



Category: Non-Statutory	Approved by: Full Governing Body
Last Approved: November 2025	Next Approval due: November 2028
Initial Review by: Safeguarding Lead Governor & Headteacher	Formal Review by: Teaching Learning & Care Committee
Linked Policies: Child Protection and Safeguarding Policy, Health and Safety Policy, Equality Policy, Data Protection Policy	

Our Christian vision:

Built on the rock of Christian faith, we work as a community to create an environment which enables all to flourish. Jesus welcomed all and we embrace diversity, celebrating our different gifts and successes. Like St Peter, we are motivated by our values, learn from our mistakes and strive for the best outcome for everyone.

**Woolhampton CE Primary School
Engaging Volunteers in School – Policy and Procedure**

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1 Purpose

- 1.1 This model policy and procedure has been developed for use in West Berkshire schools, with the exception of academies. It sets out the approach schools should take when recruiting and using volunteers. It is recommended that schools adopt this policy and procedure.
- 1.2 A volunteer is a person who offers time freely to support an activity, project or programme on an unpaid basis, though out-of-pocket expenses may be payable. Volunteers in our school may be asked to help with activities such as hearing readers, small groups, on school trips, running lunchtime clubs, or with arts, crafts or cooking activities.
- 1.3 Volunteers offer a diverse, broad range of experiences and skills which can be drawn upon and developed to have a positive impact on a range of school activities.

2 Applicability

- 2.1 This Policy and Procedure applies to:
 - All school employees engaging volunteers to work in schools and all voluntary workers engaged by the school.
- 2.2 It does not apply to work placements or secondments, including placements of school-age children.
- 2.3 It is the responsibility of each employee and volunteer to familiarise themselves with and adhere to this Policy and Procedure.

3 Policy

- 3.1 The school recognises the importance of ensuring volunteers are involved in appropriate activities with suitable checks and safeguarding measures put in place.
- 3.2 The school also recognises its duty of care to volunteers and the importance of ensuring that appropriate health and safety measures are implemented.
- 3.3 Volunteers are not employees of the school and therefore do not benefit from any of the terms and conditions of employment, such as payment for work, paid holidays or paid sick leave.
- 3.4 Volunteers may receive reimbursement for expenses where appropriate.
- 3.5 Volunteers will not be used to replace staff or do work that should be undertaken by paid staff.
- 3.6 Volunteers are included in the Council's current insurance arrangements for public liability and personal accident.

4 Implementation

- 4.1 This Policy is supported and implemented by the procedure for engaging volunteers (see Section 6 below).

5 Roles and Responsibilities

- 5.1 **The Governing board** is responsible for reviewing this policy and procedure in line with changes to legislation and codes of practice.
- 5.2 Headteachers/line managers are responsible for:
 - 5.2.1 Ensuring volunteer roles are clearly defined and that volunteers are not used to replace paid staff or do work that should be undertaken by paid staff.
 - 5.2.2 Ensuring adherence to pre-engagement processes, particularly appropriate pre-employment checks, and ensuring equality of opportunity for prospective volunteers.
 - 5.2.3 Ensuring volunteers receive suitable and sufficient induction, including appropriate health and safety instruction, gaining an understanding of relevant policies and procedures and ensuring volunteers are sufficiently skilled to undertake the tasks required.
 - 5.2.4 Ensuring volunteers receive appropriate information, support, guidance and equipment and, where appropriate, have access to relevant training, meetings and/or development opportunities.
 - 5.2.5 Confirming the details of longer term voluntary placement to the volunteer in writing.
 - 5.2.6 Maintaining up-to-date records of volunteers and copies of volunteer agreements (Appendix 1).
 - 5.2.7 Ensuring volunteers receive out-of-pocket expenses in a timely manner and ensuring a budget is available to cover these expenses.
- 5.3 **Volunteers** are responsible for:
 - 5.3.1 Bringing original documentation into the school as required as part of the engagement process (e.g. DBS certificate where applicable) to show the school business manager.
 - 5.3.2 Adhering to relevant policies and procedures, including health and safety, equality and diversity, safeguarding and data protection legislation. All volunteers should be provided with and have read the safeguarding and child protection policy (available on the school website or from the school office) prior to commencing.
 - 5.3.3 Complying with the school's guidelines and instructions.
 - 5.3.4 Ensuring that the privacy, property and confidentiality of others are respected.
 - 5.3.5 Fulfilling the commitment they have made to undertake voluntary work as fully as possible, and for informing a designated contact where unable to do so.
 - 5.3.6 Reporting any concerns to the line manager/supervisor.

