Woodcroft Primary School

Volunteer Policy

2026

Signed by:

Craig Tallon	Headteacher	Date:	5th October 2026
Robert Kulawik	Chair of governors	Date:	5th October 2026
Mark Russell	Deputy Head / Volunteer Coordinator	Date:	5th October 2026

Contents:

Statement of intent

1. Legal framework
2. Volunteer categories
3. Regulated activity and pre-appointment checks
4. Application to be a volunteer
5. Supervision
6. Induction
7. Safeguarding
8. Health and safety
9. Absence
10. Confidentiality
11. Complaints
12. Monitoring and review

Appendices

A. Volunteer Code of Conduct

B. Volunteer Agreement Form

C. Volunteer Application Form

Statement of intent

At Woodcroft 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.

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
- Data (Use and Access) Act 2025
- Children's Wellbeing and Schools Act 2026
- Crime and Policing Act 2026
- DfE 'Keeping children safe in education'
- DfE 'Disqualification under the Childcare Act 2006'

This policy operates in conjunction with the following school policies and documents:

- Child Protection and Safeguarding Policy
- Allegations of Abuse Against Staff Policy
- Low-level Safeguarding Concerns Policy
- Complaints Procedures Policy
- Safer Recruitment Policy
- Data Protection Policy
- Staff Code of Conduct
- Sharing Safeguarding Information Policy
- Volunteer Application Form

2. Volunteer categories

For the purposes of this policy, volunteers are categorised as either **"occasional volunteers"** or **"regular volunteers"**.

Occasional volunteers are individuals who volunteer on an infrequent or one-off basis. This may include, for example, volunteering at a school event, accompanying pupils on a day visit, or supporting another one-off activity.

Regular volunteers are individuals who volunteer on an ongoing or frequent basis as part of the school's normal activities.

The categorisation of a volunteer as occasional or regular is for the purposes of managing volunteer arrangements. It does not determine whether the volunteer is undertaking regulated activity or the safeguarding and recruitment checks required.

The school will determine whether a volunteer is undertaking regulated activity, and therefore requires the appropriate pre-appointment checks, following an individual assessment of the role in accordance with current legislation and statutory guidance.

3. Regulated activity and pre-appointment checks

Defining regulated activity

A volunteer will be engaging in regulated activity where, as a result of their volunteering, they:

- Work on a frequent basis in the school.
- Frequently carry out one or more of the following activities involving children:
    - Teaching
    - Training
    - Instructing
    - Caring
    - Supervision
    - Providing advice or guidance relating to children's physical, emotional or educational wellbeing
    - Driving a vehicle used only for transporting children

Activity will be regarded as frequent where it is carried out on more than three days in any 30-day period.

The following activities will be deemed as regulated activity regardless of how often they are carried out:

- Providing relevant personal care, including assisting a child with eating or drinking because of illness or disability, or helping with toileting, washing, bathing or dressing because of age, illness or disability.
- Providing healthcare to children by, or under the direction or supervision of, a regulated healthcare professional.
- Any overnight activity involving children.

Pre-appointment checks

Before a volunteer is appointed, the school will determine whether the role constitutes regulated activity by carrying out an individual assessment of the proposed role, taking account of the nature of the activities to be undertaken, the frequency of the role, the opportunity for contact with children, and whether the role involves any activities that are always regulated.

All volunteers engaging in regulated activity will be required to obtain an enhanced DBS check with children's barred list information before commencing their role. This requirement applies regardless of whether the volunteer will be supervised.

Where a volunteer is not undertaking regulated activity, the school will determine, following an individual assessment of the role, whether an enhanced DBS check is appropriate in accordance with current legislation, statutory guidance and the school's Safer Recruitment Policy.

Volunteers will not commence their role until all required pre-appointment checks have been completed and the school is satisfied that it is appropriate for them to do so.

All pre-appointment checks will be recorded and retained in accordance with the school's Safer Recruitment Policy.

4. Application to be a volunteer

Anyone wishing to volunteer at the school will be required to complete the school's Volunteer Application Form unless the headteacher determines that this is not necessary for an occasional volunteer undertaking a one-off activity.

Occasional volunteers

Occasional volunteers may be appointed at the headteacher's discretion. The school will determine the appropriate recruitment process and whether any pre-appointment checks are required in accordance with Section 3 of this policy.

Regular volunteers

Regular volunteers will normally be required to complete the school's volunteer recruitment process, which may include:

- Completion of a Volunteer Application Form.
- An informal discussion with a member of the SLT.
- Provision of references where appropriate.
- Completion of the relevant pre-appointment checks.
- Completion of any required induction and training before commencing the role.

