

St Denys CE Infant School

Volunteer Policy

Original policy date	September 2023
Reviewed by	Emily Hainsworth *(Deputy Headteacher)*
Signed by	
	Executive Headteacher
Date	September 2026
Review date	September 2028

Contents:

Statement of intent

1. Legal framework
2. Definitions
3. Recruitment
4. Supervision
5. Induction
6. Safeguarding
7. Health and safety
8. Absence
9. Confidentiality
10. Complaints
11. Monitoring and review

Appendices

A. Volunteer Code of Conduct
B. Volunteer Agreement Form
C. Volunteer Application Form

Statement of intent

At St Denys CE Infant School, we highly value the contribution that volunteers make to the life of our school. Volunteers play an important role in enriching children's educational experiences, supporting learning opportunities, promoting positive relationships, and strengthening links between the school, families and the wider community.

We are committed to ensuring that all volunteers feel welcomed, respected and supported in their role, while also safeguarding the welfare of all pupils. The school recognises that volunteers bring a wealth of experience, skills and enthusiasm which can have a positive impact on children's learning, wellbeing and personal development.

This policy sets out the procedures for recruiting, inducting, supervising and supporting volunteers within the school. It also outlines the expectations, responsibilities and standards of conduct required of all volunteers to ensure a safe, positive and professional environment for pupils, staff and visitors.

St Denys CE Infant School is committed to safeguarding and promoting the welfare of children and expects all volunteers to share this commitment. Appropriate checks, training and supervision arrangements will be implemented in line with statutory guidance to ensure that volunteers are able to contribute safely and effectively within the school community.

Through effective volunteer engagement, we aim to foster strong partnerships with parents, carers and members of the local community, reflecting our Christian vision and values while enhancing the opportunities available to every child.

This policy sets out the practices and procedures which will be followed when appointing, managing and supervising volunteers, as well as a code of conduct which all volunteers are required to comply with.

1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- The Childcare Act 2006
- UK General Data Protection Regulation (GDPR)
- The Data Protection Act 2018
- DfE (2026) 'Keeping Children Safe in Education 2026
- DfE (2018) 'Disqualification under the Childcare Act 2006'
- DfE (2024) Working Together to Safeguard Children

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Allegations of Abuse Against Staff Policy
- Low-level Safeguarding Concerns Policy
- Complaints Procedures Policy
- Safer Recruitment Policy
- Data Protection Policy
- Staff Code of Conduct

2. Definitions

The following definitions apply for the purposes of this policy. For the purposes of this policy:

"Volunteers" are individuals who engage in an activity which involves spending time, unpaid, doing something which aims to benefit some third party, i.e. the school, and not a close relative.

"Occasional volunteers" are individuals who only accompany staff and pupils on one-off trips that do not involve overnight stays, or who volunteer at specific one-off events, such as sports days.

"Regular volunteers" are individuals who volunteer at the school:

- Three or more times in a 30-day period

A volunteer will be engaging in **"regulated activity"** if they:

- Will be responsible, on a regular basis in school, for teaching, training, instructing, caring for or supervising children.
- Will be working on a regular basis in a specified establishment, such as a school, or in connection with the purposes of the establishment, where the work gives opportunity for contact with children.
- Engage in intimate or personal care or healthcare or any overnight activity, even if this only happens once.

3. Recruitment

Anyone who wishes to become a 'regular' volunteer at the school, will be required to submit a Volunteer Application Form to the school office.

Occasional volunteers

Occasional volunteers will be appointed at the headteacher's discretion and will not be required to go through the recruitment process or complete a Volunteer Application Form.

They will be required to read, agree to and sign the Volunteer Code of Conduct document.

An occasional volunteer will always be supervised by a member of staff, unless the appropriate DBS checks have been obtained.

Occasional volunteers may be required to read, sign and agree to adhere to risk assessments should they be accompanying children on a trip, walk or to undertake a specific activity.

Regular volunteers

Regular volunteers will always go through the following recruitment process:

- The individual will be asked to have an informal discussion with a member of the SLT to ensure they are suitable for the role
- The appropriate safer recruitment checks will be undertaken
- The individual will be made aware of the roles and responsibilities they will be undertaking
- References will be sought where appropriate

Safeguarding checks

Under no circumstances will a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

The school will conduct a risk assessment and use its professional judgement to decide what checks are required. The risk assessment will consider:

- The nature of the work with children, especially if it will constitute regulated activity, including the level of supervision.
- What the school knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers.
- Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability.
- Whether the role is eligible for a DBS check, and if it is, the level of check required.

Details of the risk assessment will be recorded and any DBS checks applied for will be recorded on the school's Single Central Record.

If a volunteer will be working in regulated activity, an enhanced DBS check with children's barred list information will be required. The school will not request barred list information on a volunteer if they are supervised, as they are not considered to be engaged in regulated activity.