6 Procedure for engaging all volunteers

- 6.1 The head teacher/line manager should assess the tasks that the volunteer will be required to perform, what supervision will be available and whether the volunteer will be undertaking 'regulated activity' with children, as defined by the Disclosure and Barring Service. Further guidance and an explanation of regulated activity can be found in Keeping Children Safe in Education.
- 6.2 Where regulated activity will be undertaken an enhanced DBS check with barred list check should be carried out. See [section 8](#) below.
- 6.3 The head teacher/line manager must consider the appropriate method of attracting volunteers from a diverse range of potential volunteers.
- 6.4 An appropriate selection process must be implemented to ensure that volunteers are qualified (if appropriate to the task), competent to undertake the tasks required and in order to safeguard children
- 6.5 Head teachers/ line managers must ensure that volunteers are given an appropriate induction and other relevant training. In deciding what is appropriate the head teacher/line manager should consider the length of time the volunteer will be volunteering, the type of activities they will be undertaking and the amount of supervision they will be given. Where the period of volunteering is very short and a full induction is not practical the head teacher/line manager must ensure that measures are put in place to ensure the safeguarding of children, protect the health and safety of the volunteer, pupils, employees, others within the school and the public, and to ensure that other practices and procedures relevant to the volunteer work are complied with.
- 6.6 Head teachers/line managers should ensure that appropriate support and supervision is available.
- 6.7 The volunteer's details and the date and details of voluntary work undertaken should be recorded on the school's volunteer record, and where appropriate on the school's single central record. (see section 9 for further details).

7 Additional requirements for engaging volunteers for longer term activities or projects

- 7.1 Where the school needs to engage volunteers for longer than a one off activity(i.e. for more than helping out with a school trip, or to help for a day with craft activities etc.) the line manager/head teacher should draw up a role description. An example role description is included as appendix 2, though schools can adapt this to meet the specific needs of the school.
- 7.2 Headteacher/line managers should identify how many volunteers will be needed, over what period.
- 7.3 Careful consideration should be given to advertising longer term volunteer roles. The headteacher/line manager should advertise the vacancy, considering the best means of advertising to attract a diverse range of volunteers.
- 7.4 Advertisements can be placed in local papers, this will normally involve a cost.

- 7.5 Other means of advertising include the recruitment bulletin/website pages (please contact the HR Recruitment team for further information), the Volunteer Centre for West Berkshire (<http://www.volunteerwestberks.org.uk/index.htm>) and the [Do It website](#).
- 7.6 Advertisements can also be placed in shop windows, school/club/parish notice boards, newsletters, websites etc.
- 7.7 Caution should be used when using word of mouth as the only means of advertising, as this will limit the opportunity to attract a diverse range of people.
- 7.8 The headteacher/line manager should prepare an application pack, to contain a copy of the role description, volunteer application form, a link to the school's child protection and safeguarding policies, details of who to return to the application and any other information relevant to the position. An example volunteer application form is attached as appendix 3, though schools can use their own version of an application form.
- 7.9 The school should send out application packs on request and short list candidates to interview from the applications returned.
- 7.10 The school should undertake pre-engagement checks for all successful applicants. Pre-employment checks should mirror the checking process that applies to paid employees. The pre-employment checks should include obtaining two references for the volunteer and undertaking an enhanced Disclosure and Barring Service check with barred list check where the employee will engage in 'regulated activity'. Schools should assess whether it is appropriate to undertake an enhanced DBS check without barred list check where the volunteer will not be engaged in regulated activity. See the [Safer Recruitment Guidance for Schools](#) for further information.
- 7.11 Volunteers should not commence the role until these checks have been received and are satisfactory.
- 7.12 The school should provide successful applicants with a copy of the volunteer agreement (see Appendix 1) and keep a signed copy in local files.
- 7.13 The headteacher/line managers should prepare an induction programme for new volunteers, to include key policies, such as child protection and safeguarding, health and safety, data protection, bullying and harassment and equality and diversity etc. Volunteers should read and understand at least part one of Keeping Children Safe in Education.
- 7.14 The headteacher/line manager should plan on-going supervision and support for each volunteer, as appropriate.
- 7.15 The headteacher/line manager should ensure that the nominated person (see section 9) records when the volunteer undertakes any work/activity.
- 7.16 There may be occasions where schools are approached directly by individuals or a Volunteer Bureau, requesting volunteer opportunities. In such cases, the school can engage the volunteer, but should ensure steps 7.10 to 7.15 of the above procedure are followed.

