





Volunteers

Policy



*Working together to support
our children and our school.*



Reviewed: September 2026



Next Review: September 2027

1. Introduction

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

Green Park Community Primary School values the contribution made by volunteers. Volunteers can bring a wide range of skills, experience and community links that enrich pupils' learning and support the work of teachers, without replacing the professional responsibilities of qualified teaching staff.

This policy sets out the arrangements for recruiting, checking, inducting, supervising and managing volunteers. It should be read alongside the school's Safeguarding and Child Protection Policy, Code of Conduct, Health and Safety Policy, Data Protection Policy, Confidentiality Policy, Behaviour Policy, Educational Visits Policy and relevant safer recruitment procedures.

2. Purpose

The purpose of this policy is to establish clear expectations for the school and volunteers and to ensure that volunteering is safe, well managed, inclusive and beneficial to pupils.

To safeguard children and young people.

To ensure appropriate pre-placement checks are completed.

To clarify when an enhanced DBS check and/or Children's Barred List check is required.

To provide appropriate induction, supervision and training.

To protect confidentiality, personal information and the professional boundaries of staff and volunteers.

To ensure volunteers understand their responsibilities and know how to raise concerns.

3. Types of Volunteering

Volunteers may support the school in a range of activities, including:

hearing children read and supporting literacy activities;

working with small groups under the direction of a teacher;

supporting individual pupils where this is appropriate and authorised;

art, craft, practical and curriculum activities;

supporting educational visits, local walks and enrichment activities;

supporting after-school clubs or other school activities;

helping with fundraising and community events;

preparing resources under the direction of school staff; and

other activities agreed by the Headteacher or delegated member of the Senior Leadership Team.

4. Becoming a Volunteer

Anyone wishing to volunteer on a regular basis should contact the school office and, where appropriate, meet with the Headteacher or a delegated member of the Senior Leadership Team. The school will determine whether the proposed role is suitable and what checks and safeguards are required.

The school will assess the nature and frequency of the role, the level of contact with children, whether the role is regulated activity, and whether the volunteer will be supervised.

The school will normally obtain appropriate references for regular volunteers before the placement begins. The school may also undertake identity, right-to-work where applicable, safeguarding and other suitability checks appropriate to the role.

The school will not place a volunteer in a role involving children until the required checks and safeguarding arrangements have been completed, unless the Headteacher has authorised a specific arrangement following a documented risk assessment and in accordance with current statutory guidance.

5. DBS Checks and Regulated Activity

The school's policy is that volunteers who work with pupils will normally be subject to an appropriate DBS check before starting their role. The level of check will be determined by the duties and frequency of the role.

From 1 September 2026, the statutory supervision exemption for regulated activity with children is removed. Where a volunteer teaches, trains, instructs, cares for or supervises children frequently enough to meet the regulated-activity criteria, or undertakes an overnight role, the volunteer will be in regulated activity even where a member of school staff is supervising them. Such volunteers require an Enhanced DBS check with Children's Barred List information.

For volunteers who do not meet the regulated-activity criteria, the school will determine the appropriate level of DBS check. A supervised volunteer who is not in regulated activity may be eligible for an Enhanced DBS check without Children's Barred List information.

Occasional parents or carers helping on a less frequent basis, such as an occasional school day trip or fundraising event, do not automatically require an Enhanced DBS check with Children's Barred List information. However, the school will carry out a written risk assessment and will not leave an unchecked volunteer unsupervised or permit them to undertake regulated activity.

Where the school chooses to require a DBS check for an occasional volunteer, it will request a level of check for which the role is legally eligible. DBS checks for volunteers are free of charge.

The school will review existing volunteer arrangements before 1 September 2026 to identify volunteers whose roles become regulated activity under the removal of the supervision exemption.

A DBS certificate is not, by itself, a substitute for safer recruitment, professional judgement, references, safeguarding induction, appropriate supervision or ongoing monitoring.

6. Single Central Record and DBS Information

The school will maintain its Single Central Record in accordance with Keeping Children Safe in Education. Volunteers who engage in regulated activity will be recorded as required by statutory guidance.

