

Non-Statutory	
Agreed by	Head
Website	Y
Staff Email	Y



## Volunteers Working in School Policy including Application Forms

Date Approved	18th March 2026
Approved by and Position	L Mathie - Headteacher
Review Date	Spring 2027

## Policy update

Date	Update
Change to staffing (Autumn 2024)	Code of Conduct
February 2026	Policy adapted from The National College, with the addition of Battling Brook specific volunteer forms.

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## **Statement of intent**

At Battling Brook, 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
- DfE 'Keeping children safe in education 2025'
- DfE 'Disqualification under the Childcare Act 2006'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy including Low-level Safeguarding Concerns Policy
- Allegations of Abuse Against Staff Policy
- Complaints Procedures Policy
- Safer Recruitment Policy
- Data Protection Policy
- Staff Code of Conduct

# 2. Definitions

The following definitions apply for the purposes of this policy. For the purposes of this policy:

**“Volunteers”** are individuals who engage in an activity which involves spending time, unpaid (except for travel and other approved expenses), doing something which aims to benefit some third party, i.e. the school, and not a close relative.

**“Occasional volunteers”** are individuals who only accompany staff and pupils on one-off trips or who volunteer at specific one-off events, such as sports days.

**“Regular volunteers”** are individuals who volunteer at the school:

- Three or more times in a 30-day period
- Once a week or more

### **Frequency and Timing**

- Activity is considered regulated if:
  - It is carried out frequently by the same person
  - Occurs on more than three days in any 30-day period

### **Workplaces and Roles**

An activity is also regulated if:

- It is carried out in:
  - A school, academy, pupil referral unit, nursery school, children’s home, or childcare premises.
- It is performed as:
  - Paid work, except where temporary or occasional and not listed above.
  - Voluntary work, except where temporary, occasional, or supervised as described above.
- It is undertaken for or in connection with the establishment, and it allows the person to have contact with children.

## **3. Application to be a volunteer**

Anyone who wishes to become a volunteer at the school, either on an occasional or more regular basis, will be required to submit a Volunteer Application Form (Appendix 1) to the **school office**.

### **Occasional volunteers**

Occasional volunteers will not be required to go through the application process but will be asked to complete the form, Volunteer for in school activity (Appendix 2), and provide photographic identification.

The Head teacher will be advised if Occasional Volunteers are being utilised in school. A record will be kept of all such volunteers. Guidelines relating to the activity will be shared with all volunteers along with the Off-Site Visits Volunteer Agreement (Appendix 3)

An occasional volunteer will always be supervised by a member of staff, unless the appropriate DBS checks have been obtained.

### **Regular volunteers**

Regular volunteers will always go through the following application process:

- The individual will be asked to have an informal discussion with a member of the SLT to ensure they are suitable for the role
- The appropriate safer recruitment checks will be undertaken
- The individual will be made aware of the roles and responsibilities they will be undertaking
- References will be sought where appropriate. A risk assessment will be carried out if suitable references are unavailable.

### **Volunteers under 16 years of age**

If a young person wishes to volunteer and the volunteering is **NOT** being arranged through their place of education, a Parental Consent Form (Appendix 6) will need to be completed prior to them commencing volunteering.

If the volunteering role is taking place during the school day, the child's school will be contacted for approval.

An under 16 volunteer will not be left unattended.

### **Safeguarding checks**

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

All engagements to participate in an activity will be conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training. The Head Teacher reserves the right to terminate a placement at any time.

If a volunteer will be working in regulated activity, an enhanced DBS check with children's barred list information will be required. All regular volunteers will be recorded on the Single Central Record.

The school will not request barred list information on a volunteer if they are supervised, as they are not considered to be engaged in regulated activity.

Enhanced DBS checks for volunteers working at the school through other organisations will be conducted by the relevant organisation if needed. The school will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.

For volunteers who are not in regulated activity, but who have the opportunity to come into contact with pupils on a regular basis, it is at the discretion of the school to decide whether or not an enhanced DBS check is required.

Volunteers will not be re-checked if they have already had a DBS check; however, the school will consider obtaining a new DBS check, at the level appropriate to the role, if there are concerns about a volunteer.

All checks will be conducted in line with the school's Safer Recruitment Policy.

## **4. Supervision**

If a volunteer is required to be supervised when undertaking an activity, the school will ensure that:

- There is supervision by an individual who is in regulated activity relating to children.
- The supervision is regular and day-to-day.
- The supervision is reasonable in all the circumstances to ensure the protection of the pupils.

