

Three Counties Academy Trust



Volunteer Policy

#SG37

Last amended 3rd September 2026 (v1.0)

Policy lifespan: 3 years. Subject to annual compliance check. Next full review 31st August 2029.

Version history

Date	Version	Details	Actioned by	PDF to Websites	Word to Governor Hub
03.09.26	1.0	Formatted to house style and checked against model for updates. Ensured KCSIE 2026 compliance.	MF	✓	✓

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Policy Abbreviations and Acronyms

DBS	Disclosure and Barring Service
DfE	Department for Education
DSL	Designated Safeguarding Lead
ICT	Information Communication Technology
ID	Identification
KCSIE	Keeping Children Safe in Education
MAT	Multi-Academy Trust
SCR	Single Central Record
SLT	Senior Leadership Team
TCAT	Three Counties Academy Trust

NB. Where the term “parent” or “parents” is used this includes those who act as carers or have parental responsibility.

NB. Staff roles noted within this policy may also include those staff performing that role in an ‘Acting’ capacity.

Statement of intent

Three Counties Academy Trust (TCAT) and our schools recognise the significant contribution that volunteers make to enriching the educational experience, wellbeing and personal development of our pupils. Volunteers bring valuable skills, knowledge, experience and community connections that help strengthen our schools and support the delivery of high-quality education.

We are committed to creating a welcoming, safe and inclusive environment in which volunteers can make a positive contribution while supporting our vision, values and strategic objectives. We value the time, commitment and enthusiasm that volunteers give and seek to ensure that their involvement is rewarding, meaningful and appropriately supported.

This policy sets out the principles, expectations and procedures that govern the recruitment, appointment, induction, management, supervision and safeguarding of volunteers across TCAT. It is designed to ensure that all volunteer activities are conducted safely, consistently and in accordance with statutory safeguarding requirements, TCAT policies and regulatory expectations.

The policy also defines the roles, responsibilities and standards of conduct expected of volunteers, helping to ensure that they contribute positively to the school community, maintain professional boundaries and uphold the welfare, safety and dignity of all pupils. Through these arrangements, TCAT aims to provide a clear framework that enables volunteers to support our schools effectively while ensuring appropriate oversight, accountability and safeguarding at all times.

Member, Trustee, Local Governor and Staff Summary

Purpose of the Policy

- Volunteers make an important contribution to the education, wellbeing and personal development of pupils
- The policy provides a Trust-wide framework for recruiting, appointing, supporting and supervising volunteers
- Arrangements are designed to maintain high standards of safeguarding, accountability and consistency across all schools

Governance and Assurance

- Members, Trustees and Local Governors should be assured that volunteer arrangements operate within a clear safeguarding and compliance framework
- Volunteer activity is supported by appropriate risk assessment, recruitment processes and oversight
- The policy aligns with safeguarding, safer recruitment, confidentiality, health and safety and data protection requirements

Volunteer Categories and Recruitment

- Volunteers are categorised as either occasional volunteers or regular volunteers
- The school determines the recruitment process and checks required based on the nature of the role
- Regulated activity assessments are completed to determine safeguarding requirements
- Volunteers must not begin their role until all required checks have been completed

Safeguarding Arrangements

- Protecting pupils is the central consideration in all volunteer arrangements
- Volunteers receive safeguarding information and are expected to report concerns promptly
- Volunteers undertaking regulated activity require an enhanced DBS check with children's barred list information
- The Designated Safeguarding Lead and reporting procedures are communicated during induction
- Low-Level concerns and allegations involving volunteers are managed through established safeguarding procedures

Induction and Expectations

- Volunteers must read and follow key TCAT and school policies
- Induction arrangements are proportionate to the role being undertaken
- Volunteers are provided with a school contact for guidance and support
- Professional conduct, confidentiality and safeguarding responsibilities are clearly defined

Operational Responsibilities for Staff

- Staff are responsible for ensuring volunteers are appropriately supervised and supported
- Schools must maintain accurate records of pre-appointment checks and volunteer arrangements
- Volunteers must be signed in, identifiable and aware of emergency procedures
- School leaders determine whether volunteers can undertake activities and what level of supervision is required

Confidentiality and Conduct

- Volunteers may only access information necessary to fulfil their role
- Confidential information must not be shared with others
- Volunteers are expected to model positive behaviour and maintain professional boundaries
- Any breach of safeguarding, confidentiality or conduct expectations may result in the volunteer arrangement ending

Key Message

- TCAT welcomes volunteer involvement while maintaining robust safeguards to protect pupils, staff and volunteers
- Effective recruitment, induction, supervision and oversight help ensure volunteers make a positive contribution to school life