8 DBS checks

- 8.1 Where a volunteer will be engaged in regulated activity an enhanced DBS with barred list check must be carried out.
- 8.2 This means that DBS disclosures should be sought for volunteers who regularly teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children, which is unsupervised. The key to making a decision about whether a volunteer should have an enhanced DBS check with barred list check is whether they will have *regular unsupervised contact with children*. Full details can be found in section 22 of the [Safer Recruitment Guidance for Schools](#). The DBS website has a booklet explaining [regulated activity](#).
- 8.3 Where a volunteer is not undertaking regulated activity the school may choose to undertake an enhanced DBS check **without** barred list check.
- 8.4 All school governors elected or appointed must have an enhanced DBS **without** barred list check.
- 8.5 **Where a governor will undertake regulated activity** at the school an enhanced DBS with barred list must be obtained.
- 8.6 The DBS sends the certificate to the potential volunteer. The school will receive an email stating either:
- The check is complete with 'no content' which means that the check is clear, or
 - The check is complete 'with content' which means that the check is not clear.
- 8.7 If the check is clear the volunteer can start and bring in the original disclosure certificate on their first day.
- 8.8 If the check has 'content' the potential volunteer should be asked to bring in the original certificate as soon as possible to the head teacher who will make a decision using a positive disclosure form. (See the [Safer Recruitment Guidance for schools](#)). The volunteer must not start until the positive disclosure form is complete and has been sent to the Head of Children's Services and agreement has been sought from the Head of HR.

9 Maintaining records of volunteers

- 9.1 The school business manager shall maintain records of volunteers.
- 9.2 Details of volunteers in regular contact with children should also be entered onto the single record of pre-employment checks for inspection by Ofsted.

10 Expenses

- 10.1 It is important volunteers are not financially out-of-pocket and that expenses are paid promptly. The Headteacher should ensure an appropriate budget is available to cover this expenditure .

10.2 Where expenses are to be paid, this should be discussed and agreed before the volunteer starts. Mileage rates should not exceed the West Berkshire Council casual user rate .

11 Failure to comply with the Engaging Volunteers Policy and Procedure

11.1 This document provides staff and others with essential information regarding engaging volunteers and sets out conditions to be followed. It is the responsibility of all to whom this Policy and Procedure document applies to adhere to these conditions. Failure to do so may result in disciplinary action.

12 Review

12.1 This policy and procedure will be reviewed to respond to any changes and at least every 3 years.

Appendix 1 Template volunteer agreement



Volunteer Agreement

Volunteers are an important and valued part of the School. We hope that you enjoy volunteering with us and feel a full part of the School.

This agreement tells you in brief what you can expect from the school and what the school would like from you, as follows:

Woolhampton CE Primary school will:

- Introduce you to how the school works and your role in it
- Provide you with necessary training to enable you to undertake the role
- Provide regular meetings with your manager so that you can tell us if you are happy with how your work is organised and can get some feedback from your manager
- Pay your out-of-pocket expenses promptly, where it is agreed expenses are to be paid.
- Consult with you and keep you informed of changes that affect you
- Provide you with a safe workplace and ensure you have a basic understanding of health and safety issues
- Treat you with dignity and respect
- Indemnify volunteers against Third Party claims under the Council's Public Liability Policy, while the volunteer is carrying out their duties

Volunteers will:

- Undertake the voluntary role outlined in the Volunteer Role Description and give as much warning as possible where unable to attend as arranged
- Follow the Schools rules and procedures, including Health and Safety, confidentiality, child/adult safeguarding and equality and diversity.
- Advise their car insurance company if using their private car in the course of the volunteer duties, or carrying any West Berkshire Council /school equipment in their private car.

