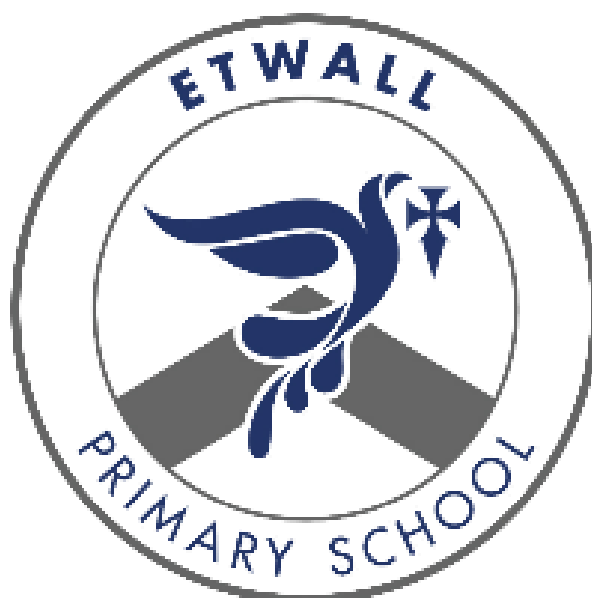


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ETWALL PRIMARY SCHOOL

Volunteer Policy

This policy has been reviewed in light of the Equality Act 2010, available statutory safeguarding guidance, current school safeguarding procedures and the school's existing volunteer documentation. It references Keeping Children Safe in Education 2026 for implementation from 1 September 2026. Until 31 August 2026, schools must continue to follow Keeping Children Safe in Education 2025.

Contents

- 1. Introduction and policy statement
- 2. Aims
- 3. Scope and definition of a volunteer
- 4. How volunteers support school life
- 5. Roles and responsibilities
- 6. Volunteer application, selection and approval
- 7. Safer recruitment, suitability checks and the Single Central Record
- 8. DBS checks, regulated activity and the 2026 supervision-exemption change
- 9. Induction, training and annual confirmation
- 10. Safeguarding and child protection expectations
- 11. Low-level concerns, allegations and whistleblowing
- 12. Supervision, boundaries and conduct
- 13. Confidentiality, data protection and use of information
- 14. Online safety, mobile phones, photographs and personal devices
- 15. Health, safety, security and emergency procedures
- 16. Volunteers on visits, swimming, transport and personal care
- 17. Insurance, expenses and volunteer status
- 18. Complaints procedure
- 19. Ending or pausing a volunteer placement
- 20. Monitoring and review
- 21. Links to other policies and documents
- Appendix 1: Volunteer recruitment and induction checklist
- Appendix 2: Volunteer code of conduct
- Appendix 3: Staff request for volunteer support
- Appendix 4: Volunteer suitability and supervision risk assessment summary

1. Introduction and policy statement

At Etwall Primary School, volunteers make a valued contribution to school life. They enrich pupils' experiences, support the curriculum, strengthen community links and help the school provide additional opportunities for children.

The welfare and safety of pupils remains our first priority. Volunteers are therefore recruited, inducted, supervised and supported within a clear safeguarding framework. This policy sets out the school's expectations for the recruitment, deployment, supervision and conduct of volunteers.

This policy should be read alongside the school's Child Protection and Safeguarding Policy, Visitor Management and Visitors on Site Policy, Code of Conduct, Low-Level Concerns Policy, Online Safety Policy, Mobile Phone and Personal Devices expectations, Health and Safety Policy, Data Protection Policy, Whistleblowing Policy, Volunteer Application Form, Volunteer Safeguarding Risk Assessment and Volunteer Induction documentation.

2. Aims

- To ensure volunteers are recruited and managed safely, fairly and consistently.
- To protect pupils from harm by applying robust safeguarding and safer recruitment procedures.
- To make clear the differences between visitors, occasional helpers and regular volunteers.
- To ensure volunteers understand safeguarding, confidentiality, behaviour, online safety, health and safety and professional boundaries.
- To ensure staff know how to request, support and supervise volunteers.
- To ensure appropriate checks, risk assessments and induction arrangements are completed and recorded before volunteering begins.