Parent Summary

Our Commitment to Safety

- Volunteers can play an important role in supporting pupils and enriching school life
- The safety and wellbeing of pupils remains the highest priority in all volunteer arrangements
- All volunteer activities are managed within a clear safeguarding framework

Checks Before Volunteering

- The school assesses every volunteer role to identify appropriate safeguarding requirements
- Volunteers undertaking certain roles may require enhanced Disclosure and Barring Service checks before starting
- Volunteers do not begin their role until the school is satisfied that all necessary arrangements are in place

Safeguarding Expectations

- Volunteers receive safeguarding information appropriate to their role
- Volunteers are expected to report any safeguarding concerns immediately to school staff
- Any safeguarding concerns involving volunteers are managed through established TCAT procedures

Supervision and Support

- Volunteers are supervised in a way that reflects the nature of their role and the needs of pupils
- Schools decide the appropriate level of supervision and oversight for each volunteer activity
- Volunteers have a named contact within school for guidance and support

Conduct and Professional Standards

- Volunteers must follow the same high standards of behaviour expected within the school community
- Professional boundaries and respectful relationships with pupils must always be maintained
- Confidential information is protected and only shared where necessary and appropriate

Health, Safety and Security

- Volunteers are required to follow school health and safety procedures
- Visitors and volunteers are signed in, identifiable and accounted for whilst on site
- Emergency procedures and site expectations are explained before volunteering activities begin

Reassurance for Parents

- TCAT and our schools welcome volunteers because they can make a valuable contribution to pupils learning and experiences
- Robust recruitment, induction, safeguarding and supervision arrangements help ensure volunteering takes place safely
- The school retains oversight of all volunteer activity to promote a safe and positive environment for every pupil

Prospective and Confirmed Volunteer Summary

Introduction

- Three Counties Academy Trust values the contribution volunteers make to school life
- All volunteer arrangements are managed carefully to support pupil safety, wellbeing and positive educational experiences

For Prospective Volunteers – Thinking About Applying

- Volunteers support learning, events and wider school activities
- Most volunteers will be asked to complete an application form
- Some roles may require references and safeguarding checks
- The school will assess each role individually to determine any checks required
- Volunteers cannot begin until all required checks have been completed

For Prospective Volunteers – What You Can Expect

- A clear recruitment and suitability process
- Information about the role and expectations
- Safeguarding requirements explained before volunteering begins
- An opportunity to ask questions before making a commitment

For Confirmed Volunteers – Once You Have Been Approved

- You will receive induction information and guidance
- You will be supported by school staff
- You will be expected to follow school policies and procedures
- You will be given appropriate information about safeguarding and safety arrangements

For Confirmed Volunteers – Safeguarding Responsibilities

- Report any safeguarding concerns immediately
- Follow school safeguarding procedures at all times
- Maintain professional boundaries with pupils
- Support a safe and positive environment for children

For Confirmed Volunteers – Expectations in School

- Sign in and out when attending school
- Wear visitor identification when required
- Respect confidentiality
- Follow instructions from school staff
- Act as a positive role model for pupils

Reassurance for Prospective and Confirmed Volunteers

- Volunteer roles are carefully assessed and managed
- Appropriate safeguarding checks are completed where required
- Volunteers receive guidance, support and supervision
- The safety and wellbeing of pupils remains the highest priority

1. Legal framework

This policy has due regard to all relevant legislation and statutory 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'](#)

Where legislation has been passed or updated during the shelf life of this policy, we will always apply the latest version available irrespective of the version quoted here.

This policy operates in conjunction with the following policies:

- Volunteer Application Form
- Data Protection Policy (FI20)
- Complaints Policy and Procedure (GN9)
- Staff Code of Conduct (HR26)
- Staff and Volunteer Confidentiality Policy (HR32)
- Child Protection and Safeguarding Policy and Procedures (SG1)
- Allegations of Abuse Against Staff Policy (SG5)
- Reporting Low-Level Safeguarding Concerns Policy (SG11)
- Safer Recruitment Policy (SG13)

- Sharing Safeguarding Information Policy (SG50)

Central TCAT policies have the policy number identified, e.g. “SG1”. Where no policy number is identified this indicates the policy is a school specific policy available from an individual TCAT school’s website.

2. Volunteer categories

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

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

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

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

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

3. Regulated activity and pre-appointment checks

Defining regulated activity

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

- Work on a frequent basis in the school
- Frequently carry out one or more of the following activities involving children:
 - Teaching
 - Training
 - Instructing

- Caring
- Supervision
- Providing advice or guidance relating to children's physical, emotional or educational wellbeing
- Driving a vehicle used only for transporting children

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

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

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

Pre-appointment checks

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

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

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

4. Application to be a volunteer

Anyone wishing to volunteer at a TCAT school will be required to complete TCAT's Volunteer Application Form unless the Headteacher or Head of School following consultation with the Executive 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 or Head of School'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 TCAT's volunteer recruitment process, which may include:

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

5. Supervision

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

When determining what supervision is reasonable, TCAT schools will take the following factors into consideration:

- The ages of the pupils, including whether there is a large gap in their ages
- The number of pupils with whom the volunteer is working
- Whether there are other staff members present during the activity

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

6. Induction

Volunteers will be required to read and agree to TCAT's 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 and Procedure
- Allegations of Abuse Against Staff Policy
- Reporting Low-Level Safeguarding Concerns Policy
- Staff Equality, Equity, Diversity and Inclusion Policy
- Health and Safety Policy
- MAT Fire Safety Policy
- Behaviour Policy
- Anti-Bullying Policy
- Whistleblowing Policy
- Disciplinary Policy and Procedure
- Complaints Policy and Procedure
- Online Safety Policy
- Data Protection Policy
- Cyber Response and Recovery Plan
- Social Media Policy
- Staff ICT and Electronic Devices Policy
- Staff and Volunteer Confidentiality Policy
- Photography and Images Policy

Volunteers will be provided with access to the above documents upon their induction or they can be accessed in advance from the TCAT and school websites.

Volunteers will receive safeguarding information and induction appropriate to their role, determined using a proportionate, risk-based approach. Volunteers who work directly with children on a regular basis, including those undertaking regulated activity, will be required to read at least Part One of KCSIE and complete safeguarding induction as a minimum. For occasional volunteers whose role does not involve regular direct work with children, the school will determine the appropriate safeguarding information, induction and supervision arrangements having regard to the nature and frequency of their role.

All volunteers will be provided with a point of contact within the school who they can go to if they have any questions or issues they need to discuss.

7. Safeguarding

Volunteers will be provided with safeguarding information as determined by the Trust Board and Local Governing Body, 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/Head of School 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 TCAT's Child Protection and Safeguarding Policy and Procedures. 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 Reporting Low-Level Safeguarding Concerns Policy and/or the Allegations of Abuse Against Staff Policy.

8. Health and Safety

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

Volunteers will ensure that they are familiar with emergency procedures, e.g. evacuation, and of any health and safety procedures relating to the activity they will be undertaking, e.g. whilst in a cookery class.

If a volunteer notices any potential hazard which may put another individual at risk of harm, they will report this immediately to the class teacher or a senior member of staff.

9. Absence

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

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

If a volunteer is called away in the event of an emergency while volunteering, they will inform the class teacher or senior leader and will sign out of the building before leaving the premises.

10. Confidentiality

All volunteers will be required to act in line with TCAT's Staff and Volunteer 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 TCAT's Child Protection and Safeguarding Policy and Procedures and Sharing Safeguarding Information Policy and inform the DSL.

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

11. Complaints

Any complaints made in relation to a volunteer will be managed in line with TCAT's Complaints Policy and Procedure.

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

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

Monitoring and review

Lifespan of Policy: 3 Years

At any point this policy is updated or fully reviewed, it will be updated on the main TCAT website and will automatically update on all TCAT school websites simultaneously.

Where an annual check or other check results in minor changes, the Version History will be reviewed and updated with a change in the number following the decimal point, for example, v1.1 ⇒ v1.2. Where the policy is reviewed in full, then the number before the decimal point will change and reset, for example v1.4 ⇒ v2.0.

Any changes made by the CEO in collaboration with the Board Appointed Trustee will be passed to the Trust Board for ratification and subsequently be notified to Clerks to Local Governing Bodies and Headteachers/Heads of School.

The next scheduled full review date for this policy is 31st August 2029.

Date approved by the Board Appointed Trustee: 3rd September 2026.

To be ratified and recorded in the minutes at the first Trust Board Meeting after 3rd September 2026.

Appendix A: Volunteer Code of Conduct



All volunteers are expected to maintain high standards of behaviour and conduct when undertaking any activity at a TCAT school, and will:

- Observe the high standards of behaviour and ethical conduct mandated by TCAT
- Be approachable, pleasant, and positive role models for pupils
- Adhere to all TCAT and school policies, including the Child Protection and Safeguarding Policy and Procedures, Health and Safety Policy, Data Protection Policy, Anti-Bullying Policy, and Behaviour Policy
- Maintain confidentiality of personal information at all times, unless there is a need to report an issue to a member of staff
- Treat all pupils and members of staff equally and with respect
- Report any incident of challenging behaviour to the class teacher or a senior member of staff immediately
- Dress appropriately and behave in a manner which promotes healthy and safe working practices
- Accept and follow directions from the supervisor and seek guidance through clarification where uncertain of tasks or requirements
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report any potential hazards in the workplace to the supervisor
- Make proper use of the resources

- Conduct work in a cooperative manner

Volunteers will not:

- Discipline pupils; if there are any problems, the class teacher or a senior member of staff will be informed immediately
- Shout at, hit, threaten, or handle a pupil
- Take photographs in a TCAT school without the prior permission of the Headteacher/Head of School
- Develop 'personal' or sexual relationships with pupils
- Work with pupils when not in the proper physical or emotional state to do so, e.g., under medication which causes drowsiness, or under extreme stress which may impair judgement
- Behave in an illegal, improper, or unsafe manner, e.g., smoking or drinking alcohol
- Share personal contact details with pupils or make personal arrangements to meet pupils outside school
- Express any extremist or discriminatory views, or any views that would offend others
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature
- Behave in a manner which may bring TCAT or our schools into disrepute
- Give or receive (other than 'token') gifts, unless agreed by the Headteacher/Head of School

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

Signed: _____

Date: _____

Appendix B: Volunteer Agreement Form



This agreement form must be completed before you undertake any volunteer work at a Three Counties Academy Trust 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 Trust and school websites, hard copies can be obtained on request. Please sign and date the first row of the third section.

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

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

Behaviour Policy	
Anti-Bullying Policy	
Child Protection and Safeguarding Policy and Procedures	
Health and Safety Policy	
Staff Equality, Equity, Diversity, and Inclusion Policy	
Data Protection Policy	
Staff ICT and Electronic Devices Policy	
Online Safety Policy	
Social Media Policy	
MAT Fire Safety Policy	
Allegations of Abuse Against Staff Policy	
Reporting Low-Level Safeguarding Concerns Policy	
Whistleblowing Policy	

Disciplinary Policy and Procedure	
Complaints Policy and procedure	
Staff and Volunteer Confidentiality Policy	
Photography and Images Policy	

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

Appendix C: Volunteer Application Form



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

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

Name:		Date of birth:	
Postcode:		Telephone:	
Address:			

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

If you answered 'yes' to the above, please fill out the table below:			
Name of educational school/college/university:		Postcode:	
Address:			
Course details:			
Qualification:		Length of course:	
Link tutor:		Telephone:	

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

I wish to work on the following school days (please tick):

- ☐ **Monday**
- ☐ **Tuesday**
- ☐ **Wednesday**
- ☐ **Thursday**
- ☐ **Friday**

I wish to work (please tick):

- ☐ **A full day (8:30am – 3:15pm)**
- ☐ **Mornings**
- ☐ **Afternoons**

Please list any other requirements in terms of availability (e.g., specific times):

Please provide details of two references whom we may contact to include contact details & your relationship to them

1.

2.

If accepted, I understand that I will need to attend an induction meeting and will need to be aware of, and follow, all school policies:

Signature of volunteer:

Date:

Appendix D: Reference Form



Name:	
Name of applicant:	
Relationship to applicant:	
Date:	

Will the volunteer be engaging in Regulated activity, as defined in the DfE's document 'Keeping children safe in education'? (school use only)
Circle one:

Yes No

How long have you known the applicant?

How would you describe the general attitude of the applicant?

Does the applicant have any experience working with children? Circle one.

Yes No

If yes, how well does the applicant work with children? Circle one.

Very well Well Satisfactorily Poorly Very poorly

How effectively can the applicant lead a task?

Do you think the applicant would be willing to undertake an induction or further training? Circle one.

Yes No

Does the applicant have the right to work in the UK? Circle one.

Yes No

Did the applicant undertake a Disclosure and Barring Service check, if so, what was the outcome?

Is there any additional information the school should know about the volunteer?

I understand my responsibility to disclose honest and correct information, and the applicant's responsibility to safeguard children. I am aware that I must notify the school of anything that may affect the applicant's suitability to work with children.

I hereby declare that the information I have provided in relation to the volunteer applicant, is accurate.

Date:	Date:
Signed:	Signed: Headteacher/Head of School:

Trust Glossary

AA	Admissions Authority	H&S	Health and Safety
AAI	Adrenaline Auto-Injector (Epi Pen)	HoS	Head of School
ACM	Asbestos Containing Materials	HSE	Health and Safety Executive
AHT	Assistant Headteacher	ICO	Information Commissioners Office
AIR	Attendance Intervention Reviews	IDSR	Inspection Data Summary Report
APDR	Assess Plan Do Review Cycle	IHP	Individual Healthcare Plan
APIs	Application Programming Interfaces	IRMS	Information and Records Management Society
ASC	Autistic Spectrum Condition	IWF	Internet Watch Foundation
ASP	Analyse School Performance	KCSIE	Keeping Children Safe in Education
ATH	Academy Trust Handbook	KS1/2/3/4	Key Stage 1/2/3/4
BAME	Black, Asian and Minority Ethnic Backgrounds	LAC	Looked After Child
BAT	Board Appointed Trustee	LADO	Local Authority Designated Officer
BCP	Business Continuity Plan	LGB	Local Governing Body
BFR	Budget Forecast Return	LLC	Low-Level Concerns
CEO	Chief Executive Officer	LSA	Learning Support Assistants
CFO	Chief Financial Officer	MASH	Multi-Agency Safeguarding Hub
CIF	Condition Improvement Fund	MAT	Multi-Academy Trust

CIN	Child in Need	MFA	Multi-Factor Authentication
CLA	Children Looked After	MFL	Modern Foreign Language
CMIE	Child Missing in Education	NCSC	National Cyber Security Centre
COO	Chief Operating Officer	NoV	Note of Visit
COSHH	Control of Substances Hazardous to Health	NPQ	National Professional Qualifications
CP	Child Protection	PA	Persistent Absence
CPD	Continuing Professional Development	PAN	Published Admission Number
CPOMS	Child Protection Online Management System	PECR	Privacy and Electronic Communications Regulations
CSCS	Children's Social Care Services	PEP	Personal Education Plan
CSE	Child Sexual Exploitation	PEEP	Personal Emergency Evacuation Plan
CTIRU	Counter-Terrorism Internet Referral Unit	PEx	Permanent Exclusion
CWD	Children with Disabilities	PP	Pupil Premium
CYPMHS	Children and Young People's Mental Health Services	PPG	Pupil Premium Grant
DBS	Disclosure and Barring Service	PSHE	Personal, Social and Health Education
DDSL	Deputy Designated Safeguarding Lead	PSED	Public Sector Equality Duty
DfE	Department for Education	PTFA	Parent, Teacher and Friends Association
DHT	Deputy Headteacher	QA	Quality Assurance

DSE	Display Screen Equipment	RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
DSL	Designated Safeguarding Lead	RHE	Relationships and Health Education
DPO	Data Protection Officer	RPA	Risk Protection Arrangement
EAL	English as an Additional Language	RSHE	Relationships, Sex and Health Education
ECT	Early Career Teacher	SA	Severely Absent
EDIB	Equality, Diversity, Inclusion and Belonging	SALT	Speech and Language Therapist
EHA	Early Help Assessment	SARC	Sexual Assault Referral Centre
EHENA	Education, Health and Care Needs Assessment	SBM	School Business Manager
EHCP	Education, Health and Care Plan	SCC	Standard Contractual Clause
EHE	Elective Home Education	SCITT	School-Centred Initial Teacher Training
ELSA	Emotional Literacy Support Assistant	SCR	Single Central Record
ESFA	Education and Skills Funding Agency	SDP	School Development Plan
EVC	Educational Visit Coordinator	SDQ	Strengths and Difficulties Questionnaire
EWOSSE	Education Welfare and Safeguarding Support Officer	SEF	Self-Evaluation Form
EYFS	Early Years Foundation Stage	SEMH	Social, Emotional, and Mental Health
FBV	Fundamental British Values	SENCO	Special Educational Needs Coordinator
FFT	Fischer Family Trust	SEND	Special Educational Needs and Disabilities

FGM	Female Genital Mutilation	SIP	School Improvement Partner
FGMPO	FGM Protection Order	SLA	Service Level Agreement
FOI	Freedom of Information	SLCN	Speech, Language and Communication Needs
FSM	Free School Meals	SLT	Senior Leadership Team
FTS	Find a Tender Service	SPOC	Single Point of Contact
GAG	General Annual Grant	STEM	Science, Technology, Engineering and Maths
GDPR	General Data Protection Regulation	TA	Teaching Assistant
GIAS	Get Information about Schools	TAC	Team Around the Child
HASH	Herefordshire Association of Secondary Heads	TCAT	Three Counties Academy Trust
HBA	Honour Based Abuse	TUPE	Transfer of Undertakings (Protection of Employment)
HR	Human Resources	VSH	Virtual School Headteacher