Sires Hill
PRIMARY ACADEMY

Volunteer Policy - Whole School & EYFS

This policy is available to parents and prospective parents on the school's website and by request from the School Office. If you require a copy of this document in large print or audio format, please contact the School Office.

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Policy Review Information

Policy	SHPA Volunteer Policy
Review schedule	Every 3 years
Statutory Policy	No
Policy owner	Exec Principal
Lead Reviewer	Exec Principal
Approver and date of last approval	Exec Principal, October 2026
Key review dates	**Changes made**
02/2016	Written by A Ashcroft
09/2020	Reviewed: code of conduct added
02/2023	DPA policy aligned to Trust branding for SHPA ahead of Sep ’23 opening
December 2023	Amendments made to reflect current policy and practice
October 2026	Updated aims of the policy and referenced KCSiE 2026. Explained how volunteers are used. Updated information regarding the regulated activity requirements from 2026. See section 5. Safeguarding. Updated both the application form and code of conduct agreement.
Next review October 2029	

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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. Volunteers can support pupil wellbeing and development, often adding to the support provided to vulnerable or disadvantaged pupils.

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

The aim of the Sires Hill Primary Academy 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/carers with clear expectations and guidelines
- Ensure that volunteers are provided with a role profile, to aid understanding of their duties and responsibilities
- Set a clear, fair process for appointing and managing volunteers

This policy has been developed in line with the statutory safeguarding guidance Keeping Children Safe in Education (KCSIE) from the Department for Education (DfE), and the Safeguarding

Vulnerable Groups Act 2006 (as amended by the Protection of Freedoms Act 2012 and The Crime and Policing Act 2026).

Volunteers play an important role and are often seen by pupils as safe and trustworthy adults. The school is committed to ensuring a robust safeguarding procedure in the appointment of volunteers.

2. How we use volunteers

At Sires Hill volunteers **may:**

- Hear children read
- Accompany school visits
- Provide support to small groups of children for specific activities

Volunteers may be:

- Members of the governing board
- Parents and carers
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTA

This is not an exhaustive list.

3. How to apply to volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis, e.g. hearing children read, usually approaches the Exec Principal/Exec Vice Principal, class teacher or members of the school administration team directly by email.

Volunteers will be asked to complete a Volunteer Request Form (Appendix 1) with their contact details, type of activity they would like to help with, and the times they are available to help.

Once arrangements have been agreed regarding the type and frequency of work to be carried out the volunteer will be asked to sign the Volunteer Agreement Form (Appendix 2) and also read and sign the staff/volunteer code of conduct (Appendix 3).

Students on work experience have a separate policy and agreement to complete

4. Volunteer Status and selection

4.1 Status of volunteers

Volunteers are not employees of SHPA and are not engaged on a contract of employment or a contract for services. SHPA is not under any obligation to provide a volunteer with work and the volunteer shall be under no obligation to carry out any work. This policy does not represent a legally binding contract between SHPA and a volunteer.

The volunteering arrangement can be cancelled at any time at the discretion of either party.

Volunteers shall not be entitled to receive any payment or any other benefits for any voluntary work carried out, including training on any area that is outside the volunteer's remit. (See also the information on volunteer expenses in section 9 of this policy.)

4.2 Volunteer placement

Our school's volunteer co-ordinator is the Principal.

The induction of new volunteers can take up to 6 weeks for someone who wishes to regularly volunteer in the school. Volunteers at SHPA mostly accompany school trips and this would not require this induction period, but is subject to attending a briefing and signing the risk assessment. If the volunteer will be working in regulated activity, the volunteer placement will be conditional upon the school obtaining (via the individual) an enhanced DBS check including children's barred list information (if appropriate: see section 5) and other appropriate safeguarding checks, and relevant training.

For volunteers volunteering in the school through other organisations, enhanced DBS checks with children's barred list information will be conducted by the relevant organisation, if needed. The school will ask for written confirmation that enhanced DBS checks with children's barred list information have been carried out before a volunteer is allowed to start volunteering in regulated activity at the school.