3. Scope and definition of a volunteer

This policy applies to all adults who give their time to support the school without payment, except for any approved out-of-pocket expenses. This includes parents, carers, grandparents, governors acting outside their governance role, students, workplace-experience helpers, community members, PTA members and people supporting clubs, visits, swimming or curriculum activities.

A person attending school for a one-off event, meeting or performance may be managed under the Visitor Policy rather than this Volunteer Policy. The Headteacher or senior leader will decide which procedure applies, based on the purpose, frequency and level of pupil contact involved.

Governors attending school in their governance capacity are covered by governor procedures and the Governor Code of Conduct. If a governor separately supports pupils as a classroom, trip, club or swimming volunteer, this policy applies to that volunteering activity.

4. How volunteers support school life

Volunteers may support school life in a range of ways, including:

- hearing children read;
- supporting classroom activities under staff direction;
- helping with art, design, sport, music, gardening, cultural capital or enrichment activities;

- supporting visits, walks, sports events and community activities;
- supporting swimming arrangements where specifically inducted and risk assessed;
- helping with school events, fairs or performances;
- supporting pupils individually or in small groups where agreed and supervised appropriately.

This is not an exhaustive list. All volunteer activity must be agreed by the Headteacher, Deputy Headteacher or another nominated senior leader before it begins.

5. Roles and responsibilities

5.1 Governing Body

- Approves this policy and monitors its implementation through safeguarding and leadership reporting.
- Ensures safeguarding arrangements for volunteers are effective and aligned with statutory guidance.
- Ensures there is appropriate oversight of safer recruitment, induction and records.

5.2 Headteacher

- Has overall responsibility for the safe recruitment, approval, deployment and supervision of volunteers.
- Decides whether a prospective volunteer may begin, continue, pause or cease volunteering.
- Ensures DBS, barred list, references, online checks, identity checks, risk assessments and induction arrangements are completed where required.
- Ensures concerns, allegations and low-level concerns involving volunteers are managed in line with safeguarding procedures.

5.3 Senior leaders

The Headteacher may delegate operational tasks to a senior leader or office member, but accountability remains with the Headteacher. The school office supports administration, identity checking, references, DBS processing and records.

5.4 Supervising staff

- Ensure volunteers understand their role and remain within agreed boundaries.
- Provide appropriate supervision and monitor volunteer conduct.
- Do not leave pupils alone with volunteers unless this has been explicitly approved through the school's safeguarding and safer recruitment procedures.
- Report concerns about a volunteer immediately to the Headteacher or DSL.

5.5 Volunteers

- Complete the application and checking process honestly and promptly.
- Attend induction and complete required safeguarding confirmations before starting.
- Follow school policies and instructions from staff.
- Wear identification, sign in and out, maintain confidentiality and report safeguarding concerns without delay.
- Notify the school immediately of any change in circumstances that may affect suitability to volunteer.

6. Volunteer application, selection and approval

Prospective volunteers must complete the Etwall Primary School Volunteer Application Form before starting. The form collects contact details, previous names, connection with school, relevant experience, reasons for

volunteering, preferred volunteering activity, medical information for emergencies, reference details, previous overseas work or residence and DBS/update-service information.

The school normally requires two references for volunteers. Where the person currently works or volunteers with children, a reference should normally be sought from that setting or employer where possible. References must be reviewed before the placement is approved.

The SLT section of the application form must be completed, including the role to be undertaken, online check confirmation, reference outcomes, DBS/SCR confirmation where required, receipt of declaration documents, safeguarding information pack and the name of the person completing induction.

A volunteer may not begin until the Headteacher or delegated senior leader is satisfied that the role is appropriate, necessary checks have been completed or risk assessed, induction arrangements are in place and the volunteer understands the school's safeguarding expectations.

7. Safer recruitment, suitability checks and the Single Central Record

The school will apply a proportionate safer recruitment process for volunteers. This may include identity checks, right-to-work evidence where relevant, previous-name checks, references, online checks, overseas checks, DBS checks, barred list checks where legally permitted, childcare disqualification declarations where relevant, annual suitability declarations and risk assessments.

Volunteers whose role requires a DBS check, barred list check or other statutory check will be recorded on the Single Central Record. The school will also retain appropriate recruitment, risk assessment, declaration and induction records in accordance with data protection requirements and the school's retention procedures.

Volunteers must inform the Headteacher immediately if they are arrested, cautioned, charged with or convicted of any criminal offence, receive a criminal sentence, or become subject to any investigation or other change in circumstances that may affect their suitability to work with children. The Headteacher will consider the information in accordance with safeguarding procedures and any applicable legal requirements.

Where information is disclosed through checks, references or declarations, the Headteacher will consider the information carefully, taking into account the nature of the role, the nature and relevance of the information, the level of supervision and any safeguarding risk. Advice may be sought from relevant safeguarding, HR, DBS or local authority professionals where required.

8. DBS checks, regulated activity and the 2026 supervision-exemption change

This policy is written for implementation from September 2026 and therefore references Keeping Children Safe in Education 2026 and the September 2026 changes to regulated activity.

From 1 September 2026, the supervision exemption for unpaid volunteers in certain child-facing activities is removed. This means that volunteer activity involving teaching, training, instructing, caring for or supervising children will be treated as regulated activity if it is frequent or meets the period condition.

At Etwall Primary School, a volunteer will therefore require an enhanced DBS check with children's barred list information where they engage in regulated activity, including where they:

- volunteer on more than 3 days in any 30-day period in relevant child-facing activity;

- take part in an overnight activity with children;
- provide, or may be asked to provide, personal care;
- supervise, care for, teach, train or instruct children in a way that meets the regulated activity criteria; or
- undertake another role for which the Headteacher determines that an enhanced DBS check and barred list information is required and legally permitted.

The school will review each volunteer's pattern of support, including whether they volunteer with children in other organisations, when assessing whether the period condition is met. Volunteers must tell the school if they volunteer or work with children elsewhere, as this may affect the required checks.

Where a volunteer is not in regulated activity, the school will still consider whether an enhanced DBS check without barred list information is appropriate and legally permissible. The decision will be based on the volunteer safeguarding risk assessment and recorded.

A volunteer who does not have the required safeguarding clearance must not be left unsupervised with pupils. The school will not knowingly permit a barred person to engage in regulated activity.

9. Induction, training and annual confirmation

All volunteers must complete an appropriate induction before volunteering. Induction is delivered by the Headteacher, Deputy Headteacher, member of SLT or other nominated staff member.

The Volunteer Induction document covers safety, first aid, accident reporting, fire procedures, workplace safety, security, unauthorised areas, asbestos, electrical safety, working at height, swimming procedures where relevant, health and wellbeing, welfare arrangements, safeguarding, behaviour, escalation, Prevent, safer working practice, code of conduct, confidentiality, mobile phones, general school information, GDPR and data protection.

All volunteers must receive safeguarding information before starting and must confirm that they have read and understood the required documents. From September 2026, volunteers will be expected to read the latest version of KCSIE Part One unless the Headteacher determines that a different statutory extract is appropriate for a specific non-child-facing role. The school will also make use of KCSIE Part One overview as a helpful supplementary document where appropriate, but it does not replace the requirement to read Part One where required.

Regular volunteers must complete annual confirmation and declaration documentation, including suitability, disqualification where relevant, conflicts of interest and personal device/acceptable use confirmations where applicable.

10. Safeguarding and child protection expectations

Volunteers share responsibility for safeguarding. They must never assume that someone else will act. Any concern about a child's welfare, behaviour, presentation, comments, injury, disclosure or online safety must be reported immediately to the DSL, a Deputy DSL or the supervising member of staff.

Volunteers must not investigate concerns themselves, ask leading questions or promise confidentiality. Where a child makes a disclosure, volunteers should listen calmly, reassure the child that they have done the right thing by telling, avoid asking leading questions, record key words as soon as possible and pass the concern immediately to a DSL/DDSL.

