



Volunteer Policy

SCHOOL POLICY

Review: Every Two Years

Next Review Date: January 2027

Role	Name
Headteacher	Caroline Rodgers
Chair of Governors	Linda Mosley
Designated Governor	
Designated Senior Lead	Caroline Rodgers – Headteacher

Brockley Primary School Aims

Only my best is good enough - [School Aims & Equality Objectives - Brockley Primary School](#)

At Brockley Primary School we value every member of our school community and our aims are for every child, whatever their background or circumstances, to have the support they need to:

Develop their understanding of the value of leading a healthy lifestyle

Work and play in a secure and safe environment in which they are encouraged to develop moral values and mutual respect

Experience an exciting curriculum which fosters their enthusiasm, develops an enquiring mind and enables every child to achieve his/her full potential

Access an education for life which promotes British Values that enable all learners to become effective and reliable members of the wider community

Foster ambition and expectation to carry through to adult life

To achieve these aims all learners, staff, parents and governors will work together to promote our core values of peace, courage and respect.

Definition of a volunteers

Volunteers can be divided into 2 groups, either 'occasional' or 'regular'.

Occasional can be defined as volunteers or parents who only accompany staff and children on one off outings or trips that do not involve over-night stays, or who only help at specific one-off events e.g. a sports day, school fete. It would be expected that occasional volunteers would be supervised by a 'regulated' member of staff e.g. teacher and would not be left unsupervised.

Regular volunteers can be defined as those who help 3 or more times in a 30 day period, once a month or more or on an overnight stay. If regular volunteers are unsupervised the school will require an enhanced DBS certificate with barred list check (See appendix 1).

Recruitment of volunteers

Occasional volunteers would usually be parents or carers who come in to help on a one off outing or occasion and would not be recruited as such to the position of volunteer. They would not be required to go through a recruitment process including the taking up of DBS checks. This would be at the Headteacher's discretion and where there are known concerns about a parent or other occasional volunteer it would be at the Headteacher's discretion not to engage this person as an occasional volunteer.

Regular volunteers would be in a position of trust within the school and even where they are not left unsupervised with children, should always go through a recruitment process. The school should also take into consideration any knowledge they have of the person in their relationship with the school as a parent, grand-parent, previous employee, governor, committee member

etc. when deciding if this person will be trustworthy and make a valuable contribution to the school in the capacity of volunteer.

The recruitment process should include:

- DBS checks for all and a barred list check where volunteers have unsupervised access to children and young people.
- Informal Interview with Headteacher or nominated senior member of staff to include discussion about previous work or contact with children, safeguarding and advise of the school's safeguarding policy, confidentiality, being in a position of trust, any transferable risks
- Completion of a volunteer recruitment form which includes personal details, background, skills, types of activities they would like to help in, times they are available.
- Where volunteers have been recruited by another organisation and work in an educational establishment, e.g. sports coaches from a local club or early-years activity provider, the establishment should obtain assurance from that organisation that the person has been properly vetted and has the correct level of DBS required for their role.

Recruitment and Disclosure and Barring Service (DBS) checks

DBS Checks are checks carried out to identify whether or not individuals working in an unsupervised activity with children are suitable to do so. This is because it is known that a small minority of people use this route to gain the confidence of children before causing them harm.

See Appendix 1 for KCSIE guidance.

Having a criminal record does not automatically prevent an individual from being a volunteer. The Headteacher and Governing Body would consider the details of the criminal record and balance this against the activities the individual is to undertake. Advice may be required from HR services in order to make this decision.

If a volunteer commits a criminal offence during their time as a volunteer they must disclose this to the Headteacher in the same way that any employed member of staff should. The Headteacher will assess whether it is acceptable to continue with the volunteering role, whether the activities should be changed, or whether it is the best interests for all concerned to no longer act as a volunteer. HR advice may be required.

