

Volunteer Policy



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Developing the roots to grow and wings to fly

1. Introduction and aims

We believe that volunteers provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience.

We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

The aim of the volunteer policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers

This policy has been developed in line with the statutory safeguarding guidance [Keeping Children Safe in Education \(KCSIE\)](#) from the Department for Education (DfE).

2. How we use volunteers

At Chadsmead Primary Academy volunteers may:

- Hear children read
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT or art

This is not an exhaustive list.

Volunteers may be:

- Governors sitting on the Schools Standards Committee
- Parents/Carers
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTFA

This is not an exhaustive list.

Governors sitting on the Schools Standards Committee working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings), are not covered by this policy.

3. How to apply to volunteer

Prospective Volunteers can apply to become a Volunteer by completing the Volunteer Application Form (see appendix 1) and returning it to office@chadsmead.staffs.sch.uk

Two references must be provided in support of the application.

4. Appointment of volunteers

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks.

The headteacher reserves the right to terminate a placement at any time.

Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation, if needed. The school will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.

5. Safeguarding

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we're upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks with a barred list check on volunteers who:
 - Work 1-on-1 with pupils unsupervised
 - Work with groups of pupils unsupervised
- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in
- Ensure that volunteers have read and understood part 1 of Keeping Children Safe in Education
- Require volunteers to agree and adhere to our code of conduct and to read, and adhere to, the school's policies on:
 - Safeguarding
 - Use of mobile phones
 - ICT and internet acceptable use – if relevant
 - Online safety
 - Behaviour
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils
- Conduct a risk assessment to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
 - The nature of the work they will be doing
 - What we know about them
 - References from employers or other voluntary roles
 - Whether the role is eligible for an enhanced DBS check

We legally cannot carry out a DBS check on a child under the age of 16 who is volunteering at our school. We will ensure that children who are volunteering are always under an appropriate level of supervision, and conduct a risk assessment to consider any potential safeguarding issues.

6. Induction and training

Volunteers must complete the appropriate reading prior to beginning work at the school.

Training requirements will be determined by the headteacher, and/or the appropriate member of staff.

7. Confidentiality

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation.

If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents.

This doesn't prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our Safeguarding Policy, and inform the designated safeguarding lead (DSL).

If concerns are related to whistle-blowing, volunteers must follow the guidance in our Whistleblowing Policy.

8. Conduct of volunteers

Volunteers must comply with the Staff Code of Conduct Policy.

9. Data protection and record keeping

Our privacy notice for volunteers explains what information we collect about volunteers and why we collect it.

We will:

- Retain records relating to volunteers in line with our records retention schedule
- Remove details of volunteers from the single central record (SCR) once they no longer work at our school

10. Monitoring and review

This policy has been approved by the Schools Standards Committee and will be reviewed every two years.

11. Links to other policies

This volunteering policy is linked to our:

- Child Protection Policy and Procedures
- Staff Code of Conduct Policy

Appendix 1

Volunteer Application Form

This form contains important information which will be used to assess your application for volunteering. Please ensure it is accurately completed, and that you have clearly demonstrated information relevant to volunteering for Community Academies Trust.

Community Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

Volunteering position

Where did you first hear about volunteering for Community Academies Trust

Availability for volunteering for Community Academies Trust.

| |
|---|
| Where did you first hear about volunteering for Community Academies Trust |
| Availability for volunteering for Community Academies Trust. |

Personal Details

Surname(s)

| |
|-------------|
| Surname(s) |
| Forename(s) |

Title

| | |
|-----------|--|
| Title | |
| NI Number | |

Home Address

| | |
|---------------|-----------------|
| Home Address | |
| Home Tel. No. | Mobile Tel. No. |

Email Address

| |
|---------------|
| Email Address |
|---------------|

Employment History

Provide details of your employment history, starting with your most recent / current employer and working back. Please account for any gaps. Continue on a separate sheet if necessary.

Employer

| |
|-----------|
| Employer |
| Job Title |

Start Date

| | |
|------------|----------|
| Start Date | End Date |
|------------|----------|

| | | |
|--|--|--|
| Reason for Leaving | | |
| Address of employer / brief details of duties and responsibilities | | |

Details of other voluntary work

Provide details of any other voluntary work you have engaged in.

| | | |
|--|----------|--|
| Name of organisation | | |
| Role carried out | | |
| Start Date | End Date | |
| Reason for Leaving | | |
| Brief details of duties and responsibilities | | |

Education

Provide details of your education history, starting with your most recent / current experience and working back. Please account for any gaps. Continue on a separate sheet if necessary.

| | | |
|------------------------------|----------|--|
| Establishment | | |
| Start Date | End Date | |
| Education Type (e.g. Degree) | | |
| Establishment | | |
| Start Date | End Date | |
| Education Type (e.g. Degree) | | |
| Establishment | | |
| Start Date | End Date | |
| Education Type (e.g. Degree) | | |
| Establishment | | |
| Start Date | End Date | |
| Education Type (e.g. Degree) | | |

Qualifications / Training

Provide details of your qualifications which are relevant to the job. Continue on a separate sheet if necessary.

| Type / Level | Subject | Date Obtained | Result |
|--------------|---------|---------------|--------|
| | | | |
| | | | |
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| | | | |

References

Please give details of two referees, one of which must be your current or most recent employer and the second either an employment or educational reference.

We will seek references when you accept a provisional job offer except in instances where the role involved children or vulnerable adults where we will seek references prior to interview.

We may seek additional references in circumstances where further information is required to make a recruitment decision.

| | | |
|--|------------------------------|-----------------------------|
| Surname(s) | | |
| Forename(s) | | |
| Title | | |
| Job Title | | |
| Address | | |
| Telephone No. | | |
| Relationship to you | | |
| Email Address | | |
| Can we seek this reference without further consent from you? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

| | | |
|-------------|--|--|
| Surname(s) | | |
| Forename(s) | | |
| Title | | |
| Job Title | | |

Address

Telephone No.

Relationship to you

Email Address

Can we seek this reference without further consent from you?

Yes

No

Additional information

Provide any additional information or comments you wish to be considered when a decision on your suitability is made. Please give details of any experience, skills and abilities that you have gained, both in work and outside paid work such as other voluntary / community work. Please provide an outline of why you have chosen to make an application to volunteer at our trust.

Additional Questions

| | | | |
|--|--|------------------------------|-----------------------------|
| Do you have any children/ grandchildren who attend this school? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If you have answered YES, please state their name and class | | | |
| Have you resided overseas for 3 months or more in the last 5 years? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If you have answered YES, please provide country of residence and the dates in which you resided in the country from and to. | | | |
| Do you consider yourself to be disabled? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you require reasonable adjustments for your interview? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If YES, provide details. | | | |
| Provide details of any memberships you have with any organisation that may be relevant to the job you are applying for. | | | |
| All shortlisted applicants will be required to complete a relevant information self disclosure form prior to their interview. | | | |

Declaration

With this application, I hereby consent to the information in this form being retained for selection related purposes. I understand that any offer of voluntary work is subject to the relevant pre employment checks including but not limited to satisfactory a) Verification of identity b) References, c) DBS Certificate and check of the barred list/s (if applicable), d) Medical clearance e) Proof of eligibility to work in the UK f) Proof of qualifications and registrations g) online check.

I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if selected, liable to be removed from any voluntary work in the future.

Signature
*

Date

*Where the application form has been signed electronically, shortlisted candidates will be required to physically sign their application form at the interview.

