William Austin Junior School
Policy for Volunteers working in schools
Adapted from LBC Policy

Introduction

Volunteers are a welcome resource for helping to raise our children's achievement, complementing the work of teachers and support staff. The School recognises the immense benefits that volunteers bring to the school, and the bridges that they build between the school and the local community. In return, the school hopes to give its volunteers an opportunity to exercise their skills in a different environment and to undertake new experiences.

For the purpose of this policy, a volunteer is a person who gives freely of his/her time, skills and experience without expectation of financial or other reward. Volunteering can take many forms. Some tasks require particular skills whereas others require none.

A volunteer is not an employee and will not have a contract of employment with the school. The school will agree a role with the volunteer and there will be an expectation that the volunteer will meet the role's requirements and that the school will provide the opportunity to undertake the role for the volunteer. However, the volunteer is free to refuse to fulfil the role, or stop doing so, and the school is not bound to provide the role or to continue doing so. It is also expected that both the school and the volunteer will give as much notice as possible if unable to meet these expectations.

Volunteers may include:

- Members of the Governing Body
- Parents of pupils, carers, guardians, elder siblings or grandparents of pupils
- Ex-pupils
- Students on work experience
- University students referred to us by Student Volunteer Services
- Ex-members of staff
- Local residents
- Friends of the school

Aim of policy

The aim of this policy is to establish expectations for both staff and volunteers regarding the activities undertaken by volunteers and their conduct whilst in school.

Deployment of Volunteers

The Headteacher and Governors should be mindful of deploying volunteers appropriately. Volunteers should not be asked to replace paid staff or be given responsibility within the School that would normally be associated with paid employees.

The types of activities that volunteers engage in, on behalf of the school, include:

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional tutor
- Undertaking art and craft activities with small groups of children
- Working with children on computers

- Assisting in preparing resources for a future lesson
- Running or assisting with an after school club
- Fund raising activities such as running a cake stall or Summer Fair
- Undertaking activities at lunchtime

Before deployment, the school will be required to undertake a risk assessment to determine the level of supervision required and the pre-employment checks necessary for the role.

Becoming a Volunteer

Volunteers should complete the **Volunteer Application Form** (Appendix 1) and submit this to the Headteacher. The Headteacher or an appropriate staff member should carry out an interview with the candidate, following the Safer Recruitment Policy. Please see the Safer Recruitment Policy in the Personnel Handbook.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the designated supervisor and NOT with the parents of the child/persons.

Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Headteacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

Undertaking your Voluntary duties

Safety is at the heart of the care for all children and it is very important that the school knows exactly who is on the school premises and where they are. Volunteers must report into the school office when undertaking voluntary duties. Each volunteer must see the secretary and sign in. They will then be issued a visitors badge. Volunteers are required to sign out when they leave and return the badge.

Supervision

All volunteers work under the supervision of a member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking. Supervision is a safeguarding measure and does not determine whether a volunteer is undertaking regulated activity. The school will need to determine the appropriate pre-appointment checks, including DBS and Barred list checks where required based on the nature and frequency of the volunteer role

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

Child Protection

The welfare of our pupils is paramount. To ensure the safety of our pupils, we adopt the following procedures:

- All volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement (appendix 2). The Volunteer will not be permitted to undertake voluntary work until this has been completed.

- All of our volunteers must have been cleared by the DBS, if they are left unsupervised within children. Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

There are certain circumstances where schools and colleges may obtain an enhanced DBS certificate (not including barred list information), for volunteers who are not engaging in regulated activity. This is set out in DBS workforce guides, which can be found on GOV.UK. From 1st September 2026, supervision no longer determines whether a volunteer is undertaking regulated activity. The school will need to assess each volunteer role against the statutory definition of regulated activity and carry out the pre-appointment checks accordingly.

