

VOLUNTEERS GUIDANCE POLICY FOR SCHOOLS

Spring 2026

Contents

1. Purpose.....	2
2. School Vision.....	2
3. Introduction.....	2
4. Becoming a volunteer.....	2
5. Induction Training.....	3
6. Supervision.....	4
7. Confidentiality.....	4
8. Health & Safety.....	4
9. Child Protection and Safeguarding.....	4
10. Regulated activity.....	4
11. DBS Checks.....	5
12. Complaints Procedure.....	6
13. Monitoring and Review.....	6
Appendix 1: Volunteer Confidentiality Contract.....	7
Appendix 2: Internal risk assessment for volunteers or visitors (enhanced DBS check not required)	8
Appendix 3: Off-site visits Volunteer / Parent Agreement.....	11
Appendix 4: KCSIE Guidance on Volunteers.....	14

1. Purpose

This policy sets out the principles, practices and procedures, which NAME School will follow in the appointment, management and supervision of volunteers.

2. School Vision

All adults who work in our school, whether as a paid member of staff or a volunteer are expected to work and behave in such a way as to actively promote our school vision.

3. Introduction

Volunteers at St Peter and St Paul Catholic Primary School bring with them a range of skills and experience that can enhance the learning opportunities of the children at our school. We welcome and encourage volunteers from the local and wider community.

Our volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students
- Ex members of staff
- Local residents
- Friends of the school

The types of activities that volunteers are engaged in under supervision include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children in the classroom
- Undertaking art and craft activities with children
- Working with children on the computers
- Accompanying school visits
- Supporting stay & play sessions
- Helping in crèches

4. Becoming a volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis can approach the Volunteer Coordinator or Headteacher.

Volunteers will be required to complete an Application form with their contact details, type of activities they would like to help with, and the times they are available to help. A DBS check **MUST** be completed (or evidenced if placement is through a college or university).

If a suitable volunteering opportunity can be identified, then the following process will be carried out:

- The person will be invited to attend the school for an **informal interview** (the panel will include either volunteer coordinator or Headteacher) to ensure they are suitable for the role.
- If suitable, and where this is not already completed, the volunteer will be asked to complete an application form.

- Two professional references will be sought from the referees provided on the application form. It is the volunteer's responsibility to contact their referees to ensure that references are received by the school in a timely manner.
- Volunteers will be asked to complete an Enhanced DBS check. A Barred List check will be requested for any volunteer who is in regulated activity.

Please Note:-

VOLUNTEER applicants will not be asked to cover the admin fee charged to schools for completing the DBS check.

STUDENT applicants are expected to provide evidence of a recent DBS check through a college / University

- The volunteer will be given appropriate school policies, procedures, health and safety information and safeguarding information to read. They must sign to say they have read and understood this information.
- The volunteer will be **linked to the class teacher** or another designated teacher, whose responsibility it is to make them aware of the role and responsibilities they will be undertaking.
- Volunteer records will be kept in the school office. Schools must keep an **up-to-date single central record** of all people who work in regular contact with children to ensure compliance with its obligations to ensure that children are safe, including volunteers.
- A designated member of staff will be allocated to oversee the volunteer. Before starting to volunteer in a school, the above steps must be completed. No volunteer may start regular volunteering without the appropriate checks. This is not required where a volunteer is engaged in a one-off activity, for example a parent helping on a school trip, or coming into class for a specific activity. However, these volunteers must be supervised at all times, and never left alone with a child.
- Before starting to help in school, volunteers should must the Volunteer Confidentiality Contract (*Appendix 1*), which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

Volunteers will be advised that completion of the legal requirements / application process can vary but may take up to 3 months.

5. Induction Training

ALL Volunteers and Students are required to attend **induction training prior to the placement**. This induction will be an opportunity for volunteers to raise any questions they may have and will also provide a further opportunity for the volunteer coordinator to confirm the clear guidelines set out in this policy and the schools expectations.

The induction will include **information about safeguarding, the staff code of conduct, school behaviour policy and procedures for children missing education and the identity, the role of the designated safeguarding lead**, confidentiality agreement, a copy of Part 1 of KCSIE, Health & Safety Policy.

6. Supervision

All volunteers work **under the supervision of the class teacher** of the class to which they are assigned, or another designated teacher. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers should have **clear guidance from the Teacher as to how an activity is carried out**/ what the expected outcome of an activity is. Volunteers are encouraged to seek further advice / guidance from the Teacher in the event of any query / problem regarding children's understanding of a task or behaviour.

All Volunteers will have **fortnightly supervision meetings** with the volunteer coordinator / Headteacher.

7. Confidentiality

Volunteers in school are bound by a confidentiality contract (**see Appendix 1**). Any concerns that Volunteers have about the children they work with / come into contact with should be voiced with the class teacher and NOT with the parents of the child / persons outside school.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher, Volunteer coordinator or the Designated Safeguarding Lead (DSL).

8. Health & Safety

The school has a Health & Safety Policy and this is made available on request to Volunteers working in the school.