When determining what supervision is reasonable so that the volunteer would not be in regulated activity, 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 that the volunteer is working with
- Whether or not there are other staff members present during the activity

- The nature of the volunteer's work and the opportunity for contact with pupils
- How vulnerable the pupils are
- How many volunteers would be supervised by each member of supervising staff

## 5. Induction

Volunteers will be required to read and agree to the Volunteer Code of Conduct (Appendix 4) before starting their role at the school. All volunteers must comply with this Code of Conduct. Volunteers will also be given a full induction including safeguarding (Appendix 5)

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 including Low level safeguarding concerns.
- Allegations of Abuse Against Staff Policy
- Staff Equality, Equity, Diversity and Inclusion Policy
- Health and Safety Policy
- Behaviour and Relationship Policy
- Anti-bullying Policy
- Whistleblowing Policy
- Disciplinary Policy and Procedure
- Complaints Procedures Policy
- Online Safety Policy
- Data Protection Policy
- ICT and Internet acceptable use policy
- Confidentiality Policy (Staff and Volunteers)
- Mobile Phone Policy
- Information Security Guidance Policy

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

Volunteers will be required to read Part 1 of 'Keeping children safe in education' (KCSiE) and will receive safeguarding training as part of their induction.

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.

## 6. Safeguarding

Volunteers will be provided with safeguarding information as determined by the Trust 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, the following process will be adhered to:

- Volunteers will sign in and out of the building at the **school office**
- Volunteers will wear a visitor's badge at all times and return these to the school office when leaving.
- The SLT will be made aware of where the volunteer is volunteering

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 Child protection and safeguarding policy and/or the Allegations of Abuse Against Staff Policy.

## 7. Health and safety

Volunteers will be required to be given a Health and Safety briefing 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**.

## **8. Absence**

Volunteers are requested 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.

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.

## **9. Confidentiality**

All volunteers will be required to act in line with the Confidentiality Policy (Staff and Volunteers)

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 Sharing Safeguarding Information Policy and inform the DSL.

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

## 10. 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.

## 11. Monitoring and review

The Head Teacher 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.

## APPENDIX 1 - Regular Volunteer Application Form



Please complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

### DATA PROTECTION NOTICE

Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:

- You've given us your consent
- We must process it to comply with our legal obligations

### PERSONAL DETAILS

<b>Name:</b>	
<b>Date of birth:</b>	
<b>Gender:</b>	
<b>Telephone number:</b>	
<b>Email address:</b>	
<b>Home address:</b>	
<b>Next of Kin &amp; Relationship</b>	
<b>Contact details of Next of Kin</b>	

### DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

Battling Brook Primary School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and Battling Brook Primary School privacy notice.

## DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

<b>Do you have a DBS check? (please circle)</b>	Yes/No
<b>If yes, what type of check do you have? (please circle)</b>	Basic DBS / Standard DBS / Enhanced DBS / Enhanced DBS with barred list information
<b>Date of check:</b>	
<b>Certificate number:</b>	
<b>Have you ever lived or worked overseas? If yes please provide details</b>	Yes/No

## EXPERIENCE AND QUALIFICATIONS

**Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.**

**Why would you like to volunteer at Battling Brook Primary School?**

## EXPERIENCE AND QUALIFICATIONS

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**Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc.)**

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**Do you have any relevant qualifications?**

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What age group would you prefer to work with?	
What days/times would you be available?	

## REFERENCES

Your placement as a volunteer may be subject to satisfactory references. Please give the details of 2 referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc.).

<b>Name:</b>	<b>Name:</b>
<b>Relationship to you:</b>	<b>Relationship to you:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone number:</b>	<b>Telephone number:</b>
<b>Email address:</b>	<b>Email address:</b>

## DISABILITY AND ACCESSIBILITY

The Battling Brook Primary School is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:

Signed.....

Date.....



