



## **Volunteer Policy and Guidelines**

**Aspire | Commit | Succeed**

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**Date of Policy: Autumn 2025**

**Committee: Staffing and Students**

**Next Review Date: Spring 2028**

**The School will ensure that the policy is applied fairly to all employees and does not have a negative impact in relation to the school's equality strands: race, sex, religion and belief, sexual orientation, age, disability, gender reassignment, marriage and civil partnership and pregnancy and maternity.**

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## **I Introduction**

The purpose of this document is to set out the aims and objectives for the engagement of volunteers at Alperton Community School.

Volunteers bring with them a range of skills and experience that can enhance the learning opportunities of students at the School.

We are committed to working with the local community and actively encourage the involvement of volunteers from the community in the work of the school, both during school hours and in extra-curricular activities.

There is no guarantee that a volunteer will be found a placement and no costs or fees are paid whilst working as a volunteer. The placement should be mutually beneficial to the school and volunteer.

The aim of the 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 with clear expectations and guidelines;
- Set a clear, fair process for recruiting 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).

## **2 Policy Statement and Safeguarding**

Alperton Community School is committed to safeguarding and promoting the welfare of children & young people and expects all staff, volunteers and Governors to share this commitment.

We need to ensure that the engagement of volunteers is compliant with relevant legislation and statutory guidance in relation to Keeping Children Safe in Education. This process is subject to necessary checks.

The School has a Safeguarding and Child Protection Policy.

We are committed to the rights of the student, the student's safety and emotional wellbeing, and to protecting the student from all forms of abuse. We therefore reserve the right to refuse voluntary help and to terminate or vary a placement at any time without prior notice.

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection. To ensure we're upholding our responsibility to keep our pupils safe, we will conduct relevant Vetting Checks including DBS and Supervision (see Section 7).

We will additionally:

- Provide safeguarding training to all volunteers prior to them beginning to volunteer at the school, including ensuring that they have read and understood part I of KCSIE.
- Ask volunteers to agree and adhere to our code of conduct and to read, and adhere to, the school's policies listed in Section 20.

Designated Safeguarding Officers (DSOs)

- Alan Hart (DSL)
- Candise Lazare (D-DSL)

### **3 Our School Vision, Values and Mission**

Alperton Community School aspires:

- To provide every student with an outstanding education within a supportive, vibrant and stimulating learning environment.
- To provide a caring, supportive community embracing all cultures and beliefs.
- To enable every student to reach their full academic and personal potential by instilling a passion for learning.
- To nurture every student to become a successful adult who will impact positively on their local community and society as a whole.

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

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.

KCSIE defines a volunteer as 'any person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party and not a close relative'.

### **4 Volunteer Status**

Volunteers are not employees of Alperton Community School and are not engaged on a contract of employment or a contract for services. Alperton Community School 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 Alperton Community 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 volunteer expenses in section 17 of this policy.)

## **5 Applying to Become a Volunteer**

We have many requests from a variety of people who wish to volunteer at our school. These may be parents of children at ACS, members of the local community or individuals interested in pursuing a career in working with children.

It is important that we keep track of who is working in our school – where they are placed and for how long they will be with us. For this reason, those interested in volunteering with us are asked to complete the Volunteer Application Form (Appendix I) and return it to our Human Resources.

As we have a limited number of voluntary placements, each term the school operates a volunteer waiting list. The placements are offered to applicants as they reach the top of the list or where the skills and experience of the volunteers match the needs of the school. Unfortunately, due to the volume of requests we receive, we are unable to offer placements to all applicants.

If we are able to offer you a voluntary placement, we will contact you to invite you in for an interview.

## **6 Vetting Checks including DBS and Supervision**

All volunteer placements are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training.

### **References**

While there's no legal requirement to get references, it's good practice for all settings to request references from volunteers particularly for volunteers who will be working with pupils in school on a regular basis. Therefore, at least two references will be required for all volunteers.

References will be sought directly from the referee. References provided directly by the candidate with the application form or at interview will not be accepted. Open references should not be relied upon (e.g. 'to whom it may concern' testimonials) nor any information provided by the candidate as part of the application process without verifying that the information is correct. Where electronic references are received, it should be ensured that they originate from a legitimate source.

### **Online/Internet Check**

As part of the shortlisting process schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates (i.e. general internet search) and in line with the employer's duty to meet the safeguarding requirements set out in Keeping Children Safe in Education (KCSIE). Online checks should also be undertaken in respect of recruiting volunteers and governors.

An online check may help identify any incidents or issues that have happened, are publicly available online, and give rise to legitimate concern(s) which the school/trust might want to explore with the applicant. This online search should purely be about whether the individual is suitable to work with children. Care must be taken to avoid unconscious bias and any risk of discrimination. Human Resources will conduct the search – only sharing information that is relevant and of concern relating to safeguarding and the candidate's suitability to work with children.

## **DBS**

Under no circumstances should a volunteer, in respect of whom no checks have been obtained, be left unsupervised or allowed to work in regulated activity (see Appendix 2).

Volunteering under the day to day supervision of another person engaged in regulated activity (see Appendix 2), is not regulated activity and therefore there is no requirement to obtain an Enhanced CRB Disclosure.

The supervision must be reasonable in all circumstances to ensure the protection of children and it is for Headteachers and Managers to determine what is reasonable for their circumstances. The level of supervision may differ, depending on all the circumstances of a case.

The School should consider the following factors in deciding the specific level of supervision the school will require in an individual case:

- ages of the children, including whether their ages differ widely;
- number of children that the individual is working with;
- whether or not other workers are helping to look after the children;
- the nature of the individual's work and the individual's opportunity for contact with children;
- how vulnerable the children are (the more they are, the more an organisation might opt for workers to be in regulated activity);
- how many workers would be supervised by each supervising worker.

Volunteers working on an unsupervised basis where they are engaged in activities involving teaching, looking after children regularly or providing personal care on a one-off basis in the School will be considered as working in regulated activity. The School will therefore obtain an enhanced DBS certificate (which will include barred list information) who are new to working in regulated activity.

The School will undertake a risk assessment and use their professional judgement and experience when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity, which will be recorded.

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

Individuals who volunteer at Alperton Community School on a one-off basis will be classed as visitors rather than volunteers. As visitors, they will not work unsupervised and will not require an enhanced DBS check with a barred list check as they will not be carrying out regulated activity.

## **7 Induction and Training**

Volunteers must complete appropriate training prior to beginning work at the school. Training requirements will be determined by the Headteacher, or the appropriate member of staff.

**All volunteers** must have safeguarding training. Other training requirements will be based on the nature of the work 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.

## **8 What the Volunteer Should Expect**

The School will ensure that:

- Volunteers are given suitable induction at the beginning of their placement;
- The volunteer is given a named contact person (Manager/TLL) who will review their work and assist the volunteer;
- Regular supervision of the volunteer is provided, appropriate to the task undertaken and the needs of the volunteer;
- The volunteer's role, including status with students, will be made clear;
- Volunteers will be given opportunities to contribute their ideas and opinions about the work they are engaged in;
- Volunteers will be given guidance on safeguarding procedures, especially students disclosing possible abuse;
- The School's policies will be explained to volunteers at the outset.
- Start and end date (where applicable) of placement confirmed.

As a School, we value the work of volunteers and in order to demonstrate this, we aim to:

- Show appreciation for the volunteer's work;
- Ensure volunteers have appropriate and up to date information they need to do their work;
- Ensure they are introduced to staff and other volunteers and have access to a support network.

## **9 Confidentiality**

Volunteers in school are bound by a code of 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.

Comments regarding students' behaviour or learning can be highly sensitive. Any concerns that volunteers have about the students they work with / come into contact with should be voiced with a named Designated Safeguarding contact. They shouldn't discuss them with pupils or parents/carers.

This doesn't prevent volunteers from reporting safeguarding concerns or disclosures, as per the school's safeguarding policy. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with a member of SLT.

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

## **10 Health and Safety**

The School has a Health and Safety Policy.

The School will ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and any safety aspects associated with a particular task (e.g. using DT equipment/accompanying students on visits).

Volunteers need to exercise due care and attention and report any hazards or concerns to the designated Health and Safety Officer.

## **11 Use of Mobile Phones and Other Electronic Devices**

Volunteers should only use ICT systems and resources (email and phone) for all school business or only in line with what is allowed.

Volunteers should have their phones on silent or switched off and out of sight (e.g. in a drawer, handbag or pocket) during class time/around students. Mobile phones should not be used in a space where students are present (e.g. classroom, playground/ Multi-Use Games Areas (MUGA)).

The use of phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no students are present e.g. in office areas, staff room, empty classroom.

Staff who anticipate a rarity emergency phone call (e.g., from a hospital, doctor, or personal emergency) must seek permission from the Headteacher beforehand.

Alternatively, they should notify Human Resources in advance so appropriate measures can be arranged.

Volunteers should read and understand our Information Technology & Information Systems



## **12 Professional Expectations, Code of Conduct and Dress Code**

Employees and volunteers are role models to our students and how they present themselves is important. Volunteers should read, understand and adhere to our Code of Conduct for Staff.

Volunteers are expected to:

- Maintain a professional image in their dress and conduct;
- Attend their volunteer duties on time;
- Notify the school of their non-attendance in a timely way;
- Adhere to the policies that govern the daily work routine, e.g. health and safety, safeguarding etc.
- Wear ID badge at all times once on school premises
- Swipe in and out each time

Volunteers are not expected to:

- Cover for absence of staff from school, which would normally be covered according to other arrangements.

Our expectation is that staff are decently, appropriately and professionally dressed in work at all times. We do not permit the wearing of clothes that are revealing, allow underwear to be seen, have offensive logos or writing, or are ripped or torn at any time. If an employee is unsure whether any item of clothing is inappropriate, then they should not wear it to work. Employees/volunteers can always speak to their named contact person or Human Resources if they are unsure. Where we identify that an employee is wearing clothing that we do not find acceptable, they will be informed by their named contact person/Senior Leadership Team (SLT)/Headteacher.

The following guidelines outline both acceptable and unacceptable attire (this is not an exhaustive list):

- Business wear is expected.
- Dresses and skirts should be of a suitable length.
- Denim is not permitted.
- Vest tops are not allowed.
- Trainers are not allowed.
- Baseball caps or woolly hats are prohibited.
- Tattoos should be covered.
- For health and safety purposes, appropriate footwear must be worn at all times (no flip-flops).
- To ensure the safety and protection of our staff, attire should always be professional and appropriate, posing no child protection issues

## **13 Equalities**

Each person in our school will be given fair and equal opportunities to develop their full potential with positive regard to age, gender reassignment, marriage and civil partnership,

pregnancy and maternity, race, religion or belief, sex, sexual orientation or disability, as stated under the Equalities Act 2010.

## **14 Grievance**

Any concerns made about a volunteer will be referred to the Headteacher for investigation.

Any concerns made by a volunteer will also be referred to the Headteacher.

The Headteacher reserves the right to take any of the following action (this is not an exhaustive list):

- To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again;
- Offer an alternative placement for the volunteer;
- Inform the volunteer that the School no longer wishes to use them.

## **15 Insurance**

The school's insurance policy does cover volunteers in the event of an accident or emergency.

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

## **16 Expenses**

The School may cover the certain expenses provided that the following conditions are met:

- **Pre-approval** is essential for any claims
- **Receipts or proof of purchase** must be provided
- Claims to be submitted within a month of the expense
- Use of a standard **expense / petty cash claim form**

Expenses that may be covered include:

- Travel costs e.g. public transport fares or mileage at HMRC rates – currently 45p per mile for cars;
- Parking fees if incurred while volunteering;
- Free School Meals / £5 meal allowance if on trips - if volunteering spans over a mealtime or full day;
- Materials or resources purchased specifically for the volunteering activity with prior approval.

Expenses Usually Not Covered:

- Childcare
- Loss of earnings
- Fines or penalties
- Costs not previously agreed or not evidenced with a receipt
- Anything else that has not explicitly been approved by the Finance Team

## **17 Retention and data protection**

Information about volunteers is confidential, and application forms and personal details must be kept securely and not divulged to others except on a need-to-know basis.

As part of the application of this policy, we may collect, process and store personal data in accordance with our data protection policy. We will comply with the requirements of Data Protection Legislation (being the UK General Data Protection Regulation and Data Protection Act 2018) and any implementing laws, regulations and secondary legislation, as amended or updated from time to time. Records will be kept in accordance with our Data Protection Policy and in line with the requirements of the Data Protection Legislation.

## **18 Review of the policy**

This policy is reviewed by the governing body in consultation with the recognised trade unions. We will monitor the application and outcomes of this policy to ensure it is working effectively.