We will not request children's barred list information if the volunteer is not engaging in or seeking to engage in regulated activity.

All volunteer placements are conditional upon the verification of the candidate's identity, their right to work in the UK where relevant, and any further appropriate checks if the individual has lived or worked outside the UK

5. Safeguarding

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

To make sure we're upholding our responsibility to keep our pupils safe, we will:

- Require an enhanced DBS check with a children's barred list information for all volunteers who are carrying out **regulated activity**. This means a person who will be, regardless of whether or not they are supervised:

Activity	Frequency
• Teaching, training, instructing, caring for, or supervising children • Providing advice or guidance on physical, emotional or educational wellbeing	• Frequently (once a week or more), or • On more than 3 days in a 30-day period, or • Once at any time between 2am and 6am and with opportunity to have face-to-face contact with children
• Driving a vehicle only for children and their carers or supervisors	• Frequently (once a week or more), or • On more than 3 days in a 30-day period

Providing intimate or personal care, including: • Assisting with toileting, washing, bathing and dressing due to a child's age, illness or disability • Assisting with eating and drinking due to illness or disability • Providing healthcare (physical or mental health)	• Any time, even if only once
Moderating a public electronic interactive communication service (e.g. the school's social media platforms) which is likely to be used wholly or mainly by children	• Any time

- For existing volunteers who will be in regulated activity from 1 September 2026, we will check their children's barred list status by obtaining an enhanced DBS check with children's barred list We will never permit volunteers to begin working in our school until we have received an enhanced DBS certificate including children's barred list information.
- If an individual volunteers at multiple settings for more than 3 days in a 30-day period, we will work with the other setting to decide who should apply for an enhanced DBS check with children's barred list information
- 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 activity the volunteer will be involved in. A decision not to appoint a volunteer because of their conviction(s) will be clearly documented
- Conduct a written risk assessment to determine whether a volunteer who isn't working in regulated activity needs a basic DBS check or an enhanced DBS check without children's barred list information. All risk assessments will be reviewed as required and in the event of a change to the role carried out by the volunteer. The risk assessment will be recorded on the single central record and kept in accordance with data protection laws, including the UK GDPR, the Data Protection Act 2018, and the Data (Use and Access) Act 2025**,** and the school's retention policy. The risk assessment will consider:
  - The nature of the voluntary activity they will be doing and any work with children
  - What we know about them, including formal or informal information offered by staff, parents/carers and other volunteers
  - References from employers or other voluntary roles. Note that those in regulated activity will always require an enhanced DBS check along with a children's barred list information

We legally cannot carry out a DBS check on a child under the age of 16 who is volunteering at our school. We will make sure that children who are volunteering are always under an appropriate level of supervision and we will conduct a risk assessment to consider any potential safeguarding issues.

We will never permit a volunteer on whom no checks have been obtained to be left unsupervised or allowed to work in regulated activity.

We will additionally:

- Provide safeguarding training to **all** volunteers **prior** to them beginning to volunteer at the school, including making sure that they have read and understood part 1 of KCSIE in full
- Require volunteers to agree and adhere to our code of conduct (see appendix 2) and to read, and adhere to, the school's policies on:
    - Child protection and safeguarding including low level concerns
    - Whistleblowing
    - Use of mobile phones
    - ICT and internet acceptable use
    - Health and Safety
    - Online safety
    - Behaviour
    - Equality and diversity

6. Induction and training

Volunteers must complete appropriate training, provided by the school, prior to volunteering at the school.

All volunteers must have safeguarding training, which will be provided by the school. Other training requirements will be determined by the Principal, or the appropriate member of staff, based on the nature of the activity the volunteer will be doing.

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 pupils, parents/carers and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents/carers or staff with those outside of the school.

If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents/carers.

This doesn't prevent volunteers from reporting safeguarding concerns or disclosures in accordance with the reporting arrangements set out in the school's safeguarding policy.

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

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

8. Conduct of volunteers

We require all volunteers to agree and adhere to the visitor code of conduct in appendix 2.