The school will ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation – displayed in each classroom) and about any safety aspects associated with a particular task (e.g. using DT equipment / PE lessons / accompanying children on visits).

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher / Headteacher.

9. Child Protection and Safeguarding

St Peter and St Paul Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

The welfare of our children is paramount. To ensure the safety of our pupils, we adopt the Safer Recruitment guidelines provided by Islington Schools HR which applies to staff, workers and volunteers.

10. Regulated activity

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. HM Government have produced a [factual note on regulated activity in relation to Children: scope](#).

Regulated activity includes:

- a) teaching, training, instructing, caring for (see (c) below) or supervising children if the person is **unsupervised**, or providing advice or guidance on physical, emotional or educational well-being, or driving a vehicle only for children;
- b) work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers;

Work under (a) or (b) is regulated activity only if done regularly¹. Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not. This includes:

- c) relevant personal care, or health care provided by or provided under the supervision of a health care professional:
 - personal care includes helping a child with eating and drinking or in connection with toileting, washing, bathing and dressing for reason of age, illness or disability;
 - health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

11. DBS Checks

Volunteers who have frequent and intensive contact with children (frequent is once a week or more, intensive is 4 days a month or overnight) will be required to obtain an enhanced DBS disclosure with children's barred list check. For one-off volunteers helping at a school fete or accompanying staff on a trip out of school, a DBS disclosure is not required but appropriate risk assessment Appendix 2 must be undertaken and ensure that any volunteer is not left alone and unsupervised with children.

If volunteers are **recruited by another organisation, the school should obtain assurances from the organisation, or the umbrella body that has carried out the DBS checks** on the organisation's behalf, that clearance has been given and this assurance must be confirmed in writing in the form of a letter on the organisation's letterhead. This should declare that the person has been properly vetted and the individual should be asked to provide evidence of photo ID on school premises, especially on the first day. The types of photo ID that can be used for verification are:

- Photo ID Badge

¹ The Safeguarding Vulnerable Groups Act 2006 provides that the type of work referred to at (a) or (b) will be regulated activity if "it is carried out frequently by the same person" or if "the period condition is satisfied". Paragraph 10 of Schedule 4 to this Act says the period condition is satisfied if the person carrying out the activity does so at any time on more than three days in any period of 30 days and, for the purposes of the work referred to at (a), it is also satisfied if it is done at any time between 2am and 6am and it gives the person the opportunity to have face to face contact with children. "Frequently" is not defined in the Act, but the Guidance Regulated Activity in relation to Children: scope describes "frequently" as doing something once a week or more.

- Passport
- EU Card
- Residence Permit
- Driving Licence Photo Card

The SAO/AO will need to photocopy the ID doc, sign and date it and keep it on the individuals file as evidence that a photo ID was seen. This information will be kept on the school Single Central Record.

12. Complaints Procedure

Any complaints made about a volunteer will be referred to the Headteacher / Volunteer coordinator for investigation. Any complaints made by a volunteer will be referred to the Headteacher / Volunteer Coordinator.

The Headteacher reserves the right to take the following action:

- To speak with the volunteer about a breach of the Volunteer confidentiality contract and seek reassurance that this will not happen again;
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another Class;
- Inform the Volunteer that the school no longer wishes to support the placement.

13. Monitoring and Review

This policy has been approved by the Governing Body and will be reviewed annually and updated in the light of new guidance.

Appendix 1: Volunteer Confidentiality Contract

As a Volunteer at St Peter and St Paul Catholic Primary School, I understand that class, pupil and parent details, staff room conversations or school matters are confidential and not to be shared or discussed with parents or members of the general public.

If I have any concerns, I will initially raise them with the class teacher then the Designated Safeguarding Lead or Head teacher, if necessary.

I understand that the [class teacher is in charge of all activities and the discipline in the class](#). If I am asked to work with a group of children outside the classroom however, or in a discrete group in class, I can verbally discipline a child. I will not under any circumstances use physical force.

I understand that before I start working in school, [the school will initiate an enhanced DBS check on me in the interest of the safety of the children in the school](#).

Should a situation arise that indicates that I have divulged any confidential information to a parent or members of the public the matter will be investigated and my placement may be withdrawn.

I understand that my personal details and details of the DBS check will be held on the school's single central record for inspection by authorised personnel only.

Volunteer's name	
Role in the school	
Proposed/actual start date	
Date	
Signed	

Volunteer Coordinator name	
Date	
Signed	

Appendix 2: Internal risk assessment for volunteers or visitors (enhanced DBS check not required)

Purpose: To be used to assess the suitability of a person who is working with the school on a one-off basis i.e. parent volunteer going on a school trip.

If a volunteer is not engaging in regulated activity, the school should undertake a risk assessment and use their professional judgement and experience when deciding whether to seek an enhanced DBS with barred list check. They should consider:

- the nature of the work with children;
- 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 suitability; and
- whether the role is eligible for an enhanced DBS with barred list check.

