

New Monkland Primary School



Getting it Right for Every Child

Volunteer Policy



Written: January 2026
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Nurture Mindful Passion Successful

At New Monkland Primary School, we recognise the immense benefits that volunteers can bring to our school community. In return we hope to give volunteers an opportunity to share their skills in a different environment and to undertake new experiences.

Status of Volunteers

A volunteer is not an employee and does not have a contract of employment within the school. However, volunteers are expected to follow all school procedures in the same way as paid staff to ensure **consistency, safety, and high-quality care and learning for children**.

Some volunteer roles in our school are classed as **regulated roles**, meaning they involve caring for, supervising, or taking responsibility for children who are not your own. Examples include:

- Supporting trips
- Assisting with class activities etc.

To keep children safe, anyone in a regulated role **must be a member of the Protecting Vulnerable Groups (PVG) Scheme**. This is a legal requirement under the **Disclosure (Scotland) Act 2020**. Full details of this process can be found in our **PVG Policy**

Training

Volunteers will be offered and/or supported as appropriate. We will provide training and support required for the role, including child protection and health and safety. The purpose of this is to enable the volunteer to be supported and enhance their development within their voluntary role within our team.

Policy and Procedures

Volunteers are expected to comply with all the school policies and procedures. The volunteer's induction process will include an explanation of this.

Confidentiality

Volunteers should not disclose information about the school, staff, children and families as stated in the confidentiality policy and should always follow the nursery confidentiality procedures.

Volunteers Induction pack

On commencing their volunteer work, the volunteer will be given a pack containing:

- General information about the school.
- A copy of the volunteering policy
- A confidentiality Statement which will require reading, signing and returning to the head Teacher.
- Details of access to school and relevant policies and procedures.

Volunteer Support

A member of the management team will work with the volunteer through their induction process.

UNCRC Links

- Article 3: All adults should do what is best for you. When adults make decisions, they should think about how their decisions will affect children.
- Article 11: You have the right to be protected from kidnapping.
- Article 27: You have the right to food, clothing, a safe place to live and to have your basic needs met. You should not be disadvantaged so that you can't do many of the things other kids can do.
- Article 29: Your education should help you use and develop your talents and abilities. It should also help you learn to live peacefully, protect the environment and respect other people.
- Article 31: You have the right to play and rest.