



Volunteer Policy

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1. Introduction and aims

We believe that volunteers provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience.

We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

Policy definitions:

Volunteer – An adult who regularly volunteers at the school and may be unsupervised with pupils, such as listening to readers. This policy applies to them.

Visitor – An adult who visits the school for a specific meeting or event and is accompanied while on site. Visitors will be managed according to the GLT Safeguarding Handbook.

Work Experience – An individual under 18 who comes to the school for a period of time to gain work experience. Their participation will be considered by the Headteacher and DSL on a case-by-case basis following a risk assessment.

The aim of this volunteer policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers

This policy has been developed in line with the Department for Education's statutory safeguarding guidance, [Keeping Children Safe in Education](#).

2. How we use volunteers

Volunteers may:

- Hear children read
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT or art

This is not an exhaustive list.

Volunteers may be:

- Members of the local governing board
- Parents
- Former pupils
- Local residents
- Friends of the school/members of the PTA
- Local clergy or members of the congregation (NB. this will be most relevant for faith schools)

This is not an exhaustive list.

Members of the local governing board working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings), are not covered by this policy. They are covered by our governor code of conduct.

3. How to apply to volunteer

Volunteers are asked to complete an application form (see appendix 1) and submit it to the school office.

4. Appointment of volunteers

Volunteers are appointed by the Headteacher.

Intake of new volunteers is approximately 6 weeks and is dependent on the candidate and available spaces within the school.

All appointments are conditional upon the completion of an enhanced DBS check and other appropriate safeguarding and recruitment checks, and relevant training.

The headteacher reserves the right to terminate a placement at any time.

Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation. The school will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.

5. Safeguarding

Safeguarding our children is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we are upholding our responsibility to keep our children safe, we will:

- Conduct enhanced DBS checks on volunteers who:
 - Work one-on-one with children unsupervised
 - Work with groups of children unsupervised
 - Supervise or accompany groups of children on overnight residential visits
- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in
- Provide safeguarding training to all volunteers **prior** to them beginning work at the school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with children
- Conduct a risk assessment to determine whether a volunteer who is not working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
 - The nature of the work they will be doing
 - What we know about them
 - References from employers or other voluntary roles
 - Whether the role is eligible for an enhanced DBS check
- Add all volunteers to the Single Central Record
- Clarify that volunteers cannot bring other children with them to site whilst attending in a volunteer capacity
- Ensure volunteers sign in using the school visitor management system when attending site

In line with the Prevent duty, all visitors will also be checked to ensure they do not have, and are not promoting, or sharing extremist views. It is the responsibility of the person booking a speaker or visitor, for example, to ensure that the person is not aiming to share extremist ideas and that they are supervised whilst in school. Should a visitor present information to children then a member of staff must know what is to be said before the presentation. A member of staff must be present at any presentation to children by a visitor. Should extreme views start to be shared the member of staff must stop the presentation immediately.

6. Induction and training

Volunteers will be required to sign a volunteer agreement form before undertaking any volunteer work in schools. This is to indicate they have read and understood the following:

- **Volunteer Policy**
- **Volunteer Code of Conduct**
- **Volunteer Information Leaflet**
- **Keeping Children Safe in Education (Part 1)**

All volunteers must also have safeguarding training. Additional training requirements will depend on the nature of the work the volunteer will be doing.

As part of their induction, volunteers are required to familiarise themselves with school procedures, including the following:

- **Behaviour for Learning Policy**
This policy promotes good behaviour among pupils, establishes a whole school approach and outlines the expectations and consequences of behaviour
- **Child Protection Policy**
This policy ensures that pupils are kept safe, and that procedures are in place for dealing with concerns
- **Data Protection Policy**
This policy covers the lawful bases for processing data and the rights of data subjects
- **Health and Safety Policy**
This policy ensures the risks to the health and safety of all staff, pupils and visitors are minimised

Volunteers will be provided with access to the relevant training and document links upon 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

7. Confidentiality

Information about children, parents and staff is confidential. Volunteers are not permitted to discuss issues related to children, parents or staff with those outside of the organisation.

If volunteers have concerns, they should raise these with the appropriate member of staff. They should not discuss them with children or parents.

This does not prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our child protection policy and inform the designated safeguarding lead.

If concerns are related to whistleblowing, volunteers must follow the guidance in our whistle-blowing policy.

8. Conduct of volunteers

Volunteers must comply with the Code of Conduct set out in appendix 2 to this policy.

9. Expenses

Volunteers may, **at the complete discretion of the headteacher**, claim allowances to cover expenditure necessary to enable them to perform their duties.

This does **not** include an attendance allowance, or payment to cover loss of earnings, childcare or care of elderly or dependent relatives.

Volunteers may claim allowances by completing a claim form (see Appendix 1) and submitting it to the school office.

Allowances will only be paid on the provision of a receipt and will be limited to the amount shown on the receipt.

Volunteers may claim for:

- Extra costs incurred because they have a special need or English as a second language
- Travel costs
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the headteacher **before** they are incurred.

The chair of governors (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a volunteer uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates.

