



Volunteers Policy

John Hampden and Tetsworth Schools' Federation

Policy Name	Volunteers Policy
Adopted	By: Full Governing Board Date: September 2025
Signed on behalf of the board	Dan Hayes
Headteacher	Paul Hankey
Review period	Bi-Annual
Date of next review	September 2027



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. We welcome and encourage volunteers from the local community.

1. Definition of a volunteer

Volunteers can be divided into 2 groups, either 'occasional' or 'regular'.

Occasional can be defined as volunteers or parents who only accompany staff and children on one off outings or trips that do not involve over-night stays, or who only help at specific one-off events e.g. Arts week, school fete. It would be expected that occasional volunteers would be supervised by a 'regulated' member of staff e.g. teacher and would not be left unsupervised.

Regular volunteers can be defined as those who help on more than 3 days in any period of 30 days, or on an overnight stay. If regular volunteers are unsupervised the school will require an enhanced DBS certificate with barred list check (See appendix 1).

2. Recruitment of volunteers

Occasional volunteers who are not in regulated activity would usually be parents or carers who come in to help on a one-off occasion and would not be recruited as such to the position of volunteer. They would not be required to go through a recruitment process including the taking up of DBS checks. This would be at the Headteacher's discretion and where there are known concerns about a parent or other occasional volunteer, it would be at the Headteacher's discretion not to engage this person as an occasional volunteer.

Regular volunteers would be in a position of trust within the school/setting and even where they are not left unsupervised with children, should always go through a recruitment process. The school/setting should also take into consideration any knowledge they have of the person in their relationship with the school/setting as a parent, grand-parent, previous employee, governor, committee member etc. when deciding if this person will be trustworthy and make a valuable contribution to the school/setting in the capacity of volunteer.

The recruitment process will include

- ✓ Enhanced DBS checks for all and a barred list check where volunteers have unsupervised access to children and young people
- ✓ Completion of a volunteer recruitment form which includes personal details, background, skills, types of activities they would like to help in, times they are available



- ✓ 2 references (one of which should, where possible, relate to involvement with children/young people). This should relate to recent paid work or volunteering wherever possible including the last known employer
- ✓ A briefing with the PA to the Head teacher or Business Manager to include booking onto safeguarding training and ensuring safeguarding policies have been read and understood

2. Recruitment and Disclosure and Barring Service (DBS) checks

DBS Checks are carried out to identify whether or not individuals working in an unsupervised activity with children are suitable to do so. This is because it is known that a small minority of people use this route to gain the confidence of children before causing them harm.

Having a criminal record does not automatically prevent an individual from being a volunteer. The Headteacher and Governing Body would consider the details of the criminal record and balance this against the activities the individual is to undertake. Advice may be required from HR services in order to make this decision.

If a volunteer commits a criminal offence during their time as a volunteer they must disclose this to the Headteacher in the same way that any employed member of staff should. The Headteacher will assess whether it is acceptable to continue with the volunteering role, whether the activities should be changed, or whether it is the best interests for all concerned to no longer act as a volunteer. HR advice may be required.

3. Information for volunteers

As part of an induction process volunteers should be given verbal and written information about the school. This includes;

- ✓ Volunteer Handbook
- ✓ Volunteer Declaration Form
- ✓ Policies: Behaviour, Confidentiality, KCSIE, Safeguarding, Whistleblowing, ICT acceptable use
- ✓ Debrief on health and safety issues
- ✓ Code of conduct
- ✓ Full Safeguarding Training including Prevent



4. Safeguarding issues

- Volunteers should be supervised by a designated member of staff. They should be working in a setting where there is always a paid member of staff present. Even where DBS checks have been undertaken, volunteers should not be left unsupervised for long periods
- Occasional volunteers should never be left unsupervised, would never take children to the toilet or be left in charge of a small group of children on an outing away from teacher/teaching assistant/staff member supervision
- Volunteers must be advised about physical contact with children in the same way as employed staff
- Volunteers should use the staff toilets and staff room for any breaks rather than using the children's toilets or play areas unless separate toilets are not available
- Volunteers must be advised that if a child discloses any information relating to potential abuse that they must bring this to the attention of the teacher/designated safeguarding lead immediately
- All volunteers should attend training sessions on safeguarding

5. Managing the behaviours of Children

- Volunteers must be advised that it is not their role to discipline children.
- If a potential discipline situation occurs, even where this involves their own child, they must bring this to the attention of the teacher/staff member to resolve or if it has been dealt with at the time, as soon as possible after the incident.
- They must be advised that they must maintain their composure at all time and if things become difficult, they must immediately inform another member of staff.
- Volunteers should bring any situations of conflict, bullying or prejudice to the attention of the teacher/staff member.