For volunteers who are not in regulated activity, but who have the opportunity to come into contact with pupils on a regular basis, it is at the discretion of the school to decide whether or not a DBS check is required.

Volunteers will not be re-checked if they have already had a DBS check; however, the school will consider obtaining a new DBS check, at the level appropriate to the role, if there are concerns about a volunteer.

All checks will be conducted in line with the school's Safer Recruitment Policy.

4. Supervision

If a volunteer is required to be supervised when undertaking an activity, who would otherwise be in regulated activity if not supervised, the school will ensure that:

- There is supervision by an individual who is in regulated activity.
- The supervision is regular and day-to-day.
- The supervision is reasonable in all the circumstances to ensure the protection of the pupils.

When determining what supervision is reasonable so that the volunteer would not be in regulated activity, the school will take the following factors into consideration:

- The ages of the pupils, including whether there is a large gap in their ages
- The number of pupils that the volunteer is working with
- Whether or not there are other staff members present during the activity
- The nature of the volunteer's work and the opportunity for contact with pupils
- How vulnerable the pupils are
- How many volunteers would be supervised by each member of supervising staff

5. Induction

'Regular' volunteers will be required to read and agree to the Volunteer Code of Conduct and Staff Code of Conduct before starting their role at the school.

All 'regular' volunteers will be required to make themselves familiar with school procedures as part of their induction, including the following:

- Child Protection and Safeguarding Policy
- Allegations of Abuse Against Staff Policy
- Low-level Safeguarding Concerns Policy
- Staff Equality, Equity, Diversity and Inclusion Policy
- Health and Safety Policy
- Fire Safety Policy
- Behaviour Policy
- Anti-bullying Policy
- Whistleblowing Policy
- Disciplinary Policy and Procedure
- Complaints Procedures Policy

- Online Safety Policy
- Data Protection Policy
- Data and Cyber-Security Breach Prevention and Management Plan
- Social Media Policy
- Staff ICT and Electronic Devices Policy
- Staff Confidentiality Policy
- Photography and Images Policy

'Regular' volunteers will be provided with access to the above documents upon their induction.

'Regular' volunteers will be required to read Part 1 of 'Keeping children safe in education' as part of their induction.

All volunteers will be provided with a point of contact within the school who they can go to if they have any questions or issues they need to discuss.

6. Safeguarding

Volunteers will be provided with safeguarding information as determined by the headteacher, using a proportionate, risk-based approach.

The school will ensure that activities are planned properly and safely, and that volunteers are informed of these plans. The school will ensure that volunteers have access to a member of school staff, should they wish to discuss difficulties or report on issues that may arise.

All volunteers are required to be identified and located at all times. For this reason, the following process will be adhered to:

- Volunteers will sign in and out of the building at the school office
- Volunteers will wear a visitor's badge at all times
- The headteacher will be made aware of where the volunteer is working

Volunteers will be made aware that they must report any safeguarding concerns in line with the school's Child Protection and Safeguarding Policy. The identity of the school's DSL and any deputies will be made known to all volunteers.

Any safeguarding concerns or allegations raised regarding a volunteer will be dealt with in line with the Low-level Safeguarding Concerns Policy and/or the Allegations of Abuse Against Staff Policy.

7. Health and safety

Volunteers will be required to read the Health and Safety Policy prior to undertaking any activity on behalf of the school.

Volunteers will ensure that they are familiar with emergency procedures, e.g. evacuation, and of any health and safety procedures relating to the activity they will be undertaking, e.g. whilst in a cookery class.

If a volunteer notices any potential hazard which may put another individual at risk of harm, they will report this immediately to the class teacher or a senior member of staff.

8. Absence

Volunteers are required to inform the school office by 8:00am on the day they were due to attend if they are unable to attend at the agreed time.

Failure to inform the school on more than three instances may result in the volunteer being unable to attend the school on any further occasions.

If a volunteer is called away in the event of an emergency while volunteering, they will inform the class teacher or senior leader, and will sign out of the building before leaving the premises.

9. Confidentiality

All volunteers will be required to act in line with the Staff Confidentiality Policy.

Volunteers will not be permitted to discuss any confidential information regarding a pupil or member of staff with any other individual.

Information will be shared with volunteers on a need-to-know basis, and they will not have access to the school's records unless access is required to fulfil their role.

Any volunteer who breaches the confidentiality rules will be asked to leave the premises and will not be able to return to undertake any further activity.

There may be instances where a volunteer is required to pass information to a member of staff, such as if they notice a pupil being bullied or subjected to harm. Volunteers will report any concerns to a member of staff and are instructed not to notify the parents.

10. Complaints

Any complaints made in relation to a volunteer will be managed in line with the school's Complaints Procedures Policy.

11. Monitoring and review

The headteacher will review this policy on an annual basis and will communicate any changes to all members of staff, existing volunteers and relevant stakeholders.

All volunteers will be required to read this policy prior to their attendance at the school.

The next review date for this policy is September 2028.