The school or college should undertake a risk assessment (Appendix 3) and use their professional judgement and experience when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity. In doing so they should consider:

- The nature of the work with children;
- What the establishment 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 suitability;
- Whether the role is eligible for an enhanced DBS check;
- the frequency of and regularity of the volunteers contact children
- whether the volunteer will be teaching, training, instructing, caring for or supervising children

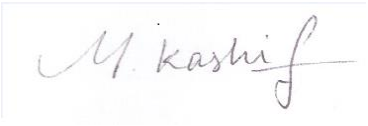
Details of the risk assessment should be recorded. Any concerns a volunteer has, about child protection issues, should be referred to the designated Child Protection Officer or Head Teacher. Please refer to Keeping Children Safe in Education for more information.

This policy will be monitored and reviewed by the School Business Manager every two years.

Policy updated: September 2026

Staff responsible: School Business Manager

This policy was ratified by the Governing body on: 16th September 2026

Signed on behalf of the Governing Body:  (signature)

M. Kashif - Chair of Governors (printed)

APPENDIX 1

VOLUNTEER APPLICATION FORM

First Name……..……..……..

Please provide me with two references: (Please note volunteering at our school is subject to satisfactory references).

NAME:	**NAME:**
ADDRESS:	**ADDRESS:**
JOB TITLE:	**JOB TITLE:**
RELATIONSHIP:	**RELATIONSHIP:**
TELEPHONE NUMBER:	**TELEPHONE NUMBER:**
E-MAIL ADDRESS:	**E-MAIL ADDRESS:**

Thank you for taking time to complete this Volunteer Application Form

Please hand it to the School Office, marked for the attention of the Headteacher.

Your offer of help is greatly appreciated and we will be in touch as soon as possible.

APPENDIX 2

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at school.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheets and hand it in at the school office.

You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy
- I agree to treat information obtained from being a Volunteer in School as **Strictly Confidential**
- I understand that I am required to apply for a DBS check as I undertake unsupervised work with children.
- I have been made aware of who is my designated supervisor e.g. Class Teacher, Year Teacher, Head of Department
- I have been made aware of whom the Child Protection Officer is for the school.
- I have read and understand the Child Protection Policy, the Code of Conduct policy, Allegations made against an Employee Policy, the Social Networking Policy, IT Policy, Health and Safety Policy, Behaviour Management Policy and Whistleblowing Policy
- I have been made aware of the Fire Evacuation Procedure
- I have read Part 1 of the latest version of Keeping Children Safe in Education

Signed:_____

Name:_____

Date: _____

You are not permitted to:

- take individual children out of the room and never accompany them to the toilet
- help a child change their clothes whilst alone with them
- hold on to or strike a child
- reprimand a child verbally or physically – if you are unhappy about a child's behaviour alert the teacher
- Smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties
- Take photographs or videos of pupils on your mobile phone or any device which enables these features

First Aid

You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be undertaken by a member of staff unless you are the Parent/ Carer of the child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine. All other medicines and first aid box (es) will be carried by staff. However, if an emergency occurs we expect you to assist a pupil until the staff member/First aider is in attendance.

Emergencies

You are expected to inform a member of staff as soon as possible. If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school. If it is a real emergency then we recommend that you contact 999.

I have read the Volunteer Policy

I agree to the terms and conditions as stated in the policy

I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

Name _____

Signed: _____ Date: _____

APPENDIX 3

Volunteer - DBS/Risk Assessment			
Name:		**Role:**	
What is the nature of the work that the volunteer undertakes with children?			
What checks have been undertaken to ensure that the employee is suitable to undertake the role in relation to volunteering? e.g. references			
Is the role eligible for a DBS check without a barred list check? (not an enhanced DBS check)			
Is the volunteer classed as supervised? **KCSIE requires that, for a person to be considered supervised, the supervision must be:** **• by a person who is in regulated activity;** **• regular and day to day; and** **• "reasonable in all the circumstances to ensure the protection of children."** **If the answer is no to the above question then an enhanced DBS with a barred list check must be undertaken**	**Yes/No**		

Completed by: ……. Date ……. Authorised by: …….. Date ……