## Appendix 2

### Battling Brook Volunteer for single in school activity form

#### TRIP LEAD TO COMPLETE

**It is the responsibility of the trip lead to ensure that ALL volunteers have an induction.**

Trip Details		Date:
Volunteers Name:		Contact number:
Emergency Contact details		
<p><b>PRIVACY NOTICE:</b> All information will be kept for 12 months and then destroyed.</p> <p>I consent/do not consent to my photograph being shared publicly. Details will be shared on day.</p>		
Signed by volunteer:		Date:

**It is a requirement of our safeguarding checks that volunteers provide photographic ID before volunteering.**

**UNLESS VOLUNTEER HOLDS A DBS CHECK ACTIONED BY BATTLEING BROOK, THEY ARE NOT TO BE LEFT UNSUPERVISED WITH CHILDREN.**

**PLEASE ADVISE ALL VOLUNTEERS NOT TO PARK ON THE WYKIN SOCIAL CLUB GROUNDS. THANK YOU**

**To be completed and Signed by the Trip Lead, and passed to school office.**

**Name:**.....

**Signed:**.....

#### For Office Use Only

Check	Document Details:	Checked by	
		Date	Signature
Identity Check			



**APPENDIX 3**

**Battling Brook Off – site Visits Volunteer Agreement**

<b>Trip:</b>	<b>Date:</b>
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School trips are an integral part of learning at our school and afford many children opportunities which are outside of their usual experiences. We are pleased that you have come forwards as a Volunteer helper; you will have an important role to play in the success and safety of this school trip.

Please read, sign and return the off-sites visits volunteer agreement and return it to the trip leader. If you have any questions please do not hesitate to ask the trip leader or at the main office, where the staff will endeavor to find out the answer as soon as possible.

**Role of the Volunteer helper**

- To be responsible and look after, in equal measures, all of the children in your group
- To stay with your allocated group of children, ensuring that their well-being and safety is maintained for the total duration of the school trip
- To promote the school rules of Ready, Respectful and Safe towards each other and members of the general public. We all go as ambassadors of our school!
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting form transportation or following speakers for the trip
- To contact your child’s Class teacher/member of staff if there are any issues with first aid, safety and/or behaviour

<p><b><u>Volunteers are NOT permitted to:</u></b></p>	<ul style="list-style-type: none"> <li>• Bring additional siblings on the school trip</li> <li>• Re-organise pupil groups</li> <li>• Smoke, drink alcohol or engage in any illegal practices</li> <li>• Take photographs of children</li> <li>• Give/buy their group treats e.g. ice creams, biscuits, sweets – before, during or after the school trip</li> <li>• use their mobile phones during the school trip (unless in an immediate emergency)</li> </ul>
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**First Aid**

You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless it is your child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and first aid boxes are to be carried by members of staff.

**Emergencies**

You are expected to inform a member of staff as soon as possible. If you have become separated from the rest of the school party without prior arrangement, please telephone one of the members of staff on your contact list or telephone the school.

I have read the off-sites volunteer agreement

I agree to the terms and conditions as stated in the policy

I will treat any information I may hear about pupils or members of staff as confidential and will not discuss it out of school or on any social media network website

Signed.....

Name.....

Date.....



Thank you for offering your services as a Volunteer at Battling Brook Primary School.

Your offer of help is appreciated, and we hope that you will gain much from your experience with us.

By signing this form, volunteers agree to the following:

### **School rules and policies**

Volunteers will follow all school rules and policies, including those on:

- Child Protection and Safeguarding Policy including Low level safeguarding concerns.
- ICT and internet acceptable use
- Online safety
- Mobile phones
- Data protection
- Health and safety
- Equality and Diversity
- Whistle-blowing
- Behaviour and Relationship Policy

Copies of the school policies are available online or from the school office

### **Professional conduct**

1. Volunteers must accept and follow instructions provided by supervisors and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the School Business Manager (Laura Lyons)
2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's Behaviour and Relationship Policy, or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.
3. Volunteers must conduct themselves in a professional manner at all times. This includes:
  - Dressing in a way that is professional and appropriate to the work they are doing
  - Refraining from using inappropriate language
  - Setting an example for pupils by acting in a way that reflects the school's ethos and values

- Behaving in a way that is appropriate for the role they are undertaking
  - Ensuring that comments, including those made on social media, do not bring the school into disrepute
4. Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged at the end of term or as a way of saying “thank you”.
  5. Volunteers must not transport pupils in their own cars.
  6. Parent volunteers with children at the school must not act in a way that favours their own child and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child’s education with school staff.
  7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

### **Safeguarding**

1. Volunteers must be familiar with, and adhere to, the school’s safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.
2. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL. The DSL is Lisa Mathie and the deputies are Fiona Lucas, Rob Dadley, Louisa Hallam and Vicki Barlow.
3. Volunteers should refrain from physical contact with pupils. If emergency physical contact with pupils is required, volunteers should ask for a pupil’s consent before touching them.
4. Volunteers must alert the DSL if a pupil develops an infatuation with them, and must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
  - Exchanging contact information
  - Making contact with pupils outside of school, including on social media
  - Arranging to meet pupils outside of school
5. Volunteers should not take or share photos of pupils.