Information for volunteers

As part of an induction process volunteers should be given verbal and written information about the school. This would include;

- Volunteer agreement with terms and conditions to sign which would include confidentiality
- School expectations of volunteers
- What a volunteer can expect from the school
- School vision, aims and values

- Health and safety issues e.g. what to do if there is a fire, Lock down procedures, site/premises security, access to staff room, other staff areas, hot drinks on site,
- Code of conduct (including staff behaviour codes) etc e.g. polite, courteous, self-discipline, respectful, being an appropriate role model, language, dress, rules around smoking, use of mobile phone, alcohol and illegal substances
- Child protection and Safeguarding policy, practices and responsibilities including the Prevent agenda, this could be 'signed up to' as evidence that the policy has been read and will be complied with.
- Keeping Children Safe in Education part 1 (including Annex A & C)
- 'What to do if you're worried a child is being abused' document
- Equality policy
- School Behaviour policy and Anti bullying policy
- Internet/ On-line Safety Policy and Acceptable User Policy (where appropriate)
- Guidance for safer working practice for adults who work with children and young people
- Explain the DBS requirements, that regular volunteering is subject to satisfactory clearance and the expectation that once cleared the volunteer will advise the Headteacher/line manager if their position changes e.g. if they commit an offence.

Safeguarding issues

Volunteers should be supervised by a designated member of staff. They should be working in a setting where there is always a paid member of staff present. Even where DBS checks have been undertaken, volunteers should not be left unsupervised for long periods.

Occasional volunteers should never be left unsupervised, would not take children to the toilet or be left in charge of a small group of children on an outing away from teacher/teaching assistant/staff member supervision.

Volunteers must be advised about physical contact with children in the same way as employed staff.

Volunteers should use the staff toilets and staff room for any breaks rather than using the children's toilets or play areas unless separate toilets are not available.

Volunteers must be advised that if a child discloses any information relating to potential abuse that they must bring this to the attention of the teacher/designated safeguarding lead immediately.

All volunteers should be given a basic safeguarding briefing by the Designated Safeguarding Lead. It may also be appropriate for volunteers to attend any staff training sessions on safeguarding.

Managing the behaviours of Children

Volunteers should be made aware of the behaviour management policy of the school.

Volunteers must be advised that it is not their role to discipline children.

If a potential discipline situation occurs, even where this involves their own child, they must bring this to the attention of the teacher/staff member to resolve or if it has been dealt with at the time, as soon as possible after the incident.

They must be advised that they must maintain their composure at all time and if things become difficult, they must immediately inform another member of staff.

Volunteers should be advised of the anti-bullying policy and bring any situations of conflict or bullying or prejudice to the attention of the teacher/staff member.

Confidentiality

Volunteers must be advised that all information about the children and the school in which they are volunteering is confidential and must not be discussed outside of the school or with children, parents or other visitors to the school.

Volunteers are asked to sign to say they have understood and agree to abide by the code of conduct of the school.

They should not have access to school's records, children's personal details etc.

Any information should be shared on a 'need to know' basis e.g. child's medical condition such as diabetes, ADHD where this may affect their behaviour or well-being.

Volunteers would not usually attend staff meetings but there may be exceptions on a 'need to know' basis.

The volunteer must not take any notes/files about children outside of the school.

At no time should volunteers be permitted to take photographs, films or recordings of children unless on school equipment and requested to do so by a regulated member of staff. This equipment must not be taken home by the volunteer.

Volunteers should be referred to the relevant school policy on the taking, storage and disposal of images of children.

Volunteers should abide by the school/ setting E-Safety/mobile phone policy.

Personal mobile phones and other personal hand held electronic devices should not be brought into the classroom.

Health and safety issues

Volunteers must be aware of health and safety policies and procedures that are relevant and be advised how to act in an emergency situation the same as for any other staff member.

The school must ensure that the appropriate insurances are in place for the volunteer.

They should be made aware of which staff are first aid trained and of the process when first aid is required rather than undertake any procedure themselves.

Volunteers should be made aware of any medical conditions for children they are working with which may require immediate intervention e.g. diabetes, epilepsy, allergies and how to respond

Volunteers must sign in and out of the school. They must also wear an ID security badge.