## **19 Links to Other Policies**

This volunteering policy is linked to our:

- Safeguarding and Child Protection Policy
- Code of Conduct for Staff
- Technology & Information Systems Workforce Acceptable Use Policy.
- Data Protection Policy
- Health and Safety Policy
- Behaviour Policy and Statement of Behaviour Principles
- Equality Information and Objectives

## Appendix I - Volunteer Application Form

### Volunteer Application Form

Please complete this form in BLOCK CAPITALS

Name of Volunteer: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Other names known by (including maiden names): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Do you have any children who attend Alperton Community School: Yes / No

If yes, what are their names? \_\_\_\_\_

Availability (please tick as appropriate)

<b>Mon AM</b>		<b>Tues AM</b>		<b>Weds AM</b>		<b>Thurs AM</b>		<b>Fri AM</b>	
<b>Mon PM</b>		<b>Tues PM</b>		<b>Weds PM</b>		<b>Thurs PM</b>		<b>Fri PM</b>	
<b>Flexible</b>		<b>Start Date</b>				<b>End Date</b>			

**Why would you like to volunteer at Alperton Community School?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Are there any particular skills/areas of interest you would be able to offer?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Are there any particular age groups/ areas within school where you would like to work?**

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**Are you applying or studying for a course at present? If so, please give details.**

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### **Education and Qualifications**

Name, type and location of Institute	Dates of		Main Subject Course Title	Qualification / Grade Achieved
	From	To		

### **Employment History**

Please note that under Keeping Children Safe in Education 2016 we reserve the right to contact any of your previous employers for a reference. We will also seek details of any performance, conduct and disciplinary procedures you may have been subject to involving issues relating to the safety and welfare of children or young people, including anywhere the disciplinary sanction has expired.

Please ensure all periods of time are accounted for and any gaps in employment since leaving education are evidenced. Please include any volunteering roles.

Name and full address of employer (Including email address and telephone no.)	Dates of employment		Position	Reason for leaving
	From	To		


If you have been self-employed, please provide statements or evidence from your clients/accountant or solicitor. Previous employment (most recent employment first)

<b>REFERENCES</b> Please give the names of two referees who have known you for at least six months. They must know you well enough to comment on your suitability, but they must not be related to you.	
<b>Referee 1:</b>  <b>Address:</b>  <b>Telephone number:</b>  <b>Email address:</b>	<b>Referee 2:</b>  <b>Address:</b>  <b>Telephone number:</b>  <b>Email address:</b>

<b>LANGUAGE SKILLS</b>	
Which languages other than English do you speak or write? Please tick if fluent.	
If you use sign language, please indicate BSL level.	

<b>CRIMINAL CONVICTIONS</b>
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By law, spent convictions must be disclosed. Would you please give details of any criminal convictions (not including minor traffic offences). If you have no convictions please write 'NONE'.

### **DECLARATION**

I declare that the information I have given is correct to the best of my knowledge and that I have received a copy of the Volunteer Guidelines. I agree that the information given on this form may be used for registered purposes under the Data Protection Act, 1984. I have understood and complied with the provisions concerning the disclosure or criminal convictions.

Failure to disclose information or providing deliberate false information to support your application will render you liable to termination of your placement with the school immediately.

**Name:**

**Signature:**

**Date:**

If you are under the age of 18 years, you will require parental/guardian consent.

Please return this to [hr@alperton.brent.sch.uk](mailto:hr@alperton.brent.sch.uk). Your offer of help is greatly appreciated. We will be in touch shortly.





## **Appendix 2 - Regulated Activity Relating to Children**

### **Types of Disclosure and Regulated Activity**

In order to protect children, all posts within the School are exempt from the Rehabilitation of Offenders Act 1974 and candidates will require an Enhanced level DBS check.

A person is defined as a child if they are under the age of 18.

There are three types of checks available please see Appendix 2 for more information.

### **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.

Regulated activity relating to children is defined as work that a barred person must not do.

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 regularly. Some activities are always regulated activities, regardless of 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 for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons 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.

General exceptions:

- Regulated activity relating to children does not include:
- Family arrangements, and personal, non-commercial arrangements.
- Activity by a person in a group assisting or acting on behalf of, or under direction of, another person engaging in regulated activity in relation to children.