



VOLUNTEERING IN SCHOOLS POLICY

Date Reviewed	Body	Review Date
Spring Term 2024	Board of Trustees	Spring Term 2026

1. Introduction

Volunteers are a welcome resource for helping to raise our children's achievement, complementing the work of teachers and support staff. The Trust recognises the immense benefits that volunteers bring to our schools, and the bridges that they build between the school and the local community. In return, the Trust hopes to give its volunteers an opportunity to exercise their skills in a different environment and to undertake new experiences.

For the purpose of this policy, a volunteer is a person who gives freely of his/her time, skills and experience without expectation of financial or other reward. Volunteering can take many forms. Some tasks require particular skills whereas others require none.

A volunteer is not an employee and will not have a contract of employment with the Trust or school. The school will agree a role with the volunteer and there will be an expectation that the volunteer will meet the role's requirements and that the school will provide the opportunity to undertake the role for the volunteer. However, the volunteer is free to refuse to fulfil the role, or stop doing so, and the school is not bound to provide the role or to continue doing so. It is also expected that both the school and the volunteer will give as much notice as possible if unable to meet these expectations.

Volunteers may include:

- members of the Governing Body
- parents of pupils, carers, guardians, elder siblings or grandparents of pupils
- ex-pupils
- students on work experience
- university students referred to us
- ex-members of staff
- local residents
- friends of the school

2. Purpose

The purpose of this policy is to establish expectations for both employees and volunteers regarding the activities undertaken by volunteers and their conduct whilst in school.

3. Deployment of Volunteers

The headteacher and governors should be mindful of deploying volunteers appropriately. Volunteers should not be asked to replace paid staff or be given responsibility within the school that would normally be associated with paid employees.

The types of activities that volunteers engage in, on behalf of the school, include:

- hearing pupils read
- working with small groups of pupils to assist them in their learning
- working alongside individual pupils, as an additional tutor or support
- accompanying school visits
- undertaking art and craft activities with small groups of children
- working with children on computers
- assisting in preparing resources for a future lesson

- escorting children on local walks
- running or assisting with an after-school club
- social activities such as running or providing help at a disco
- fund raising activities such as running a cake stall or summer fair
- undertaking activities at lunchtime

4. **Becoming a volunteer**

Volunteers should complete the **Volunteer Application Form** (Appendix 1) and submit this to the Headteacher. The Headteacher or an appropriate staff member should carry out an interview with the candidate, following the Trust's Safer Recruitment Policy.

5. **Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be raised with the designated supervisor or Designated Safeguarding Lead and NOT with the parents of the child/persons.

Volunteers who are concerned about anything in the school, which may affect their work, should raise the matter with the headteacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

6. **Undertaking voluntary duties**

Safety is at the heart of the care of all children and it is very important that the school knows exactly who is on the school premises and where they are.

Volunteers must report into the school office when undertaking voluntary duties. Each volunteer must report to the receptionist or office staff member and sign in. They will then be issued a visitor's lanyard/badge, which must be worn at all times whilst on the school site. Volunteers are required to sign out when they leave and return the badge.

7. **Supervision**

All volunteers must work under the supervision of an appropriate member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query or problem regarding the pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

8. **Child Protection and Keeping Children Safe in Education (KCSIE)**

The welfare of our pupils is paramount. To ensure the safety of our pupils, we adopt the following procedures:

- All volunteers should be provided with a copy of the Volunteer Policy, asked to read the policies listed in the Volunteer Agreement and asked to sign a Volunteer Agreement (Appendix 2). The volunteer will **not** be permitted to undertake volunteering activity in school until this has been completed.

- All of our volunteers must have been cleared by the DBS if they are left unsupervised with children. Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

There are certain circumstances where schools and colleges may obtain an enhanced DBS certificate (not including barred list information) for volunteers who are not engaging in regulated activity. This is set out in DBS workforce guides, which can be found on [GOV.UK](https://www.gov.uk). Employers are not legally permitted to request barred list information on a supervised volunteer as they are not considered to be engaged in regulated activity.

The school should undertake a risk assessment (Appendix 3) and use their professional judgement and experience when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity. In doing so they should consider:

- the nature of the work with children
- what the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability
- whether the role is eligible for an enhanced DBS check.

Details of the risk assessment should be recorded. Any concerns a volunteer has about child protection issues should be referred to the designated Child Protection Officer or Headteacher. Please refer to [Keeping Children Safe in Education](#) for more information.

Volunteer Placement Application

Candidate Details

First name	
Surname	
Address	
DOB	
Phone (home)	
Phone (mobile)	
Email	

Volunteer Placement Data

Placement Start Date _____ Placement End Date _____

Days for Placement –	Monday	Tuesday	Wednesday	Thursday	Friday
Time -	All Day	Morning	Afternoon		

DBS

Certificate?	Yes / No
DBS Certificate Number:	
If No, Details:	

What is the purpose of the volunteer placement and why do you want to complete it at Name of School?

Please return this volunteer application form to: Challney High School for Girls, Addington Way, Luton LU4 9FJ

Or Email- admin@challneygirls.luton.sch.uk

You will be contacted by the school within 5 working days to confirm if your application has been successful.



Candidate Details

First name	
Surname	
Address	
DoB	
Phone (home)	
Phone (mobile)	
Email	

Work Experience Placement Application

School /College / University Contact

First name	
Surname	
College / University	
Address	
Phone	
Email:	
Contact Role:	

Work Experience Placement Data

Placement Start Date _____ Placement End Date _____

What is the purpose of the work experience and why do you want to complete it at Challney High School for Girls?

Please return this Work Experience placement form to: Challney High School for Girls, Addington Way, Luton LU4 9FJ

Or Email- admin@challneygirls.luton.sch.uk