10. Insurance

The school's RPA insurance policy covers volunteers in the event of an accident or emergency.

If a volunteer is working at the school through another organisation, the school will also check that organisation's insurance arrangements.

11. Data protection and record keeping

Our privacy notice for volunteers ([Privacy Notice -Governors, Trustees and Volunteers](#)) explains what information we collect about volunteers and why we collect it.

We will retain records relating to volunteers in line with our records retention schedule (see [Records Management Policy](#)). We will also remove details of volunteers from the single central record (SCR) once they no longer work at our school.

12. Monitoring and review

This policy has been approved by the Trust Board and implementation will be monitored by the local governing board. The trust central team will review this policy annually.

13. Links to other policies

This volunteering policy is linked to our:

- Child protection policy
- Staff disciplinary policy
- Privacy Notice for Volunteers

Appendix 1: volunteer application form

Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

Data protection notice

Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You've given us your consent
- We must process it to comply with our legal obligations

You'll find more information on how we use your personal data in our privacy notice for volunteers.

[Privacy Notice -Governors, Trustees and Volunteers](#)

Personal details

Name:	
Date of birth:	
Gender:	
Medical Conditions:	
Telephone number:	
Email address:	
Home address:	

Disclosure and Barring Service (DBS) information

The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trust's privacy notice.

Do you have a DBS check? (please circle)	Yes/ No
If yes, what type of check do you have? (please circle)	Enhanced DBS / Enhanced DBS with barred list information
Date of check:	
Certificate number:	

Availability					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
Before school					
After school					
Lunchtimes					
How many hours per week/month can you volunteer?					
Can you commit to at least 1 term?					

Experience and qualifications
Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.

Why would you like to volunteer?

Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, spoken languages, sports, scouting, etc.)

Do you have any relevant qualifications?

Preferences

What age group would you prefer to work with?

Would you prefer to work one-on-one or with a small group?

References

Your placement as a volunteer may be subject to satisfactory references. Please give the details of two referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc.).

Name:	Name:
Relationship to you:	Relationship to you:
Address:	Address:
Telephone number:	Telephone number:
Email address:	Email address:

Disability and accessibility

The school is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:

Code of conduct for volunteers

By signing this form, volunteers agree to the following:

1. School rules and policies

Volunteers will follow all school rules and policies, including those on:

- Behaviour for Learning
- Child Protection
- Data Protection
- Health and Safety

Copies of the school policies are available online or from the school office

2. Professional conduct

- 2.1. Volunteers must accept and follow instructions provided by supervisors and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the headteacher.
- 2.2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.
- 2.3. Volunteers must conduct themselves in a professional manner at all times. This includes:
 - Dressing in a way that is professional and appropriate to the work they are doing
 - Refraining from using inappropriate language
 - Setting an example for pupils by acting in a way that reflects the school's ethos and values
 - Behaving in a way that is appropriate for the role they are undertaking
 - Ensuring that comments, including those made on social media, do not bring the school into disrepute
- 2.4. Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged during the holidays or as a way of saying "thank you". Please refer to the GLT Gifts and Hospitality Policy.
- 2.5. Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.
- 2.6. Parent volunteers with children at the school must not act in a way that favours their own child and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.
- 2.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

3. Safeguarding

- 3.1. Volunteers must be familiar with, and adhere to, the school's child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.
- 3.2. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL.

- 3.3. Volunteers must alert the DSL if a pupil develops an attachment to them, and should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.
- 3.4. Volunteers must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
 - Exchanging contact information
 - Making contact with pupils outside of school, including on social media
 - Arranging to meet pupils outside of school
- 3.5. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.
- 3.6. No volunteer may assist with a lesson using computers until they have received the relevant training.

4. Health and safety

- 4.1. Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.
- 4.2. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.
- 4.3. Volunteers must sign in and sign out at the beginning and end of every visit and must wear a visitor badge at all times.
- 4.4. Volunteers must not bring in electrical devices and appliances unless it has been agreed with the Site Manager/ Caretaker and appropriate electrical safety testing has been completed.

5. Confidentiality

- 5.1. Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the headteacher.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

Appendix 3: requesting a volunteer (information for staff)

If you'd like assistance from a volunteer in your classroom, or for a specific activity or trip, fill out the form below and submit it to the school office.

Volunteer request form

Activity details	
Year group/class	
Activity details	
Date(s) and time(s)	
Is this activity... (circle one)	One-off? Daily? Weekly? Other? If other, please explain:
Will there be any costs for the volunteer (such as entry fees to museums, materials, or travel)?	
Volunteer details	
How many volunteers do you need?	
Do you need your volunteers to have any specific skills or experience?	

Submitted by:

Appendix 4: volunteer expenses request form

Record any out-of-pocket expenses on this form. At the complete discretion of the headteacher we will reimburse you for the following types of expenses when these have been agreed in advance:

- Extra costs incurred because they have a special need or English as a second language
- Travel costs
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances

Submit your form to the school office.

Please attach your receipts to this form. We can't reimburse expenses without them.

Name:

DATE	TYPE OF EXPENSE	AMOUNT

Signature:

For school use only:

Authorised by:

Date: