St Barnabas CE Primary School

"Preparing for a positive future, achieved through faith."
Christian values are central to the life of our school, where we are devoted to inspire our children to succeed, flourish and live life in all its fullness.
"Let your light shine."

Matthew 5:16

Volunteer Policy

Policy Updated:	October 2026
Date reviewed and agreed by Governors:	December 2026
Date of next review:	October 2027
Headteacher:	Miss J Hodgkinson

Contents

1. Introduction and aims 2
2. How we use volunteers 3
3. How to apply to volunteer 3
4. Volunteer status and selection 3
5. Safeguarding 4
6. Induction and training 5
7. Confidentiality 6
8. Conduct of volunteers 6
9. Expenses 6
10. Complaints procedure 6
11. Insurance 6
12. Data protection and record keeping 6
13. Monitoring and review 9
14. Links to other policies 7
Appendix 1: volunteer application form ..... **Error! Bookmark not defined.**
Appendix 2: code of conduct for volunteers ..... **Error! Bookmark not defined.**
Appendix 3: requesting a volunteer (information for staff) ..... **Error! Bookmark not defined.**
Appendix 4: volunteer expenses request form ..... **Error! Bookmark not defined.**

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 St Barnabas CE Primary School's 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 St Barnabas CE Primary volunteers may:

- Hear children read
- Accompany school visits
- Provide support to individual children
- Provide support to small groups of children

This is not an exhaustive list.

Volunteers may be:

- Members of the governing board
- Parents and carers
- Former pupils
- Students on work experience
- Local residents
- Local clergy or members of the congregation

This is not an exhaustive list.

Members of the governing board working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings) are not covered by this policy. They are covered by our governor code of conduct.

3. How to apply to volunteer

To become a volunteer at St Barnabas CE Primary, people should:Explain how volunteers should approach the school. For example:

- By email the main office stating who they are and their requirements
- By invitation through an approved company i.e. reading volunteers
- Approaching senior leaders

4. Volunteer status and selection

4.1 Status of volunteers

Volunteers are not employees of St Barnabas CE Primary and are not engaged on a contract of employment or a contract for services. St Barnabas CE Primary 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 St Barnabas CE Primary School 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 Miss Emma Perkins

The induction of new volunteers takes place with an initial visit to the school to meet staff and children and learn about important protocols. The volunteer coordinator carries out most inductions, however this can change to the EYFS leader if the volunteer position is in the EYFS. The volunteer coordinator is also the main point of contact for the volunteer and completes a 6 week induction process.

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

Volunteers are required to be entered in the school's SCR and are required to read the staff code of conduct, all important drill protocols and the whistle blowing posters within school.
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 information or a standalone barred list check. We may obtain a standalone barred list check if we want the volunteer to undertake regulated activity prior to obtaining the enhanced DBS check certificate, or if we have recently obtained an enhanced DBS check without children's barred list information, and there has been no break in service since that certificate was issued. A rigorous risk assessment is put in place whilst a enhanced DBS certificate is being obtained.
- 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
  - Whistle-blowing
  - Use of mobile phones
  - Behaviour
  - DBS certificates will be accepted from other organisations.

6. Induction and training

- Induction training covers health and safety, safeguarding, mobile phones, code of conduct, absence procedures, drill protocols
- Volunteers have constant support from the volunteer coordinator, phase leaders and individual class teachers
- Induction training is provided by the school.

All volunteers must have safeguarding training, which will be provided by the school. Other training requirements will be determined by the headteacher, 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 St Barnabas CE Primary

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 policies mentioned in section 5.

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 the school website.

11. Insurance

The school's insurance policy does 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 Emma Perkins, Deputy Headteacher

It has been approved by the governing body and will be reviewed regularly.

14. Links to other policies

This volunteering policy is linked to our:

- Child protection and safeguarding policy
- Low level concerns procedures
- Whistle-blowing policy/procedures
- Complaints policy
- Health and safety policy and procedures
- Equality and diversity policy