The school will handle DBS information securely and in accordance with data protection requirements. The school will not routinely retain a photocopy of a DBS certificate unless there is a lawful reason to do so and this is consistent with its DBS and data protection arrangements.

Where a volunteer is registered with the DBS Update Service, the school may, where appropriate and with the required consent and verification of identity, undertake the relevant status check rather than requiring a new certificate, provided the check is at the appropriate level and type for the role.

7. Safeguarding and Induction

Before commencing regular volunteering, volunteers will receive an appropriate safeguarding induction. This will include the school's procedures for reporting concerns, allegations and disclosures.

Volunteers will be expected to read or be briefed on the policies and guidance relevant to their role, including:

Keeping Children Safe in Education (current version);
Safeguarding and Child Protection Policy;
Code of Conduct;
Health and Safety Policy;
Confidentiality Policy;
Data Protection Policy;
Behaviour Policy;
ICT Acceptable Use Policy, where relevant;
Educational Visits Policy, where relevant; and
other school procedures relevant to the volunteer's duties.

Volunteers must know who the Designated Safeguarding Lead is and how to report a concern. They must never investigate a safeguarding concern themselves or promise confidentiality to a child.

8. Expectations of Volunteers

Volunteers are expected to:

act in the best interests of pupils and maintain appropriate professional boundaries;
follow the school's Code of Conduct and safeguarding procedures;
use appropriate, respectful language and behaviour at all times;
dress appropriately for a school environment;
follow staff instructions and remain within the agreed role;
support pupils to become independent rather than creating unnecessary dependence;
refer behaviour, welfare or safeguarding concerns promptly to the class teacher or Designated Safeguarding Lead;
maintain confidentiality and comply with data protection requirements;
not take photographs, videos or recordings of pupils using personal devices;
not use personal social media to communicate with pupils or share information about pupils;
not use mobile phones for personal purposes while supporting pupils, except in an emergency or where authorised;
not smoke or vape on school premises or during school activities;
sign in and out as required and wear the appropriate identification badge;
inform the school as soon as possible if they are unable to attend an agreed session; and
tell the Headteacher or designated school contact if there is any change in circumstances that may affect their suitability to volunteer.

9. Supervision and Professional Boundaries

Volunteers will work under the direction of the class teacher or designated member of staff. Volunteers must not be used as a substitute for qualified teaching staff.

The level of supervision will reflect the volunteer's role, experience, checks, competence and the needs of the pupils. Where a volunteer has not completed the checks required for their role, the school will ensure that they are not left unsupervised with children and do not undertake regulated activity.

Volunteers must not undertake intimate or personal care unless the role, checks, training, authorisation and individual arrangements specifically permit this and the school has confirmed that all safeguarding and medical requirements are met.

10. Educational Visits and Trips

Volunteers accompanying educational visits will be subject to the arrangements in the Educational Visits and Outdoor Learning Policy and the specific risk assessment for the visit.

The Visit Leader will determine the appropriate role, supervision arrangements and checks for each volunteer. Volunteers must not have sole responsibility for pupils unless this is expressly authorised and all relevant safeguarding and competency requirements have been met.

Overnight residential visits constitute regulated activity for volunteers and require an Enhanced DBS check with Children's Barred List information.

11. Volunteer Drivers

A volunteer who drives pupils on behalf of the school must meet the requirements of the school's transport arrangements and the relevant educational visit risk assessment.

A valid driving licence appropriate for the vehicle.

Appropriate insurance for the journey and use.

A current MOT where applicable.

Confirmation that the vehicle is roadworthy and appropriately maintained.

Any additional checks or requirements identified by the school's transport protocol or visit risk assessment.

The school will not permit a volunteer to transport pupils where the required checks or documentation have not been completed.

12. Work Experience and University Placements

Work experience pupils, trainees and university placement students will be managed in accordance with the school's safer recruitment and safeguarding arrangements and any requirements of the placing institution. The school will obtain confirmation of checks undertaken by the placement provider where appropriate and will complete any checks that remain the school's responsibility.