The school's DSL is Sarah Bentley, Headteacher. The Deputy Designated Safeguarding Lead is Tiz Bradley. Safeguarding Officers include Sam Toynbee, Sarah Giles and Nikki Carter. This list must be checked against the latest Safeguarding Policy and visitor safeguarding information because named roles may change.

Volunteers must follow the Child Protection and Safeguarding Policy, Online Safety Policy, Behaviour Policy, Whistleblowing Policy, Low-Level Concerns Policy, Code of Conduct and any role-specific risk assessment or guidance.

11. Low-level concerns, allegations and whistleblowing

Any concern about the conduct of a staff member, volunteer, contractor or visitor must be shared without delay. Concerns about adults may include behaviour that does not meet the harm threshold but is inconsistent with the school's code of conduct, safer working practice or professional boundaries.

Concerns about volunteers will be managed in line with the school's Low-Level Concerns Policy, Child Protection and Safeguarding Policy and allegations procedures. Where a concern may meet the harm threshold, the Headteacher will follow local safeguarding procedures, including consideration of advice from the Local Authority Designated Officer (LADO).

Concerns about the Headteacher should be reported to the Chair of Governors or through the safeguarding procedure set out in the school's safeguarding policy. Whistleblowing concerns should be raised in line with the school's Confidential Reporting/Whistleblowing Policy.

12. Supervision, boundaries and conduct

Volunteers must work within the role agreed by the school and under the direction of staff. They must not take pupils away from supervised areas, arrange additional contact, share personal details, communicate with pupils online or outside school, or undertake duties that have not been authorised.

Behaviour management remains the responsibility of school staff. Volunteers should use the school's agreed positive language and should seek assistance from staff if behaviour concerns arise. Volunteers must not issue sanctions independently, use physical intervention except in an immediate emergency to prevent harm, or manage behaviour in a way that is inconsistent with school policy.

Parent/carer volunteers must not favour their own child, use volunteering time to discuss their child's education, or approach their child unnecessarily during the school day. Any discussion about their own child should take place through normal parent communication routes.

Volunteers must dress and speak appropriately, be respectful and inclusive, avoid gifts or favouritism, maintain professional distance and act as positive role models.

13. Confidentiality, data protection and use of information

Volunteers may become aware of confidential information about pupils, families, staff or school operations. Such information must not be shared outside school, discussed with other parents or pupils, posted online or used for personal purposes.

Written information must be stored securely and not left where others can see it. Screens and devices must be locked when not in use. Passwords must not be shared. Any suspected data breach must be reported

immediately to the Headteacher, School Business Officer or in accordance with the school's data breach procedure.

Personal data collected during the volunteer application and checking process will be used only for appropriate recruitment, safeguarding, statutory compliance and school administration purposes, in line with the school's Data Protection Policy and privacy information.

14. Online safety, mobile phones, photographs and personal devices

Volunteers must follow the school's Online Safety Policy, Acceptable Use arrangements and personal device expectations. Mobile phones and personal devices should be locked away or kept away from pupils unless the Headteacher has given specific permission.

Volunteers must not take photographs, videos or recordings of pupils unless this has been explicitly authorised by the school for a specific purpose and is consistent with the school's photography, consent and safeguarding procedures.

Volunteers must not use personal social media to contact pupils, share images, discuss pupils or school matters, or post anything that could identify pupils or bring the school into disrepute.

15. Health, safety, security and emergency procedures

Volunteers must sign in and out each time they attend school and wear the visitor/volunteer identification provided. This enables the school to manage safeguarding, site security and emergency evacuation responsibilities.

Volunteers must follow the school's Health and Safety Policy, fire procedures, first aid arrangements, accident reporting expectations, smoking/vaping restrictions, site security procedures and instructions from staff. They must report unsafe situations, accidents, defective equipment, security concerns or unidentified adults immediately.

