



Volunteering Policy



Contents

Section	Title	Page
1	Introduction and aims	3
2	How we use volunteers	3
3	How to apply to volunteer	3
4	Appointment of volunteers	3
5	Safeguarding	4
6	Induction and training	5
7	Confidentiality	5
8	Conduct of volunteers	5
9	Expenses	5
10	Insurance	5
11	Data protection and record keeping	5
12	Monitoring and review	6
-	Appendix 1 – Volunteer application form	7
-	Appendix 2 – Code of conduct for volunteers	11

Version History

Approved by:	Trustees
Last reviewed:	September 2023
Next review due by:	September 2026

Date	Author	Version	Comment
October 2025	Kerry Thompson		Added school specific details.

1. Introduction and aims

We believe that volunteers provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience.

We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

The aim of Eastfield Primary Academy's volunteer policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers

This policy has been developed in line with the Department for Education (DfE)'s statutory safeguarding guidance, [Keeping Children Safe in Education \(KCSIE\)](#).

2. How we use volunteers

At Eastfield Primary Academy volunteers may:

- Hear children read
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT or art

This isn't an exhaustive list.

Volunteers may be:

- Members of the governing board
- Parents
- Former pupils
- Students on work experience
- Local residents

This is not an exhaustive list.

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

A volunteer is someone who will be in the academy at for at least one hour per week over a period of at least 4 weeks.

3. How to apply to volunteer

To apply to be a volunteer At Eastfield you can:

- Email – office@eastfieldprimary.co.uk
- Approach Mrs Kerry Thompson, Principal directly
- Complete an application form (see appendix 1)

4. Appointment of volunteers

Volunteers are appointed by Mrs Kerry Thompson, Principal.

Appointment and induction of new volunteers can take up to 6 weeks and is dependent on the candidate and available spaces within the school.

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

The Principal reserves the right to terminate a placement at any time.

Enhanced DBS checks for volunteers working in 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.

We strongly encourage former pupils who have siblings or close ties to current pupils and parents of current children to seek work experience in other local primary settings to avoid a conflict of interest. On occasion a placement may be offered, but this is at the discretion of the Principal.

5. Safeguarding

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 enhanced DBS checks with a barred list check on volunteers who:
 - Work 1-on-1 with pupils unsupervised
 - Work with groups of pupils unsupervised
 - Supervise or accompany groups of pupils on overnight residential visits
- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in
- Provide all volunteers **prior** to them beginning work at Eastfield, with a copy of part 1 & annex A of Keeping Children Safe in Education
- Require volunteers to agree and adhere to our Code of Conduct (see appendix 2) and to read, and adhere to, the following policies:
 - Behaviour Policy
 - Code of Conduct for Staff, Governors & Volunteers
 - Health and Safety Policy
 - Online Safety Policy & Acceptable Use
 - Safeguarding Policy
 - Social Media Policy
 - Staff Handbook
 - Whistleblowing Policy
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils
- Conduct a risk assessment to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
 - The nature of the work they will be doing
 - What we know about them
 - References from employers or other voluntary roles
 - Whether the role is eligible for an enhanced DBS check
- DBS certificates are accepted from other organisations, for example, students on placements from a training provider or a sports coach with a DBS through a recognised sporting body etc. DBS certificates must have an issue date within a five-year period to date.

- Details of volunteers are recorded on the single central record (SCR) by the School Business Manager.

6. Induction and training

This includes:

- A health and safety discussion with the Site Manager & a walk around the site to support orientation
- A discussion with the Principal with regards to expectations & the opportunity to discuss policies shared & provide an opportunity to ask questions
- Support from the assigned class teacher with the day-to-day routine of school-life

Volunteers must complete appropriate training prior to beginning work at the school.

Further training requirements may be determined by the Principal.

All volunteers must have safeguarding training: complete Level 1 & Level 2 Child Safeguarding (online). Other training requirements will be based on the nature of the work the volunteer will be doing.

7. Confidentiality

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation.

If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents.

This doesn't prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our Safeguarding Policy and inform the Designated Safeguarding Lead (DSL) or a member of the Safeguarding Team.

