid being alone with children to maintain transparency and safety.

Professionalism and Confidentiality

Volunteers should use professional language, maintain confidentiality, and dress appropriately for the school setting.

Do Not

Prohibited Actions for Volunteers



Privacy and Security

Volunteers must not use personal phones or cameras to photograph pupils to protect privacy and maintain security.

Maintaining Professional Boundaries

Contacting pupils via personal social media or messaging is prohibited to avoid blurred boundaries and safeguarding risks.

Prohibition on Gifts and Transport

Giving gifts or transporting pupils without authorisation is forbidden to prevent favoritism and ensure safety.

Confidentiality and Reporting

Volunteers must report safeguarding concerns promptly and keep pupil information confidential to protect the community.

Contact Information and Final Reminder

Academy School Contact Details and Safeguarding Support



Contacting Designated Safeguarding Lead

Volunteers should contact the Designated Safeguarding Lead or Academy School office for any safeguarding concerns or emergencies immediately.

Academy School Contact Information

See the Chancery Education Trust website for the Academy School's contact details: www.chanceryeducation.com

Emergency Procedures

In urgent cases with immediate risk, volunteers must call emergency services at 999 without delay.

Importance of Vigilance

Volunteers are reminded to remain vigilant, keep contacts accessible, and promptly report safeguarding concerns to protect children.