Volunteers must not access unauthorised areas such as the boiler house and must ensure that any doors or gates used are closed securely. Volunteers must not bring electrical items for use in school unless agreed and appropriately checked.

In the event of fire, lockdown, evacuation, serious incident or protective security response, volunteers must follow staff instructions immediately and remain with the staff member responsible for them unless instructed otherwise.

16. Volunteers on visits, swimming, transport and personal care

Volunteers supporting educational visits, swimming, sports events or off-site activities must be specifically authorised, included in the relevant risk assessment and briefed on their role before the activity. They must follow the directions of the visit leader or responsible staff member at all times.

Volunteers must not transport pupils in their own vehicle unless this has been specifically approved by the Headteacher, parents/carers have given consent, appropriate checks have been completed and the role is covered by risk assessment and insurance arrangements. A volunteer without the required enhanced DBS and barred list check must not transport children unsupervised.

Volunteers must not provide personal care unless the Headteacher has explicitly approved this, the role has been risk assessed and the volunteer has the required safeguarding clearance and training. Routine practical support such as helping a child tie laces may be appropriate where it is visible, proportionate and in line with safer working practice.

17. Insurance, expenses and volunteer status

Volunteers are not employees and do not have a contract of employment or contract for services with the school. Either the volunteer or the school may end the arrangement at any time.

Volunteers are not paid for their time. The school may reimburse reasonable, pre-agreed out-of-pocket expenses where these have been authorised in advance and supported by receipts. Expenses must be claimed through the school office and authorised by the Headteacher or School Business Officer.

The school will check that volunteer activities are covered by appropriate insurance arrangements, particularly where activities involve off-site visits, transport, specialist activities or activities organised through another provider.

18. Complaints procedure

If a volunteer has a concern or complaint about their volunteering experience, they should speak in the first instance to the supervising member of staff or the Headteacher. Where the concern is about safeguarding, a child, an adult working with children, whistleblowing, confidentiality, discrimination or health and safety, the relevant school policy and reporting route must be followed immediately. The school will respond proportionately, fairly and in line with its Complaints Policy, Whistleblowing Policy, Safeguarding Policy and Low-Level Concerns Policy as appropriate.

This section does not prevent the school from pausing or ending a volunteering arrangement immediately where there are safeguarding, conduct, suitability, confidentiality, security or operational concerns.

19. Ending or pausing a volunteer placement

The school may pause, amend or end a volunteer placement where:

- the school no longer requires the support;
- the volunteer is unable to meet the requirements of the role;
- there are safeguarding, suitability, conduct, confidentiality, health and safety or security concerns;
- required checks or declarations are incomplete or unsatisfactory;
- the volunteer does not follow school policies or staff instructions;
- continuing the arrangement is not in the best interests of pupils or the school.

Where appropriate, the Headteacher may meet with the volunteer to discuss concerns. However, the school is not required to follow employment procedures because volunteers are not employees. Safeguarding concerns will always be prioritised and managed through safeguarding procedures.

20. Monitoring and review

The Headteacher will monitor the implementation of this policy and report safeguarding or compliance matters to governors as appropriate. The policy will be reviewed annually or earlier if statutory guidance, KCSIE, DBS guidance, regulated activity rules, staffing arrangements or local safeguarding procedures change.

21. Links to other policies and documents

- Child Protection and Safeguarding Policy
- Visitor Management and Visitors on Site Policy
- Low-Level Concerns Policy
- Staff Code of Conduct / Safer Working Practice
- Confidential Reporting Code / Whistleblowing Policy
- Online Safety Policy
- Acceptable Use Policy
- Data Protection Policy and Privacy Notices
- Health and Safety Policy
- First Aid Policy
- Behaviour Policy
- Anti-Bullying Policy
- Preventing Radicalisation and Extremism Policy
- Educational Visits Policy and risk assessments
- Photography and Video Policy
- Volunteer Application Form
- Volunteer Induction Form
- Volunteer Safeguarding Risk Assessment
- Annual Safeguarding and Policy Confirmation Form - Volunteer Version
- Single Central Record procedures

Appendix 1: Volunteer recruitment and induction checklist

This checklist should be completed before a volunteer begins and updated whenever the role changes.