Note: This agreement does not constitute a legally binding contract of employment

I accept the voluntary role, as outlined in the Role Description, and confirm I am fit to undertake the duties as described.

Signed (Volunteer) Date

Print name

Signed (Manager) Date

Print name

Appendix 2 Example volunteer role description



Volunteer role description

<p>Volunteer Name:</p> <p>Contact telephone number:</p> <p>Contact email address :</p>
<p>Volunteering Opportunity title: (Circle as appropriate) To support children's learning To support teachers with admin</p>
<p>Description of Role: With guidance of the class teacher/ subject leader support children in their learning e.g listening to children read, helping children learn the multiplication facts.</p> <p>With guidance of the class teacher or subject leader, lead an after school club/ extra-curricular activities.</p> <p>Supervise children on a school visit.</p> <p>Admin support for the class teacher/ teaching assistants.</p>
<p>Preferred skills/qualifications/experience: If volunteering in the classroom – Literate and numerate If running a club – subject related experience/ qualifications (list here)</p>
<p>Training/Support: Safeguarding Universal face to face training (every 3 years) and online refresher training (every year) Read the specified section of the current KCSIE document.</p>
<p>Disclosure and Barring Service (DBS) Check requirement: All volunteers undertaking regulated activity in Schools are required to have an enhanced DBS check with barred list check. Volunteers not undertaking regulated activity are required to have an enhanced DBS check without barred list check.</p>
<p>Additional Checks: Subject to receipt of 2 satisfactory references. Medical Check (this should only be undertaken once volunteering work has been offered to an individual and where the role is such that the volunteer, pupils or others could be put at risk if the volunteer has a health issue e.g. where the role involves driving, or using dangerous equipment, or where the school is seeking to support a volunteer with a disability.)</p>

Time Commitment: (In discussion with volunteer) Please insert details of when you require volunteers and any start/end dates, where applicable.
Location: Woolhampton CE Primary School
Expenses: If permission is given before purchasing, expenses can be reimbursed. Please follow the schools ordering and purchasing systems.
Named contact: Headteacher/School Business Manager

Appendix 3 Example volunteer application form



CONFIDENTIAL Volunteer Application form

Name	
Address	
Telephone	(home)
	(work)
	(mobile)
E-mail	
Next of Kin Contact <i>(Please state Relationship)</i>	(name) (telephone)
Address <i>(if different from above)</i>	
Do you have a Driving Licence? <i>(please give details of any endorsements)</i>	
Do you have use of a vehicle?	

Do you have any medical conditions that may affect your role within the school?	
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Training, Qualifications, Skills and Experience

Please state any training, qualifications, skills and/or experience you have which would help in your role as a volunteer

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Reference:

Please nominate two character referees who have known you for at least two years and who are willing to be approached by us. These can include employers, or previous employers, Headteacher/Course Tutor, or a person in a responsible position.

Name:	Name:
Address	Address:
Telephone	Telephone
Relation to the applicant:	Relation to the applicant:

(Note for head teachers – include one of the following options depending on whether the volunteer role is or is not exempt from the Rehabilitation of Offenders Act 1974. Delete the option that is not applicable and this note before sending the form to volunteer applicants.)

Option one – use for roles NOT exempt from the Rehabilitation of Offenders Act

Have you any 'unspent' criminal convictions?	Yes **	<input type="checkbox"/>	No	<input type="checkbox"/>
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**If yes, please give details on an additional sheet and submit with this application.

Option two – use for roles that are exempt from the rehabilitation of Offenders Act 1974.

This role is exempt from the Rehabilitation of Offenders Act and you are therefore required to disclose certain spent convictions, cautions, reprimands or final warnings.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on filtering of these cautions and convictions can be found on the [Disclosure and Barring Service section of the Gov.uk website](#).

Do you have any convictions, cautions, reprimands or final warnings which would NOT be filtered in line with the current guidelines	Yes **	<input type="checkbox"/>	No	<input type="checkbox"/>
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**If yes, please give details on an additional sheet and submit with this application.

Availability:

At what times are you interested in volunteering? Please tick box under which day/s you would be available.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
After school					

What area/s are you interested in volunteering in?	

SIGNATURE..... **DATE**.....

Please return this form to the school office.