For one-off volunteers (helping at a school fete or accompanying staff on a trip out of school, a DBS disclosure is not required but, appropriate risk assessments must be undertaken and under no circumstances should a volunteer/visitor in respect of whom no checks have been obtained be left unsupervised with children.

Volunteers who have frequent and intensive contact with children (frequent is once a week or more, intensive is four days a month or overnight) will be required to obtain an enhanced DBS disclosure with children's barred list check.

Applicant name	
Role in the school	
Proposed/actual start date	
Risk assessment undertaken by	
Date of risk assessment	

SECTION 1 - Applicant Summary

Question	Applicant Explanation/Comments
In what capacity will the person be visiting the school?	<input type="checkbox"/> volunteer <input type="checkbox"/> attending class trip <input type="checkbox"/> other visiting professional (please specify)
How regularly will this person be visiting the school and how long will the person spend at the school during each visit?	
Does this person have previous experience working with children?	Yes / No Please detail
Has the person been interviewed by someone in the school?	Yes / No Interviewed by: Date of Interview:
Has the person at the school e.g. teacher in charge been given guidance on volunteers assisting in school?	Yes / No
Has the individual had a DBS disclosure previously?	Yes / No If yes, please advise: Disclosure date: Disclosure number: Issuing organisation:

SECTION 2 - Headteacher / Appointing Manager Risk Assessment

Question	Details (please circle correct answer)			
What is the nature of the contact the individual has with children?	Frequent direct contact	<input type="checkbox"/>	Frequent indirect contact	<input type="checkbox"/>
	Infrequent indirect contact	<input type="checkbox"/>	Intensive	<input type="checkbox"/>

Decision and rationale from the appointing manager /headteacher taking into account risks

Headteacher's discretion: Do you wish to proceed with volunteer/visiting professional? Yes / No

Please confirm what further vetting checks has been carried out by the school prior to the person's commencement?

References

Proof of ID and address

Signature: Date:

Name (printed):

Appendix 3: Off-site visits Volunteer / Parent Agreement

School trips are an integral part of learning at NAME School and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: You will have an important role to play in the success and safety of the school trip.

Please read and return this appendix, and sign and return the helper's return slip.

This is part of our school's risk assessment planning.

Role of the volunteer Helper

- To be responsible and look after, in equal measure in conjunction with school staff, all of the children in your group.
- To stay with your allocated staff member / group of children, ensuring that their wellbeing and safety is maintained for the total duration of the school trip.
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- To ensure that the group you are with keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip.
- To contact your / child's class teacher / school member of staff if there are issues with first aid, safety and / or behaviour.

Working alongside School Staff

School staff expect volunteer helpers to:

Comply with all of the above whilst being under the direct line management of school staff. Show commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs / labels/ information, asking questions that encourage children to think.

Follow guidance from the school staff.

What is not permitted

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give / buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip.

First Aid

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication / needs. If medication needs to be administered, this will be done by a trained member of staff.

All first aid box(es) will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible if you 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 directly on 020 7253 0839.

- I have read the Volunteer Policy
- I agree to the terms and conditions as stated in the policy
- I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.

Please delete as appropriate

Parent Volunteer:

Trip venue	
Parent name	
Signed	
Date	

Volunteer / Student off-site Open Volunteer Agreement

Trip venue	
Volunteer / Student name	
Signed	
Date	

Appendix 4: KCSIE Guidance on Volunteers

Volunteers

287. Under no circumstances should a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

288. Whilst volunteers play an important role and are often seen by children as being safe and trustworthy adults, the nature of voluntary roles varies, so schools and colleges should undertake a written risk assessment and use their professional judgement and experience when deciding what checks, if any, are required.

289. The risk assessment should consider:

- the nature of the work with children, especially if it will constitute regulated activity, including the level of supervision (see paragraphs 292-293 about supervision);
- 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 their suitability; and
- whether the role is eligible for a DBS check and if it is, what level is appropriate.

Details of the risk assessment should be recorded.

When should a DBS with barred list be obtained for volunteers?

290. Schools or colleges should obtain an enhanced DBS check (which should include children's barred list information) for all volunteers who are new to working in regulated activity with children, i.e. where they are unsupervised and teach or look after children regularly or provide personal care on a one-off basis in schools and colleges. See Annex F for statutory supervision guidance.

291. Employers are not legally permitted to request barred list information on a supervised volunteer, as they are not considered to be engaging in regulated activity.

Supervision of volunteers

292. It is for schools and colleges to determine whether a volunteer is considered to be supervised. Where an individual is supervised, to help determine the appropriate level of supervision, schools and colleges **must** have regard to the statutory guidance issued by the Secretary of State (replicated at Annex F).

293. For a person to be considered supervised, the supervision **must** be:

- by a person who is in regulated activity relating to children;
- regular and day to day; and
- reasonable in all the circumstances to ensure the protection of children.

Existing volunteers

294. Volunteers engaging in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information) unless the school or college have any concerns.