St Denys Church of England Infant School

Volunteer Code of Conduct

All volunteers are expected to maintain high standards of behaviour and conduct when undertaking any activity at the school.

Volunteers will:

- Observe the high standards of behaviour and ethical conduct mandated by the school.
- Respect other volunteers, members of staff and pupils, and make them feel valued.
- Be approachable, pleasant and positive role models for pupils.
- Adhere to all school policies, including the Child Protection and Safeguarding Policy, Health and Safety Policy, Data Protection Policy, Anti-bullying Policy, and Behaviour Policy.
- Maintain confidentiality of personal information at all times, unless there is a need to report an issue to a member of staff.
- Treat all pupils and members of staff equally.
- Report any incident of challenging behaviour to the class teacher or a senior member of staff immediately.
- Dress appropriately and behave in a manner which promotes healthy and safe working practices.
- Accept and follow directions from the supervisor and seek guidance through clarification where uncertain of tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report any potential hazards in the workplace to the supervisor.
- Make proper use of the resources.
- Conduct work in a cooperative manner.
- Turn off mobile phones while on school premises.

Volunteers will not:

- Discipline pupils; if there are any problems, the class teacher or a senior member of staff will be informed immediately, and they will manage the situation.
- Shout at, hit, threaten or handle a pupil.
- Take photographs in school without the prior permission of the headteacher.
- Develop ‘personal’ or sexual relationships with pupils.
- Work with pupils when not in the proper physical or emotional state to do so, e.g. under medication which causes drowsiness, or under extreme stress which may impair judgement.
- Behave in an illegal, improper or unsafe manner, e.g. smoking or drinking alcohol.
- Share personal contact details with pupils or make personal arrangements to meet pupils outside school.
- Express any extremist or discriminatory views, or any views that would offend others.
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.

- Behave in a manner which may bring the school into disrepute when representing the school.
- Give or receive (other than 'token') gifts, unless arranged through the headteacher, e.g. giving an outgrown sports kit, football boots or uniform to a pupil.

I, _____, have read the code of conduct and agree to abide by the rules outlined in this policy.

Signed: _____ **Date: _____**

St Denys Church of England Infant School

Regular' Volunteer agreement form

This agreement form must be completed before you undertake any regular volunteer work at St Denys CE Infant School. In the first section, please write each piece of information in the relevant box on the right. In the second section, please tick each box on the right once you have read the corresponding policy – these policies can be accessed via the school website or the school office. Please sign and date the first row of the third section.

Name	
Name of staff member to whom you will report	
Number of times that you will volunteer in the school	
Dates that you will volunteer between (to be reviewed after one month)	

Please tick the appropriate box once you have read and understood the following documents	
Behaviour Policy	
Anti-bullying Policy	
Child Protection and Safeguarding Policy	
Health and Safety Policy	
Staff Equality, Equity, Diversity and Inclusion Policy	
Cyber-security Policy	
Data Protection Policy	
Staff ICT and Electronic Devices Policy	
Online Safety Policy	

Social Media Policy	
Fire Safety Policy	
Allegations of Abuse Against Staff Policy	
Low-level Safeguarding Concerns Policy	
Whistleblowing Policy	
Disciplinary Policy and Procedure	
Complaints Procedures Policy	
Staff Confidentiality Policy	
Photography and Images Policy	

I understand that I am a volunteer and will therefore not receive payment for my duties, other than agreed travel and other out-of-pocket expenses			
Signature of volunteer		**Date**	
Signature of supervisor		**Date**	

St Denys Church of England Infant School

Regular' Volunteer Application Form

This application form must be completed before you undertake any regular volunteer work at St Denys CE Infant School. In the first section, please write each piece of information in the relevant box. In the second section, please circle whether your application is in connection to an educational course and, if so, fill out the table that follows. In the third section, please fill out your availability. Please sign and date the fourth section in the boxes on the right.

Please give details of why you wish to volunteer and the activities you want to undertake

Name		**Date of birth**	
Postcode		**Telephone**	
Address			

Is your application in connection to an educational course? (please circle)	**Yes/No**

If you answered 'yes' to the above, please fill out the table below			
Name of educational setting		**Postcode**	

Address			
Course details			
Qualification		**Length of course**	
Link tutor		**Telephone**	

Please fill out the sections below, providing accurate details of when and how long you are available for	
I wish to work on the following school days (please tick): ☐ **Monday** ☐ **Tuesday** ☐ **Wednesday** ☐ **Thursday** ☐ **Friday**	**I wish to work (please tick):** ☐ **A full day (8:30am – 3:15pm)** ☐ **Mornings (8.30am-12.00pm)** ☐ **Afternoons (12.45pm- 3.15pm)**
Please list any other requirements in terms of availability (e.g. specific times):	
If accepted, I understand that I will need to attend an induction meeting and will need to be aware of, and follow, all school policies	
Signature of volunteer	
Date	