Stage	Requirement	Completed by/date	Notes
Initial enquiry	Volunteer role, reason and proposed activity discussed.		
Application	Volunteer application form completed, signed and dated.		
Identity	Identity, address, previous-name and relevant right-to-work evidence checked where required.		
References	Two references requested, received and reviewed.		
Online check	Online check completed where applicable and recorded.		
Role assessment	Volunteer activity assessed for regulated activity, frequency, overnight activity, personal care and supervision level.		
DBS	Appropriate DBS/barred list decision recorded. Application completed where required and legally permitted.		
Risk assessment	Volunteer safeguarding risk assessment completed where needed, particularly where DBS/barred list check is not required.		
Declarations	Suitability, disqualification where relevant, conflict of interest and acceptable use declarations completed.		
SCR	Details entered on SCR where required.		
Induction	Volunteer induction completed and signed.		
Policies	KCSIE Part One, safeguarding policy and required school policies provided or signposted.		
Final approval	Headteacher/SLT approval confirmed prior to start.		

Appendix 2: Volunteer code of conduct

I agree to follow the expectations below while volunteering at Etwall Primary School.

1. I will safeguard pupils and report concerns immediately to the DSL, DDSL or supervising member of staff.
2. I will follow school policies, including safeguarding, behaviour, confidentiality, online safety, health and safety, data protection and low-level concerns procedures.
3. I will work only within the role agreed by the school and follow staff instructions.
4. I will not be alone with pupils unless this has been explicitly authorised and appropriate checks are in place.
5. I will maintain professional boundaries and will not exchange personal contact details with pupils or contact pupils on social media.
6. I will not take photographs, videos or recordings of pupils unless specifically authorised by the school.
7. I will not use a mobile phone or personal device around pupils unless the Headteacher has given specific permission.
8. I will keep information about pupils, families and staff confidential and will report any data breach immediately.
9. I will sign in and out, wear identification and follow security, fire, lockdown and emergency procedures.
10. I will not give or receive gifts from pupils except for small customary tokens agreed by school practice.
11. I will not transport pupils, provide personal care or support swimming/visits unless specifically authorised, risk assessed and briefed.
12. I will notify the school immediately of any change in circumstances that may affect my suitability to work with children.
13. I understand that failure to follow this code may lead to my volunteer placement being ended and may require safeguarding action.

Volunteer name: _____ Date: _____

Volunteer signature: _____

Appendix 3: Staff request for volunteer support

Staff member requesting support	
Class/year group/activity	
Reason volunteer support is requested	
Date(s), time(s) and frequency	
Will the volunteer teach, train, instruct, care for or supervise pupils?	
Will the volunteer be with pupils more than 3 days in any 30-day period?	
Will the activity involve an overnight stay?	
Will personal care, swimming, transport or off-site supervision be involved?	
Supervising staff member	
Headteacher/SLT approval	

Appendix 4: Volunteer suitability and supervision risk assessment summary

This summary supports, but does not replace, the full Volunteer Safeguarding Risk Assessment. It should be used whenever a new role is created, an existing volunteer role changes, or there is a question about DBS eligibility, supervision, personal care, transport or off-site activity.

Risk/issue	Control	In place?	Further action	Risk after controls
Regular or frequent child contact	Assess regulated activity; complete enhanced DBS with barred list where required.			
Unsupervised contact	Only permitted where authorised, checked and risk assessed.			
Lack of safeguarding knowledge	KCSIE, safeguarding policy and induction completed before starting.			
Allegation or low-level concern	Report to Headteacher/DSL; follow allegations and low-level concerns procedures.			
Personal care	Not permitted unless authorised, checked, trained and risk assessed.			
Transport	Not permitted unless authorised, insured, consented and checked.			
Confidentiality/data breach	Confidentiality, GDPR and personal device expectations explained and signed.			
Emergency procedures	Fire, lockdown, first aid, accident and site-security induction completed.			