Placement students must comply with the school's confidentiality, safeguarding, behaviour, health and safety and professional conduct requirements.

13. Confidentiality and Data Protection

Volunteers may become aware of confidential information about pupils, families or staff. Such information must not be discussed outside the school or shared with anyone who does not have a legitimate need to know.

Volunteers must follow the school's Data Protection and Confidentiality Policies and must immediately report any loss, disclosure or suspected breach of personal data to the appropriate member of staff.

14. Health, Safety and Wellbeing

Volunteers must follow the school's health and safety procedures and report hazards, accidents or concerns to a member of staff. The school will provide relevant information or training where necessary for the role.

Volunteers should not undertake tasks for which they have not been trained or authorised.

15. Equality, Inclusion and Respect

The school is committed to equality, diversity and inclusion. Volunteers must treat pupils, families, staff and other volunteers with dignity and respect and must not discriminate against or harass anyone because of a protected characteristic or any other personal circumstance.

16. Expenses

Where agreed in advance, volunteers may claim reasonable expenses incurred on behalf of the school, such as authorised purchases or appropriate travel expenses. Claims must follow the school's financial procedures and be supported by receipts where required.

17. Complaints, Concerns and Allegations

Any complaint or concern about a volunteer's conduct must be referred promptly to the Headteacher or another appropriate senior member of staff. Safeguarding allegations about volunteers will be managed in accordance with the school's Safeguarding and Child Protection Policy and the local authority's allegations management procedures.

Depending on the circumstances, the school may:

- provide guidance, support or additional supervision;
- review or change the volunteer's duties or placement;
- suspend volunteering activity while concerns are investigated, where appropriate;
- refer matters to the Local Authority Designated Officer (LADO), police, children's social care or another agency where required; and
- withdraw the volunteering placement.

Volunteers may raise concerns about serious wrongdoing through the school's whistleblowing arrangements. No volunteer should be disadvantaged for raising a genuine safeguarding concern in good faith.

18. Recording and Retention

The school will maintain appropriate records relating to volunteers, including relevant application, reference, DBS and induction information. Records will be retained only for as long as necessary and in accordance with the school's data protection and records retention arrangements. The previous blanket statement that all volunteer files will automatically be retained for seven years has therefore been removed.

19. Roles and Responsibilities

Governing Body

Approve and oversee the policy.
Ensure appropriate safeguarding and safer recruitment arrangements are in place.
Monitor compliance and receive relevant assurance from school leaders.

Headteacher / Senior Leadership Team

Implement this policy and ensure that volunteer roles are appropriately risk assessed.
Ensure required checks, induction and supervision are completed.
Ensure safeguarding concerns and allegations are managed appropriately.
Ensure volunteer arrangements are reviewed when legislation or statutory guidance changes.

Designated Safeguarding Lead

Provide safeguarding guidance and ensure volunteers know how to report concerns.
Manage safeguarding concerns in line with the school's safeguarding procedures.

Staff supervising volunteers

Give clear instructions and appropriate supervision.
Ensure volunteers remain within their agreed role.
Report concerns about a volunteer promptly.

Volunteers

Follow this policy and all relevant school policies.
Maintain confidentiality and professional boundaries.
Follow safeguarding procedures and report concerns immediately.
Complete all required checks, induction and training.

20. Monitoring and Review

The Headteacher and Governing Body will monitor the effectiveness of this policy through safeguarding audits, the Single Central Record, feedback from staff and volunteers, review of incidents and concerns, and changes to statutory guidance.

This policy will be reviewed annually, or sooner where legislation, statutory guidance or school circumstances require. The next scheduled review is September 2027.

21. Key Guidance

This policy should be read alongside the current versions of:

Keeping Children Safe in Education (KCSIE) – Department for Education.
Working or volunteering in regulated activity with children – Department for Education.
DBS eligibility guidance – Disclosure and Barring Service.
The school's Safeguarding and Child Protection Policy and safer recruitment procedures.

Policy approval

Agreed by staff and Governing Body	
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