



Roseburn Primary School

Volunteer Policy

Created: September 2019

Updated Aug 2026



Volunteering and Volunteer Induction Pack

All volunteers must be PVG checked

The only exception to this is when volunteers are called on for "one-off" help. For example, a volunteer has called in sick for a school excursion and the excursion would have to be cancelled unless someone can step in at short notice.

Non-PVG-checked volunteers cannot supervise children alone

For example, on an excursion where there is only one staff member and a non-PVG-checked volunteer, the staff member should take all children to the toilets and not ask the volunteer to do this.

Process

- Someone offers their time as a volunteer.
- Ask the volunteer to contact the school's Business Manager to request a PVG application form.
- The Business Manager sends a PVG application form to the volunteer who returns the form to the Business Manager.
- The Business Manager submits the PVG application form to be countersigned by the City of Edinburgh Council PVG coordinator.
- (a) The PVG application is successful (i.e. there are no notifications to school) The Business Manager updates the school's list of PVG-checked volunteers on the school drive and sends an updated list to all staff.
- (b) The PVG application results in notifications. The Business Manager discusses this with the Head Teacher. A joint decision is taken whether the volunteering can proceed. The volunteer-applicant is notified. NB seek advice from the City of Edinburgh Council PVG coordinator if you are unsure whether the volunteer can continue given the nature of the notification.
- All new volunteers must receive an induction pack (attached) and an induction meeting to work through the pack.
- Any concerns about a volunteer should be discussed with the Head Teacher in the first instance.



Volunteer Induction pack

Welcome to Roseburn Primary School. We value the time you have given us as a volunteer. We hope you enjoy your time with us. This pack and your induction meeting will help make your volunteering role clear.

PVG check

All volunteers must be PVG (Protecting Vulnerable Groups) checked by Disclosure Scotland and cannot volunteer before a satisfactory certificate has been seen by the school's Business Manager. The Business Manager can help you to apply for a PVG check. More information on PVG checks can be found at www.disclosurescotland.co.uk/

Your information

Any PVG check information which the Business Manager & Head Teacher see will be treated in the strictest of confidence.

Volunteer responsibilities

- To keep themselves & others safe during school activities.
- To follow staff instructions, for example, in emergencies.
- To report any concerns to a member of staff, for example, someone's conduct or a perceived risk.
- To maintain strict confidentiality and not discuss a child or member of staff outwith school.

School responsibilities

- To explain emergency procedures such as fire evacuation.
- To explain how to report concerns such as child protection concerns, conduct concerns or perceived risks.
- To offer any training which would help with your volunteering role.

Volunteer Checklist (store in school office/ volunteer file)

Before you start volunteering, please check off the following list and return it to the school office for the attention of the Head Teacher.

Please tick if you know the following...

- ☐ I know what to do if we need to evacuate the building.
- ☐ I know how to report a child-protection or other concern.
- ☐ I agree to maintain the school's confidentiality rules (by not discussing children or staff (outwith school))



Roseburn Primary School

Children Education & Justice Services
School volunteer application form

Name of school	Roseburn Primary School
Volunteer's name	
Current address	
	City Postcode
Telephone (include mobile)	
E-mail address	
Occupation	
Name of emergency contact	
Relationship to volunteer	
Emergency daytime telephone	
Emergency evening or mobile telephone	
Why do you want to volunteer with us?	
Please describe any skills, hobbies, or experience that you particularly want to use or may be useful as a volunteer?	
When are you available to volunteer? (For example, during the day, at weekends or evenings)	
Applicant's signature	
Date	



References

We require the details of two people we can contact for a reference. One of these should, if possible, be someone you know in a professional capacity, for example, a present or previous employer, a tutor, teacher, or someone for whom you have previously volunteered.

Name of referee 1		
Relationship to volunteer		
Address		
	City	Postcode
Daytime telephone		
Evening/mobile phone		
E-mail address		
Name of referee 2		
Relationship to volunteer		
Address		
	City	Postcode
Daytime telephone		
Evening/mobile phone		
E-mail address		