

Volunteer Policy



Mission Statement

Newchurch will give every child a flying start by working in partnership with parents, staff and the community to develop well-rounded citizens who will contribute in a positive way to society.

Statement of intent

At Newchurch Community Primary School, 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.

Signed by:

Jayne Narraway

Headteacher

Date: 29.9.2026

Claire Howarth-Platt

Chair of governors

Date: 29.9.2026

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

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.

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.

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.

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

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.

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

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.

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.

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.

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.

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 Single Central Record once they are no longer volunteering at the school.

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.



Volunteer code of conduct

All volunteers at Newchurch Community Primary School are expected to maintain the highest standards of behaviour, professional ethics, and conduct. All volunteers must read, sign, and abide by this Code of Conduct.

General Conduct and Role Modelling

Volunteers will:

- **Observe high standards of behaviour**, ethical conduct, and professional boundaries mandated by the school.
- **Respect other volunteers, staff, pupils and visitors**, making everyone feel valued and included.
- **Be approachable, pleasant, and positive role models** for all pupils.
- **Treat all pupils and staff equally**, promoting equality, diversity, equity and inclusion.

Safeguarding, Confidentiality and Information Sharing

Volunteers will:

- **Adhere strictly to school safeguarding policies**, including the Child Protection and Safeguarding Policy, Low-level Safeguarding Concerns Policy, Behaviour Policy and Anti-bullying Policy.
- **Read Part 1 of 'Keeping Children Safe in Education' (KCSIE)** as part of mandatory induction prior to starting regular or child-facing volunteering duties.
- **Maintain strict confidentiality** regarding personal details of pupils and staff. Personal details must never be discussed outside the school or with unauthorised individuals.
- **Understand that Data Protection (UK GDPR) NEVER prevents sharing information for safeguarding purposes.** If you have any safeguarding concern regarding a child's welfare or staff conduct, you **MUST report it immediately to the Designated Safeguarding Lead (DSL)** who is the headteacher. Fears about sharing information must never stand in the way of keeping children safe.
- **Actively challenge and report child-on-child abuse**, peer harassment, sexualised comments, or online bullying. Inappropriate peer interactions must **never be dismissed as 'just banter' or 'boys being boys'**.
- **Follow whistleblowing procedures** to report unsafe safeguarding practice. If you feel unable to raise a concern internally or feel an internal concern was not addressed, you should contact the **NSPCC Whistleblowing Advice Line (Tel: 0800 028 0285 / Email: help@nspcc.org.uk)**.
- **Maintain digital and online safety awareness**, adhering to filtering and monitoring expectations and reporting any online risks.

Allergy Safety and Emergency Response

Volunteers will:

- **Read and comply with the school's Allergy Safety Policy** and Medical Conditions Policy.

- **Strictly enforce food safety rules**, ensuring children **NEVER trade, swap, or share food**, utensils, drink containers, or lunchboxes.
- **Check activity materials with the class teacher** before leading arts, craft, science, or cooking activities to ensure they are free from pupil allergens (e.g., checking playdough for wheat flour, glues for milk/soya, bird feed for nuts/sesame, or reused food packaging like egg cartons).
- **Understand emergency response protocols for severe allergic reactions (anaphylaxis)**. In a life-threatening medical emergency, **ANY volunteer is legally empowered to take immediate reasonable action to save a life**, including administering emergency adrenaline auto-injectors (AAIs). Rescuers acting in good faith are fully protected under the law.
- **Report any accidental allergen exposure or medical "near miss"** immediately to the class teacher or DSL so it can be recorded in the Accident Book and reviewed for learning.

Prohibited Behaviours and Actions

Volunteers will **NOT**:

- **Discipline pupils**. Any behavioural issues must be reported immediately to the class teacher or a senior staff member to manage.
- **Shout at, hit, threaten, inappropriately touch, or physically handle a pupil**.
- **Take photographs, videos or audio recordings** without prior explicit written permission from the Headteacher.
- **Develop 'personal', social media or romantic/sexual relationships** with pupils.
- **Work with pupils when not in a fit physical or emotional state** (e.g., under the influence of medication causing drowsiness, alcohol, illegal substances, or severe impairment).
- **Share personal contact details** (phone, email, social media) with pupils or make arrangements to meet pupils outside school.
- **Express extremist, radical, or discriminatory views**, or make inappropriate jokes/remarks of a sexual, racial, or offensive nature.
- **Give or receive gifts** from pupils (other than token gifts approved by the Headteacher).