6. Confidentiality

- Volunteers must be advised that all information about the children and the school in which they are volunteering is confidential and must not be discussed outside of the school, or with children, parents or other visitors to the school in any way or via any media
- They should not have access to school's records, children's personal details etc
- Any information should be shared on a 'need to know' basis e.g., child's medical condition such as diabetes, ADHD where this may affect their behaviour or wellbeing
- The volunteer must not take any notes/files about children outside of the school/setting
- At no time should volunteers be permitted to take photographs, films or recordings of children unless on school/setting equipment and requested to do so by a regulated member of staff. This equipment must not be taken home by the volunteer
- Volunteers should abide by the school Internet-Safety/mobile phone policy. Personal mobile phones and other personal hand-held electronic devices should not be brought into the class room/setting

7. Health and safety issues

- Volunteers must be aware of health and safety policies and procedures that are relevant and be advised how to act in an emergency situation the same as for any other staff member
- The educational establishment must ensure that the appropriate insurances are in place for the volunteer
- They should be made aware of which staff are first aid trained and of the process when first aid is required rather than undertake any procedure themselves
- Volunteers should be made aware of any medical conditions for children they are working with which may require immediate intervention e.g., diabetes, epilepsy, allergies and how to respond
- Volunteers must sign in and out of the school. They must also wear a name/security badge where required to do so
- If a school is considering involving a volunteer in an activity where there could be a level of risk to themselves or to a child, a risk assessment must be undertaken as for any other member of staff and health and safety advice sought.



9. Supervision/mentoring/allegations (KCSiE – Part 4)

- A volunteer should know who their 'contact' person is in the educational establishment or setting. This person would usually be the class teacher (or appropriate and identified member of staff).
- The contact person should be available during their volunteer sessions to provide direct support/supervision. There should also be an opportunity for a regular volunteer to be able to discuss any concerns, their contribution, any training needs etc.
- If there are any concerns about the behaviour of the volunteer, there should be a discussion between the volunteer and their supervisor. This may need to involve advice from a manager depending on the concern. This discussion must be recorded together with any actions regarding expected change in behaviour. This will then be reviewed. If the unacceptable behaviour continues the offer of the volunteer placement will be withdrawn.
- A volunteer should know who to go to if they have a complaint or grievance, for example where there may be a conflict situation with another member of staff or volunteer. They should also know who to talk with if they have a concern about the behaviour of a member of staff or another volunteer (whistle blowing) This could be the contact person in the first instance, head of year, Headteacher or setting leader as appropriate, given the nature of the concern.
- If a complaint or allegation is made against the volunteer, they need to be made aware of how this will be dealt with and offered appropriate support. Any allegation in relation to safeguarding must be referred to a Local Authority Designated Officer (LADO) and treated as for any other member of staff.
- Transferable Risk: If a volunteer is involved in an incident outside of school which did not involve children (e.g., domestic abuse), that could have an impact on their suitability to work with children, this is known as 'transferable risk' (KCSiE part 4). The school will need to consider what triggered these actions and could a child in the school trigger the same reaction, therefore being put at risk. This may need to include the LADO.
- If specialist skills are being offered by a volunteer, where necessary appropriate qualifications need to be checked and these activities may need to be supervised by a person who also has these specialist skills.
- Any necessary training should be made available to the volunteer through negotiation with their contact person e.g. safeguarding.
- For longer term volunteers a review process would be appropriate. However, any safeguarding concerns in relation to the behaviour of the volunteer must be dealt with immediately and not wait for a review period.



10. Transport

- Volunteers must not transport children in their own vehicles unless they have express permission to do so and are appropriately covered with insurance, current driving licence, MOT etc.
- A volunteer would not be expected to take children on school transport or public transport unless accompanied by a member of staff and where a risk management assessment had been made and this met with health and safety regulations.

12. Outings and off-site visits

- These may include occasional volunteers as well as regular volunteers.
- There should be a briefing meeting at the start of the outing to ensure that volunteers are clear about the plan for the day, who the team leader is, the children who are their responsibility, any special needs of these children, who to ask for advice, who has the first aid kit, basic road safety advice etc.



Appendix 1:

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 1 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 The staff privacy notice will be sent to you on joining us via an email link.

Basic Information	
Full Name	
Home Address	
Telephone Number	
Email Address	
Date of Birth	
Your next of kins' name, telephone number and address	

Data Protection Notice
John Hampden Primary 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:



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

References	
Your placement as a volunteer may be subject to satisfactory references. Please give the details of 2 referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc.).	
Name:	Name:
Relationship to you:	Relationship to you:
Telephone number:	Telephone number:
Email address:	Email address:



Appendix 2:

Register interest with school via Head Teacher, School Business Manager or Administrator

The school will email the Volunteer Application Form

Return the fully completed form to the PA to the Head Teacher

The Head Teacher will decide whether to approve or decline the request, based on the school capacity to accommodate the volunteer and their request(s)

If approved, the school will contact the perspective volunteer to complete a DBS check and book safeguarding training

If volunteering work or placement offered, all volunteer will be asked to meet the Head Teacher to go through the following documents and policies:

1. Volunteers Handbook
2. Volunteer Declaration Form
3. Child Protection and Safeguarding
4. Managing Allegations of Abuse Made Against Staff Policy
5. Code of Conduct
6. Keeping Children Safe in Education
7. Behaviour Policy
8. Confidentiality Policy
9. Whistleblowing
10. ICT Acceptable Use
11. Prevent Online Training