5. Supervision

Volunteers will be appropriately supervised by school staff in accordance with the nature of their role and the needs of pupils. Supervision supports safe practice and effective safeguarding but will not affect whether a volunteer is undertaking regulated activity for the purposes of DBS eligibility.

When determining what supervision is reasonable, 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 with whom the volunteer is working
- Whether there are other staff members present during the activity
- The nature of the volunteer's work and the opportunity for contact with pupils

- Whether the pupils are considered vulnerable
- How many volunteers would be supervised by each member of supervising staff

6. Induction

Volunteers will be required to read and agree to the Staff Code of Conduct before starting their role at the school. All volunteers must comply with this Staff Code of Conduct.

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
- Low-level Safeguarding Concerns Policy
- Staff Equality, Equity, Diversity and Inclusion Policy
- Health and Safety Policy
- Fire Safety Policy
- 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
- Cyber Response and Security Plan
- Social Media Policy
- Staff ICT and Electronic Devices Policy

- Staff Confidentiality Policy
- Photography and Images Policy

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

Volunteers will receive safeguarding information appropriate to their role, determined using a proportionate, risk-based approach. For those working in regulated activity, this will include a requirement to read at least 'Part one' of KCSIE and completing safeguarding induction as a minimum.

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. 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, they will adhere to the following process:

- 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 volunteering through the school digital noticeboard.

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.

8. Health and safety

Volunteers will be required to read the Health and Safety Policy prior to undertaking any activity on behalf of the school.

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**.

9. Absence

Volunteers are required to inform the **school office** by **8:00am on the day they were due to attend if they are unable to attend** at the agreed time.

Failure to inform the school on more than **three** instances may result in the volunteer being unable to attend the school on any further occasions.

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.

10. Confidentiality

All volunteers will be required to act in line with the Staff Confidentiality Policy.

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. If concerns relate to safeguarding, volunteers must follow the guidance in the Child Protection and Safeguarding Policy and Sharing Safeguarding Information Policy and inform the DSL.

If concerns are related to whistleblowing, volunteers must follow the guidance in the Whistleblowing Policy.

11. Complaints

Any complaints made in relation to a volunteer will be managed in line with the school's Complaints Procedures Policy.

The school's privacy notice for volunteers explains what information will be collected about volunteers and why the school collects this. The school will retain records relating to volunteers in line with the school's records retention schedule.

Details of volunteers will be removed from the SCR once they are longer volunteering at the school.

12. 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 **September 2027**

A. 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: _____**

B. Volunteer agreement form

This agreement form must be completed before you undertake any volunteer work at **Woodcroft**. 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.

Name	
Name of staff member to whom you will report	
Number of times that you will volunteer in the school	
Dates that you will volunteer between (to be reviewed after one month)	

Please tick the appropriate box once you have read and understood the following documents	
Behaviour Policy	

Anti-bullying Policy	
Child Protection and Safeguarding Policy	
Health and Safety Policy	
Staff Equality, Equity, Diversity and Inclusion Policy	
Cyber-security Policy	
Data Protection Policy	
Staff ICT and Electronic Devices Policy	
Online Safety Policy	
Social Media Policy	
Fire Safety Policy	
Allegations of Abuse Against Staff Policy	
Low-level Safeguarding Concerns Policy	
Whistleblowing Policy	
Disciplinary Policy and Procedure	
Complaints Procedures Policy	
Staff Confidentiality Policy	
Photography and Images Policy	

I understand that I am a volunteer and will therefore not receive payment for my duties, other than agreed travel and other out-of-pocket expenses			
Signature of volunteer		**Date**	
Signature of supervisor		**Date**	

C. Volunteer application form

This application form must be completed before you undertake any volunteer work at **name of school**. In the first section, please write each piece of information in the relevant box. In the second section, please circle whether your application is in connection to an educational course and, if so, fill out the table that follows. In the third section, please fill out your availability. Please sign and date the fourth section in the boxes on the right.

Please give details of why you wish to volunteer and the activities you want to undertake

Name		**Date of birth**	
Postcode		**Telephone**	
Address			

Is your application in connection to an educational course? (please circle)	**Yes / No**

If you answered 'yes' to the above, please fill out the table below			
Name of educational setting		**Postcode**	
Address			
Course details			
Qualification		**Length of course**	
Link tutor		**Telephone**	

Please fill out the sections below, providing accurate details of when and how long you are available for

I wish to volunteer on the following school days (please tick):	I wish to volunteer (please tick):
◻ Monday ◻ Tuesday ◻ Wednesday ◻ Thursday ◻ Friday	◻ A full day (8:30am – 3:30pm) ◻ Mornings ◻ Afternoons
Please list any other requirements in terms of availability (e.g. specific times):	
If accepted, I understand that I will need to attend an induction meeting and will need to be aware of, and follow, all school policies	
Signature of volunteer	
Date	