I, _____, have read the code of conduct and agree to abide by the rules outlined in this policy.

Signed: _____

Date: _____



Volunteer agreement form

This agreement form must be completed before you undertake any volunteer work at Newchurch Community Primary School. 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.

Part 1: Placement Details

Volunteer Full Name	
Designated Supervising Staff Member	
Frequency of volunteering	Occasional/Regular
Placements dates/duration	Subject to one month review

Part 2: Mandatory Policy Induction Checklist

Please tick the box once you have ready, understood and agreed to abide by the following statutory school policies (accessible via the school website or office):

Policy documents	Tick
Keeping Children Safe in Education (KCSIE Sept 2026 Part 1) <i>(Mandatory for all volunteers)</i>	
Child Protection and Safeguarding Policy	
Allergy Safety Policy and Emergency Protocols <i>(Mandatory Statutory Requirement)</i>	
Health and Safety Policy (including Emergency Evacuation procedures)	
Behaviour Policy and Anti-bullying Policy	
Low-level Safeguarding Concerns Policy	
Allegations of Abuse Against Staff Policy	

Whistleblowing Policy (including NSPCC Advice Line contact: 0800 028 0285)	
Staff and Volunteer Code of Conduct	
Online Safety Policy and Filtering/Monitoring Awareness	
Cyber-security and Data Protection Policy (UK GDPR Compliance)	
Staff Equality, Equity, Diversity and Inclusion Policy	
Staff ICT and Electronic Devices Policy	
Social Media Policy	
Fire Safety Policy	
Disciplinary Policy and Procedure	
Complaints Procedures Policy	
Staff Confidentiality and Information Sharing Policy	
Photography and Images Policy	

Part 3: Volunteer Agreement Sign-Off

I understand that I am a volunteer and will not receive payment for my duties, other than pre-agreed travel/out-of-pocket expenses. I confirm that I have completed the required induction and policy checks.

Signed: _____ Date: _____



Volunteer application form

This application form must be completed before you undertake any volunteer work at Newchurch Community Primary 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.

Section 1: Personal Details

Name		Date of birth	
Postcode		Telephone	
Address			

Section 2: Health, Allergy and Emergency Declarations *(Mandatory Statutory Update)*

In accordance with Statutory Guidance, the school collects medical and allergy information to protect the health and safety of all adults and children on site. Please complete the declaration below:

1. **Do you have any severe allergies (e.g. food, insect stings, latex) that the school should be aware of in an emergency or during food provision?** YES / NO
2. **Do you carry any emergency medication on site (e.g., prescribed Adrenaline Auto-Injectors / AAI's, Asthma Inhalers)?** YES / NO
3. **Do you have any medical conditions or physical needs that require adjustments to your volunteering role or emergency plan?** YES / NO

If you answered 'YES' to any of the above, please provide brief details below (e.g., known allergens, medication storage/location, emergency contact):

Section 3: Educational Course Connection *(if applicable)*

Is your volunteering placement connected to an educational course? YES/NO

Name of educational setting and course	
Qualification and length of course	
Link tutor name and contact telephone/email	

Section 4: Volunteering Preferences and Availability

Please describe why you wish to volunteer and the activities/year groups you are interested in supporting:

Please tick your availability below:

Session	Monday	Tuesday	Wednesday	Thursday	Friday
Mornings (8:30am – 12:00pm)					
Afternoons (12:00pm – 3:30pm)					
Full Day (8:30am – 3:30pm)					

Section 5: Applicant Declaration and Sign-Off

I confirm that the information provided in this application is accurate and complete. If accepted as a volunteer, I agree to attend mandatory induction meetings, undergo required pre-appointment checks (including DBS checks where applicable), and abide by all school policies and safeguarding procedures.

Applicant Signature: _____ Date: _____