If concerns are related to whistleblowing, volunteers must follow the guidance in our Whistle-blowing Policy.

8. Conduct of volunteers

Volunteers must comply with Eastfield's Code of Conduct for Staff, Governors & Volunteers and

9. Expenses

Volunteers must speak with their assigned class teacher and the School Business Manager if they require a specific resource and/or piece of equipment that is not in school. If the assigned class teacher and School Business Manager agree that a specific resource and/or piece of equipment is needed, it will be ordered and paid for by the academy. If a volunteer purchases a specific resource and/or piece of equipment without prior discussion with the designated staff, any expense will not be reimbursed.

If a volunteer is required to attend training directed by Eastfield Primary Academy, that incurs a travel cost, this cost will be reimbursed by the academy. The volunteer will liaise with the School Business Manager regarding reimbursement directly into their bank account as per the Trust's Financial Policy. Cash is never given.

10. 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.

11. Data protection and record keeping

Our privacy notice for volunteers explains what information we collect about volunteers and why we collect it; the privacy notice for volunteers is available on our website (www.eastfieldprimary.net - Important Information tab – Policies tab).

We will:

- Remove details of volunteers from the single central record (SCR) once they no longer work at our school

12. Monitoring and review

This policy has been approved by the Principal

Appendix 1: Volunteer Application Form

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

You'll find more information on how we use your personal data in our privacy notice for volunteers; the privacy notice for volunteers is available on our academy website (www.eastfieldprimary.net - Important Information tab – Policies tab).

PERSONAL DETAILS

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

DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

The Eastfield Primary Academy 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 the Trust's privacy notice.

Do you have a DBS check? (please circle)	Yes/No
If yes, what type of check do you have? (please circle)	Basic DBS / Standard DBS / Enhanced DBS / Enhanced DBS with barred list information

DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

Date of check:	
Certificate number:	

AVAILABILITY

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
Before school					
After school					
Lunchtimes					
How many hours per week/month can you volunteer?					
Can you commit to at least 1 term?					

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 Eastfield Primary Academy?

EXPERIENCE AND QUALIFICATIONS

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.)

Do you have any relevant qualifications?

PREFERENCES

What age group would you prefer to work with?

Would you prefer to work 1-on-1 or with a small group?

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.).

Name:	Name:
Relationship to you:	Relationship to you:
Address:	Address:
Telephone number:	Telephone number:
Email address:	Email address:

DISABILITY AND ACCESSIBILITY

Eastfield Primary Academy 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:

Appendix 2: Code of Conduct for Volunteers

Code of Conduct for Volunteers

By signing this form, volunteers agree to the following:

1. School rules and policies

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

- Behaviour Policy
- Code of Conduct for Staff, Governors & Volunteers
- Health and Safety Policy
- Online Safety Policy & Acceptable Use Policy
- Safeguarding Policy
- Social Media Policy
- Staff Handbook
- Whistleblowing Policy

Volunteers received a copy of the above policies & KCSiE part 1/Annex A and have had the opportunity to discuss & ask questions regarding the above with a member of SLT.

2. Professional conduct

Volunteers must accept and follow instructions provided by academy staff and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the academy's Principal.

Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour 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.

Volunteers must always conduct themselves in a professional manner. This includes:

Dressing in a way that is professional and appropriate to the work they are doing as outlined in the Staff Handbook

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

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". If further information is required, please ask for a copy of the Trust's Gifts & Hospitality Policy.

Volunteers must not transport pupils in their own cars.

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.

If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their class teacher or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

3. Safeguarding

Volunteers must be familiar with, and adhere to, the academy's Safeguarding Policy. Safeguarding training will be provided to all volunteers before they begin their placement.

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 a member of the Safeguarding Team.

Volunteers should refrain from physical contact with pupils and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.

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

Contacting pupils outside of school, including on social media

Arranging to meet pupils outside of school

Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

4. Health and safety

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.

Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.

Volunteers must sign in and sign out at the beginning and end of every visit and must always wear a visitor badge.

5. 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 headteacher.

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.

Please sign and date below:

X

Volunteer name (please print)

X

Volunteer signature

X

Date