If a school is considering involving a volunteer in an activity where there could be a level of risk to themselves or to a child, a risk assessment must be undertaken as for any other member of staff and health and safety advice sought.

Supervision/mentoring/allegations

A volunteer should know who their 'contact' person is in the school. This person would usually be the class teacher (or appropriate staff in setting).

The contact person should be available during their volunteer sessions to provide direct support/supervision. There should also be an opportunity for a regular volunteer to be able to discuss any concerns, their contribution, any training needs etc.

If there are any concerns about the behaviour of the volunteer, there should be a discussion between the volunteer and their supervisor. This may need to involve advice from a manager depending on the concern. This discussion must be recorded together with any actions regarding expected change in behaviour. This will then be reviewed. If the unacceptable behaviour continues the offer of the volunteer placement will be withdrawn.

A volunteer should know who to go to if they have a complaint or grievance, for example where there may be a conflict situation with another member of staff or volunteer. They should also know who to talk with if they have a concern about the behaviour of a member of staff or another volunteer (whistle blowing). This could be the contact person in the first instance, head of year or Headteacher, given the nature of the concern.

If a complaint or allegation is made against the volunteer they need to be made aware of how this will be dealt with and offered appropriate support. Any allegation must be referred to a Local Authority Designated Officer (LADO) and treated as for any other member of staff.

If a volunteer is involved in an incident outside of school which did not involve children e.g. domestic abuse but could have an impact on their suitability to work with children, this is known as 'transferable risk'. (see part 4, KCSIE). The school will need to consider what triggered these actions and could a child in the school trigger the same reaction, therefore being put at risk. This may need to include the LADO.

If specialist skills are being offered by a volunteer, where necessary appropriate qualifications need to be checked and these activities may need to be supervised by a person who also has these specialist skills.

Any necessary training should be made available to the volunteer through negotiation with their contact person e.g. safeguarding.

For longer term volunteers a review process would be appropriate. However any safeguarding concerns in relation to the behaviour of the volunteer must be dealt with immediately and not wait for a review period.

Transport

Volunteers must not transport children in their own vehicles unless they have express permission to do so and are appropriately covered with insurance, current driving licence, MOT etc.

A volunteer would not be expected to take children on school transport or public transport unless accompanied by a member of staff and where a risk management assessment had been made and this met with health and safety regulations.

Contact with children outside of school

Volunteers must be reminded that they are in a position of trust and that what they see, hear or are involved in whilst at school must be considered as confidential to the establishment.

Volunteers must be actively discouraged from forming any friendship relationships with children and their families outside of school. Where people are recruited from the local community and they know some of the children, the impact of this should be talked through with the volunteer as part of their supervision.

The volunteer must not share their personal details such as address, e mail, phone or mobile numbers or engage with pupils/children and young people, or their families, in school on social network sites. The only exceptions to this would be where the volunteer is a relative or family friend of a child/young person. This connection must be made known to the Headteacher.

If they become aware of a situation of concern about a child from information received in the community this should be discussed with their contact person or the Headteacher.

Outings and off site visits

These may include occasional volunteers as well as regular volunteers.

Occasional volunteers, or others who have not had DBS checks, must not be left unsupervised or alone with children at any time.

There should be a briefing meeting at the start of the outing to ensure that volunteers are clear about the plan for the day, who the team leader is, the children who are their responsibility, any special needs of these children, who to ask for advice, who has the first aid kit, basic road safety advice etc.

I declare that I have read the Volunteer policy and agree to abide to the terms and conditions described.

Name:

Signed:

Date:

Appendix 1

Keeping Children Safe in Education 2025

[Keeping children safe in education 2022 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/92122/keeping-children-safe-in-education-2022.pdf)

[Keeping children safe in education: information for all school and college staff \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/92122/keeping-children-safe-in-education-information-for-all-school-and-college-staff.pdf)

Volunteers

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

310. Whilst volunteers play an important role and are often seen by children as being safe and trustworthy adults, the nature of voluntary roles varies, so schools and colleges should undertake a written risk assessment and use their professional judgement and experience when deciding what checks, if any, are required.