9. Expenses
Unfortunately, we are unable to cover expenses for volunteers.

10. Complaints procedure
In the event a volunteer has a complaint, they should follow the school's complaints procedure, which can be found on our website.

11. Insurance
The school's insurance policy does not cover volunteers in the event of an accident or emergency.

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

12. Data protection and record keeping
Our privacy notice for 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
- Remove details of volunteers from the single central record (SCR) once they no longer volunteer at our school

13. Monitoring and review
This policy, the information included, and its implementation will be monitored by the Principal.

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Appendix 1

Volunteer Application Form **Please complete this 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	
Personal Details	
Name:	
Date of birth	
Telephone number	
Email address	
Home address	
DISCLOSURE AND BARRING SERVICE	
The [school/trust] is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check with a children's barred list check on volunteers who undertake regulated activity, e.g.: • Regularly (for more than 3 days in a 30-day period) support pupils 1-on-1 • Regularly (for more than 3 days in a 30-day period) support groups of pupils • Provide personal care on a one-off basis • Supervise or accompany groups of pupils on overnight residential visits The school may process an enhanced DBS check before volunteers can undertake certain other activities. This requirement will be determined solely by the school. 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. Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trust's privacy notice.	
Disclosure and Barring Service Information	
Do you have a DBS check Please circle	**Yes No**
If yes, what type of check do you have (please circle)	**Basic DBS/. Standard DBS./. Enhanced DBS / Enhanced DBS with children's barred list information**
Date of check	
Certificate number	

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Availability					
	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
Am					
pm					
How many hours per week/month can you volunteer?					
Can you commit to at least one term?					

Experience and Qualifications			
Please share your employment history			
Employers name and address	Position held	If working with children, age range of children	Time period employed

Do you have experience in volunteering, or working with children? If yes, please include details below…
Why would you like to volunteer at Sires Hill Primary Academy?
Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc.)

Do you have any relevant qualifications?

Preferences	
What age group would you prefer to volunteer with	

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**	
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:

Appendix 2

Code of conduct for volunteers

This code of conduct outlines our expectations for volunteer conduct. We ask you to sign this form to indicate your agreement to the following:

1. School rules and policies

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

- Child protection and safeguarding, including low-level concerns
- ICT and internet acceptable use
- Online safety
- Mobile phones
- Data protection
- Health and safety
- Equality
- Whistle-blowing
- Behaviour

Copies of the school policies are available online on our website or from the school office.

2. Professional conduct

- Volunteers should follow instructions provided by their supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the school's volunteer co-ordinator, the Principal.
- 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 they are volunteering with, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions
- We require volunteers to conduct themselves in a professional manner at all times. This includes:
  - Dressing in a way that is appropriate to the school environment
  - Refraining from using inappropriate language, including not making comments either in the school environment or elsewhere, including on social media, that might bring the school into disrepute
  - 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
- Volunteers should not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged at the end of term or as a way of saying "thank you".
- Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents/carers have consented

- Parent/carer volunteers with children at the school should 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
- If you are unable to come to school when you are expected to be in, we ask that you contact your supervisor or the school office as soon as possible, so we can make alternative arrangements
- Volunteers are expected to support the school's commitment to being a mobile phone-free environment, and should refrain from using their own mobile phone for personal reasons in front of pupils throughout the school day

3. Safeguarding

- Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement
- 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.
- Volunteers should refrain from physical contact with pupils that could be misconstrued, is unnecessary, or is not in the best interests of the child, 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
- Volunteers must alert the DSL if a pupil develops an infatuation with them or otherwise demonstrates inappropriate behavior towards the volunteer, and 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
- Volunteers should not take photos of pupils on their mobile phone, or share photos of pupils unless instructed to do so by their supervisor

4. Health and safety

- 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
- Volunteers should familiarise themselves with the school's fire safety and emergency evacuation procedures
- Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times

5. Confidentiality

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

I understand that if I fail to adhere to this code of conduct, my volunteer placement may be terminated.

Please sign and date below:

Volunteer name: _____ Date: _____

Volunteer signature: _____