



# Barton CE (VA) Primary School

## Volunteer Policy

Date policy last reviewed: 12.02.25

Signed by:

\_\_\_\_\_ Headteacher                      Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors                      Date: \_\_\_\_\_

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## Statement of intent

At Barton CE (VA) Primary School, we recognise and value the effort taken by volunteers who contribute towards our school.

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.

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## 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 (2024) 'Keeping children safe in education 2024'
- DfE (2018) 'Disqualification under the Childcare Act 2006'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Allegations of Abuse Against Staff Policy
- Complaints Procedures 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
- Once a month or more
- On an overnight stay.

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.

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- 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 volunteer at the school, either on an occasional or more regular basis, 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. A written risk assessment will be conducted to determine what checks, if any, are required.

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

#### 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.

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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

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 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
- Staff Equality, Equity, Diversity and Inclusion Policy
- Health and Safety Policy
- Invacuation, Evacuation and Lockdown Policy

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- Behaviour Policy
- Anti-bullying Policy
- Whistleblowing Policy
- Disciplinary Policy and Procedure
- Complaints Procedures Policy
- Allegations of Abuse Against Staff Policy
- Online Safety Policy
- Data Protection Policy
- ICT Disaster Recovery Plan
- Use of Images Policy

Volunteers will be provided with access to the above documents upon their induction.

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 governing board, 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.

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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 as soon as possible on the day they were due to attend if they are unable to attend at the agreed time.

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 Code of Conduct.

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 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 Autumn 2025.

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## 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: \_\_\_\_\_

I have also read KCSIE 2024 (part one)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## Volunteer agreement form

This agreement form must be completed before you undertake any volunteer work at Barton CE (VA) Primary 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. Please sign and date the first row of the third section.

<b>Name</b>	
<b>Name of staff member to whom you will report</b>	
<b>Days that you will volunteer in the school (to be reviewed each term)</b>	
<b>Please tick the appropriate box once you have read and understood the following documents</b>	
Keeping Children Safe in Education (KCSIE) – Part One	
Behaviour Policy	
Anti-bullying Policy	
Child Protection and Safeguarding Policy	
Health and Safety Policy	
Staff Equality, Equity, Diversity and Inclusion Policy	
Data Protection Policy	
Mobile Phones and Smart Devices Policy	
Online Safety Policy	
Invacuation, Evacuation and Lockdown Policy	
Allegations of Abuse Against Staff Policy	
Whistleblowing Policy	
Disciplinary Policy and Procedure	
Complaints Procedures Policy	
Use of Images Policy	



**I understand that I am a volunteer and will therefore not receive payment for my duties.**

<b>Signature of volunteer</b>		<b>Date</b>	
<b>Signature of supervisor</b>		<b>Date</b>	

# Registration Form for Voluntary Helpers with Disqualification Declaration and a Risk Assessment for an Enhanced DBS



**Barton CE (VA) Primary School**



# Registration Form for Voluntary Helpers with Disqualification Declaration and Risk Assessment for an Enhanced DBS Check

You will appreciate that the School must be particularly careful to enquire into the background of individuals who have access to pupils at the School. The School keeps a record of all persons who carry out voluntary work at the School. You are asked, therefore, to complete the details below and return them to the School. In accordance with Keeping Children Safe in Education, we ask volunteers to give names and addresses of two 'professional' referees. Please provide these below.

If, as a voluntary helper, you have regular unsupervised contact with the pupils then it will be necessary for a Disclosure and Barring Check, including a Barred List Check, to be made on you.

<b>Title:</b>	
<b>Last name:</b>	
<b>Previous name/s:</b>	
<b>First name/s:</b>	
<b>Address:</b>	
<b>National insurance number</b>	
<b>Date of birth:</b>	
<b>Telephone number:</b>	
<b>Email address:</b>	
<b>Have you ever lived overseas?</b>	Yes: <input type="checkbox"/> (please give details separately) No: <input type="checkbox"/>
Relevant experience (e.g. education, training, employment or voluntary work)	

<b>Referees</b>	
Please give names and addresses of two potential referees who can comment on your suitability to work with children.	
<b>First Referee</b>	
Full name:	
Job title:	
Telephone number/email:	
Full address:	
Relationship to applicant:	
<b>Second Referee</b>	
Full name:	
Job title:	
Telephone number/email:	
Full address:	
Relationship to applicant:	

### Reference Declaration

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

The referee's relationship with the candidate.

Details of the applicant's current post and salary.

Performance history and conduct.

All disciplinary action which may include those where the penalty is "time expired" and relate to the safety and welfare of children.

Details of any substantiated allegations or concerns relating to the safety and welfare of children.

Details of any child protection concerns, and if so, the outcome of any enquiry.

Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the School will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

By signing the below I consent to my named referees being contacted in accordance with the above.

<b>Signature:</b>	
<b>Print name:</b>	
<b>Date:</b>	

## DBS Check

It is the School's policy to require all volunteers to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice.

In addition, the role that you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 - Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

I consent to a Disclosure and Barring and Barred List Check being made on me if I will have regular unsupervised contact with pupils and to this form being held by the School as a record that appropriate checks have been carried out.

<b>Signature:</b>	
<b>Print name:</b>	
<b>Date:</b>	

## Disqualification

In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some volunteers (including individuals on work experience) in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child's fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

**I confirm that I fall within the scope of the legislation and I am not disqualified from working with children in Early or Later Years settings (this covers children above reception age but who have not attained the age of 8). I understand and accept that I must inform the Headteacher immediately if I become disqualified.**

<b>Signature:</b>	
<b>Print name:</b>	
<b>Date:</b>	

**For School Use - DBS Risk Assessment**

(Section 1 or 2 must be completed)

**Section 1: Regular unsupervised contact with pupils**

Nature of work with children:

Information known about the volunteer:  
(See above application form)

Has the volunteer undertaken any voluntary activities where references can advise on suitability to work with children?

Is the role eligible for an Enhanced DBS check with a barred list check?

Yes: 

DBS application made:

Yes: 

Date:

Signed:

DBS clearance received:

Yes: 

Date:

Signed:

**Section 2: No Regular Unsupervised Contact with Pupils**

Nature of work with children:

Information known about the volunteer:  
(See above application form)

Has the volunteer undertaken any voluntary activities where references can advise on suitability to work with children?

Is the role eligible for an Enhanced DBS check without a barred list check?

Yes: 

No regular unsupervised contact with pupils:

Yes: **Date:****Signed:**