311. The risk assessment should consider: • the nature of the work with children, especially if it will constitute regulated activity, including the level of supervision • 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 their suitability, and • whether the role is eligible for a DBS check, and if it is, the level of the check, for volunteer roles that are not in regulated activity.

312. Details of the risk assessment should be recorded.

When should a DBS with barred list be obtained for volunteers

313. Schools or colleges should obtain an enhanced DBS check (which should include children's barred list information) for all volunteers who are new to working in regulated activity with children, i.e. where they are unsupervised and teach or look after children regularly or provide personal care on a one-off basis in schools and colleges. See Annex E for statutory supervision guidance. Employers are not legally permitted to request barred list information on a supervised volunteer, as they are not considered to be engaging in regulated activity.

Supervision of volunteers

314. It is for schools and colleges to determine whether a volunteer is considered to be supervised. Where an individual is supervised, to help determine the appropriate level of supervision, all schools and colleges¹⁰⁴ must have regard to the statutory guidance issued by the Secretary of State (replicated at Annex E).

315. For a person to be considered supervised, the supervision must be: • by a person who is in regulated activity relating to children. • regular and day to day, and • reasonable in all the circumstances to ensure the protection of children.

Existing volunteers

316. Volunteers do not have to be re-checked if they have already had a DBS check (which should include children's barred list information if engaging in regulated activity). However, if the school or college have any concerns they should consider obtaining a new DBS check at the level appropriate to the volunteering role.

Appendix 2: Volunteer Recruitment process

The recruitment process should include:

DBS checks for all and a barred list check where volunteers have unsupervised access to children and young people.

Informal Interview with Headteacher or nominated senior member of staff to include discussion about previous work or contact with children, safeguarding and advise of the school's safeguarding policy.

2 references (one of which should, where possible, include their most recent paid and/or voluntary work with children/young people).

A conversation with the person who last 'employed' a prospective volunteer – either as a volunteer, or in a paid capacity.

Completion of a volunteer recruitment form which includes personal details, background, skills, types of activities they would like to help in, times they are available.

Where volunteers have been recruited by another organisation and work in an educational establishment, e.g. sports coaches from a local club or early-years activity provider, the establishment should obtain assurance from that organisation that the person has been properly vetted.

Annex E: Statutory guidance - Regulated activity (children) - Supervision of activity with children which is regulated activity when unsupervised

This statutory guidance on the supervision of activity with children, which is regulated activity when unsupervised, is also published separately on GOV.UK

This document fulfils the duty in legislation i,ii that the Secretary of State must publish statutory guidance on supervision of activity by workers with children, which when unsupervised is regulated activity. This guidance applies in England, Wales and Northern Ireland. It covers settings including but not limited to schools, childcare establishments, colleges, youth groups and sports clubs.

For too long child protection policy has been developed in haste and in response to individual tragedies, with the well intentioned though misguided belief that every risk could be mitigated, and every loophole closed. The pressure has been to prescribe and legislate more. This has led to public confusion, a fearful workforce and a dysfunctional culture of mistrust between children and adults. This Government is taking a different approach.

We start with a presumption of trust and confidence in those who work with children, and the good sense and judgement of their managers.

This guidance applies when an organisation decides to supervise with the aim that the supervised work will not be regulated activity (when it would be, if not so supervised). In such a case, the law makes three main points:

- there must be supervision by a person who is in regulated activity
- the supervision must be regular and day to day; and

- the supervision must be “reasonable in all the circumstances to ensure the protection of children”.

The organisation must have regard to this guidance. This gives local managers the flexibility to determine what is reasonable for their circumstances. While the precise nature and level of supervision will vary from case to case, guidance on the main legal points above is as follows.

Supervision by a person in regulated activity/regular and day to day: supervisors must be in regulated activity themselves.

The duty that supervision must take place “on a regular basis” means that supervision must not, for example, be concentrated during the first few weeks of an activity and then tail off thereafter, becoming the exception not the rule. It must take place on an ongoing basis, whether the worker has just started or has been doing the activity for some time.

Reasonable in the circumstances: within the statutory duty, the level of supervision may differ, depending on all the circumstances of a case.

Organisations should consider the following factors in deciding the specific level of supervision a person will require:

- ages of the children, including whether their ages differ widely
- number of children that the individual is working with
- whether or not other workers are helping to look after the children
- the nature of the individual’s work (or, in a specified place such as a school, the individual’s opportunity for contact with children)
- how vulnerable the children are (the more they are, the more an organisation might opt for workers to be in regulated activity), and
- how many workers would be supervised by each supervising worker.

An organisation is not entitled to request a barred list check on a worker who, because they are supervised, is not in regulated activity.

Examples Volunteer, in a specified place

Mr Jones, a new volunteer, helps children with reading at a local school for two mornings a week. Mr Jones is generally based in the classroom, in sight of the teacher. Sometimes Mr Jones takes some of the children to a separate room to listen to them reading, where Mr Jones is supervised by a paid classroom assistant, who is in that room most of the time. The teacher and classroom assistant are in regulated activity. The Headteacher decides supervision is such that Mr Jones is not in regulated activity.

Volunteer, not in a specified place

Mr Wood, a new entrant volunteer, assists with the coaching of children at his local cricket club. The children are divided into small groups, with assistant coaches such as Mr Wood assigned to each group. The head coach oversees the coaching, spends time with each of the groups, and has sight of all the groups (and the assistant coaches) for most of the time. The head coach is in regulated activity. The club’s managers decide whether the coach’s supervision is such that Mr Wood is not in regulated activity.

See page 8 of DBS guidance: Regulated activity with children England which can be found at: DBS guidance leaflets.

Employee, not in a specified place

Mrs Shah starts as a paid activity assistant at a youth club. She helps to instruct a group of children and is supervised by the youth club leader who is in regulated activity. The youth club’s managers decide whether the leader’s supervision is such that Mrs Shah is not in regulated activity.

In each example, the organisation uses the following steps when deciding whether a new worker will be supervised to such a level that the new worker is not in regulated activity: • consider whether the worker is doing work that, if unsupervised, would be regulated activity. (Note: If the worker is not engaging in regulated activity, the remaining steps are unnecessary. If the worker is engaging in regulated activity the remaining steps should be followed) • consider whether the worker will be supervised by a person in regulated activity, and whether the supervision will be regular and day to day, bearing in mind paragraph 4 of this guidance • consider whether the supervision will be reasonable in all the circumstances to ensure the protection of children, bearing in mind the factors set out in paragraph 4 of this guidance above; and if it is a specified place such as a school, and • consider whether the supervised worker is a volunteer.

- i. Safeguarding Vulnerable Groups Act 2006, amended by Protection of Freedoms Act 2012: Schedule 4, paragraph 5A: guidance must be “for the purpose of assisting” organisations “in deciding whether supervision is of such a kind that” the supervisee is not in regulated activity.
- ii. Safeguarding Vulnerable Groups (Northern Ireland) Order 2007, Schedule 2, paragraph 5A, is as above on guidance on “supervision” for Northern Ireland. If the work is in a specified place such as a school, paid workers remain in regulated activity even if supervised.
- iii. The Protection of Freedoms Act 2012 includes provisions for a statutory duty on an organisation arranging regulated activity (under the 2006 Act or 2007 Order, both as amended) to check that a person entering regulated activity is not barred from regulated activity and a standalone barring check. These are yet to be commenced.
- iv. A volunteer is: in England and Wales, a person who performs an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives. In Northern Ireland, a volunteer is: a person engaged, or to be engaged, in an activity for a non-profit organisation or person which involves spending time unpaid (except for travel and other approved out-of-pocket expenses) doing something which amounts to a benefit to some third party other than, or in addition to, a close relative.

[Keeping children safe in education - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Pages 144-170 of the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges (2025) relates to the comments and links in the document above.