### **Health and safety**

1. Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.
2. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.
3. Volunteers must sign in and sign out at the beginning and end of every visit and must wear a visitor badge at all times.

**Confidentiality**

Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the Head Teacher.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

Signed.....

Name.....

Date.....

## Appendix 5 - Battling Brook Volunteer Induction Checklist:



Volunteer's name:

Content	Notes	Tick if completed	Action to be taken
<b>Welcome</b>	<ul style="list-style-type: none"> <li>• Welcome and introductions</li> <li>• Check that all checks have been completed, e.g. a relevant DBS, references.</li> <li>• Arrange Safeguarding Training with F Lucas.</li> </ul> <p><b>Date:</b></p>		
<b>School background</b>	<p>Give some information on school history and background</p> <ul style="list-style-type: none"> <li>- Number of pupils</li> <li>- Number of staff</li> <li>- Aims and objectives</li> </ul>		
<b>Structure</b>	<p>Talk through the school's organisational structure</p>		
<b>Key contacts</b>	<p>Give a list of key contacts</p>		
<b>Tour of school</b>	<p>Give a tour of school pointing out any key areas around the school, e.g. head teacher's office, main office, staff room, drinking facilities, toilets, food hall, reprographics, SLT offices, first aid room, meeting rooms.</p> <p>Explain that the Staff Room is for staff use only.</p>		

Content	Notes	Tick if completed	Action to be taken
<b>Policies and procedures</b>	<ul style="list-style-type: none"> <li>• Explain how to access or obtain key school policies</li> </ul>		
<b>Expectations of volunteers</b>	<ul style="list-style-type: none"> <li>• Smart and tidy appearance</li> <li>• Make self-aware and follow school procedures</li> <li>• Arrive on time</li> <li>• Wear school ID badge</li> </ul>		
<b>Facilities issue</b>	<ul style="list-style-type: none"> <li>• Explain about car parking arrangements</li> <li>• School opening times</li> <li>• Timings of school day</li> <li>• Fire alarm testing</li> <li>• Fire evacuation</li> <li>• First aiders</li> </ul>		

**Signed (volunteer):**

**Date:**

**Induction carried out by:**



**Parental Consent Form for Under 16 volunteer**

Activity and Location:	
Start Date:	End date:

**Young person's details**

Name:	
Home address:	
Postcode:	
Telephone number:	Email:
Date of birth:	

**Parent or carer's details**

Name:	
Home address:	
Postcode:	
Telephone number:	Email:

**If there's an emergency, please contact (only fill in if different from the person named above):**

Name:	
Home address:	
Postcode:	
Telephone number:	Email:

Do we need to know about any medical conditions or allergies? (If yes, please provide details of the condition(s) and any medication needed).

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**Parent/Carer to complete**

I agree to (please tick):

- my child taking part in the stated activity
- Battling Brook Primary keeping a record of this form for health and safety reasons
- any medical treatment that my child may need to be given in an emergency
- my child being filmed or photographed during the activity, with the possibility that these photographs/media recordings may be used for publications or marketing publicity. Battling Brook Primary will take all steps to ensure these images are used solely for the purposes for which they are intended.)

*Note: if consent is not given, Battling Brook Primary will not use any images taken during the activity that contain the child/young person.*

I understand that my child needs to follow the safeguarding code and any safety rules that have been issued to them.

Print Name:	Relationship:
Signed:	Date:

**Young person to complete**

I agree to (please tick):

- taking part in the activity
- talk to class/link teacher or appointed staff member if I am not comfortable at any time during the activity
- Battling Brook Primary keeping a record of this form so they have the information they need to keep me safe during the activity
- receiving any emergency medical treatment that I may need
- being filmed or photographed during the activity. I understand that the photographs or film might be used to tell other people about what Battling Brook Primary does.

*Note: If I don't agree to this, Battling Brook Primary will not use any images of me.*

I understand that enjoying the activity and being safe means I need to follow the Safeguarding code that have been shared with me.

Print Name:	
Signed:	Date:

