St Andrew's CE VC Primary School

Roots to grows, Wings to fly
'They will soar on wings like Eagles'
Isaiah 40:31

Volunteers in School Policy

Signed (Chair)	Name Anthony Parker	Date October 2026
Signed (Head)	Name Graham Pike	Date October 2026
Ratified by Governing Body on:		Next Review October 2027

Equality Impact Assessment (EqIA)

This policy has been assessed with regard to its impact on equalities issues. The equality impact assessment has been conducted by the relevant Governors' sub-committee and focused on race, gender, disability, age, sexual orientation, gender identity and religion/belief. Community Cohesion has also formed part of the impact assessment work in order to ensure respect for diversity, alongside a commitment to common and shared bonds.

EqIA outcomes

[X] *The assessment found no areas of potential negative impact and actions resulting in positive impact are in place.*

Volunteers in School Policy

Purpose:

The school welcomes the support of volunteers and recognises the valuable contribution they make to children's learning, wellbeing and enrichment. Volunteers enhance educational opportunities whilst supporting the school's vision, values and curriculum.
This policy sets out the school's expectations of volunteers and ensures that all volunteering arrangements comply with safeguarding requirements contained within Keeping Children Safe in Education 2026 (KCSIE 2026).

Scope:

This policy applies to:

- Parent volunteers
- Reading helpers
- Educational visitors supporting classes
- Governors undertaking volunteer activities
- Volunteers supporting clubs and extracurricular activities
- Volunteers accompanying educational visits and residentials

This policy does not apply to contractors or paid staff

Safeguarding:

The welfare of children is the school's paramount concern.

All volunteers must:

- Follow the school's safeguarding and child protection procedures.
- Read and understand any safeguarding information provided by the school.
- Report any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL.
- Follow staff instructions at all times whilst working with children.
- Maintain professional boundaries and confidentiality.

The school will carry out appropriate safeguarding checks on volunteers in accordance with KCSIE 2026 and current Disclosure and Barring Service (DBS) requirements.

DBS and vetting checks:

The school will assess the role of each volunteer to determine the appropriate level of checking required.

From 1 September 2026, volunteers undertaking regulated activity with children are required to have an Enhanced DBS check including children's barred list information. The removal of the supervision exemption means that volunteers who frequently supervise, care for, instruct or teach children may now fall within regulated activity even when supervised by staff.

The Headteacher will determine the level of checks required based on the nature, frequency and duration of the volunteer role.

Allocation of volunteers:

Volunteers support the needs of the school rather than selecting where they will work.

The school will allocate volunteers to classes, groups or activities according to:

- The educational needs of pupils.
- Staffing requirements.
- Curriculum priorities.
- Safeguarding considerations.
- The skills and experience of the volunteer.

Volunteers should understand that:

The school will determine the class, year group or pupil group in which a volunteer will work.

As a general principle, the school will **not normally allocate a parent volunteer to their own child's class**. This helps maintain professional boundaries, ensures fairness across classes and supports the effective management of confidentiality and safeguarding.

Exceptions may be made at the discretion of the Headteacher where circumstances make this appropriate.

The Headteacher's decision regarding volunteer deployment is final.

Educational visits and school trips:

Volunteers can make an important contribution to educational visits and residential experiences.

For safeguarding, supervision and organisational reasons:

Parent volunteers will normally be allocated responsibility for a group that does not include their own child.

This arrangement helps:

- Promote fairness and independence.
- Avoid conflicts of interest.
- Maintain effective supervision arrangements.
- Ensure all pupils receive equal support.

The Headteacher (through delegating to the trip organiser) retains responsibility for organising groups and allocating supervising adults.

All volunteers attending educational visits must follow staff instructions and remain under the direction of the visit leader at all times.

Where required by the nature of the visit, additional safeguarding checks may be undertaken in accordance with KCSIE 2026 and relevant DfE guidance.

Professional conduct:

Volunteers are expected to:

- Act as positive role models.
- Treat all pupils equally and with respect.
- Follow school policies and procedures.
- Maintain confidentiality.
- Use appropriate language and behaviour.
- Follow staff instructions regarding pupil management.

Volunteers must not:

- Give pupils personal contact details.
- Exchange messages with pupils through social media or personal devices.
- Photograph pupils unless specifically authorised by school staff.
- Work unsupervised where this has not been approved by the school.
- Discuss confidential information outside the school setting.

Confidentiality:

- During their time in school volunteers may become aware of information relating to pupils, families or staff.
- All information obtained whilst volunteering must remain confidential and must not be discussed outside school.
- Any concerns regarding a child must be reported through the school's safeguarding procedures and not discussed with parents or other volunteers.

Mobile phone use:

- Volunteers must not use mobile phones or personal devices whilst working with or supervising pupils. Mobile phones should be switched off or set to silent and stored away during volunteering activities. They should be left in the staffroom or in the school office.
- Volunteers must not use personal devices to photograph, record, or communicate with pupils.

Health and Safety:

Volunteers are expected to:

- Follow health and safety procedures.
- Report accidents, hazards or concerns immediately.
- Familiarise themselves with fire evacuation procedures and emergency arrangements.
- Always follow instructions from school staff.

Failure to adhere to this policy:

- Volunteers are expected to comply with this policy and all other relevant school policies and procedures, including safeguarding, confidentiality, behaviour, health and safety, and data protection requirements.
- Failure to adhere to this policy or any school procedure may result in the volunteering arrangement being ended and the volunteer no longer being permitted to undertake activities within the school.
- The Headteacher reserves the right to withdraw a volunteer's permission to work within the school at any time where it is considered necessary to do so. The Headteacher's decision is final.

Equality & inclusion:

The school is committed to promoting equality, diversity and inclusion. Volunteers will be treated fairly and expected to uphold the school's values and commitment to equal opportunities.

Monitoring and review:

The Headteacher is responsible for implementing this policy and ensuring that volunteer arrangements remain compliant with safeguarding requirements, including KCSIE 2026.

This policy will be reviewed annually or sooner if there are changes to statutory guidance.

Key KCSIE 2026 References:

- Part Two: Safeguarding policies and procedures.
- Safer recruitment and volunteers.
- Regulated activity and the removal of the supervision exemption from September 2026.
- DBS and barred list requirements for volunteers undertaking regulated activity.