



*Enabling all to flourish
rooted in God's love*

Trust Volunteer Policy

Policy type	Trust wide
Policy Source	The Key and legislation
Review	Every three years
Author/Responsible Officer	Head of People
Approved by	DSAMAT SLT
Date of ratification	July 2026
Date of next review	July 2029

This policy is a mandatory policy for all DSAMAT Academies and must be implemented without any amendments

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OUR POLICY STATEMENT

‘Enabling all to flourish rooted in God’s love’

JOHN 10:10

Our Trust’s mission is to ensure that all pupils are enabled to flourish; academically, socially, spiritually, physically and mentally, rooted in God’s Love. This belief is central to our vision and our work in service of our communities, pupils, staff and families and is rooted in our Christian Foundation. Our policies are underpinned by our Trust and Schools Christian Visions, serving a range of different contexts and school communities.

Our commitment to mutual flourishing within the school community is recognised within our policies and procedures and ensures that we are governed by principles that are guided by the central belief of prospering, thriving and growing for all. Our policies are based on the belief that equitable treatment for all pupils, staff and the wider community is essential for ensuring holistic flourishing for all. Each policy is developed collaboratively and draws upon and is informed by the National Church of England Vision and the Diocesan Board of Education Vision. Our policies are adapted to recognise the individuality of each school and its community.

Our policies provide clear expectations for all Trust colleagues and ensures a consistency of approach across our schools and that we are living out our Trust values of Hope, Nurture, Equality, Respect and Collaboration.

Each policy forms part of our Trust Governance and ensures that we are held to the highest standards as we carry out our duties.

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1. Introduction

Volunteers are a welcome resource for helping to raise our children's achievement, complementing the work of teachers and support staff. The school and Trust recognise the immense benefits that volunteers bring to our schools and Trust, and in particular the bridges that they build between the schools and the local communities. In return, the school and Trust hope to give their 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 their 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 school or Trust. The school or Trust will agree a role with the volunteer and there will be an expectation that the volunteer will meet the role's requirements. However, the volunteer is free to refuse to fulfil the role, or stop volunteering at any point, and the school or Trust is not bound to provide the volunteer with a role or to continue doing so. It is expected that both parties give as much notice as possible if either of them is unable to meet these expectations.

Volunteers may include:

- parents of pupils, carers, guardians, elder siblings or grandparents of pupils
- ex-pupils
- work experience (including students)
- university students referred to us by Student Volunteer Services
- ex-members of staff
- local residents
- friends of the school
- Members of the local community
- Local clergy or members of the congregation
- Members of the local governing board, Trust Board and Members

This is not an exhaustive list

2. Aim of policy

The aim of this policy is to establish expectations for both employees and volunteers regarding the activities undertaken by volunteers and their conduct whilst in school / on behalf of our Trust.

3. Deployment of volunteers

The headteacher 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 a paid employee.

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

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- 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

This is not an exhaustive list

Members of the Trust Board or local governing board working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings) are not covered by this policy. They are covered by our Member, Director or governor code of conduct and have a separate application process.

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 Safer Recruitment Practices.

5. **Confidentiality**

Volunteers in school / our Trust 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 Safeguarding Lead and NOT with the parents/carers of the child.

Volunteers who are concerned about anything in the school, which may affect their role, 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 to the school office to sign in when undertaking voluntary duties. They will then be issued with a visitors' badge, which must be worn at all times. Volunteers are required to sign out when they leave the school premises and return the badge.

7. Supervision

All volunteers must work under the supervision of a 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.

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.

8. Safeguarding checks

Volunteers engaging in regulated activity are required to undertake an enhanced DBS check with a children's barred list, irrespective of whether they are supervised by a member of staff.

All activity is now considered to be regulated activity if it is:

- carried out frequently (once per week)
- on more than three days in a 30-day period
- overnight (between 2am and 6am)

Volunteers are required to disclose any other voluntary work they undertake, as each instance of teaching, training, instructing, caring for or supervising a child will count towards the 'on more than three days in a 30-day period'.

Guidance on the DBS Changes and Work Experience in Schools can be found in appendix 3.

To determine what check is required please complete the volunteer risk assessment in appendix 4.

Occasional volunteers

Parents or carers who help out occasionally, on a less frequent basis will not need an enhanced DBS check with a children's barred list, for example PTA or on a school trip (not overnight).

Volunteers may be requested to obtain an DBS check without a children's barred list.

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

The welfare of pupils is paramount. To ensure the safety of pupils, the following procedures are adopted:

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- all volunteers should be provided with a copy of the Volunteer Policy
- asked to read of 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.

The school should undertake and complete the risk assessment (Appendix 4) to determine what DBS, is required is required.

10. Training

Volunteers must complete appropriate training prior to volunteering at the school.

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

All volunteers must have safeguarding training, which will be provided by the school / Trust. Other training requirements will be based on the nature of the activity the volunteer will be doing.

11. Complaints procedure

In the event a volunteer has a complaint, they should follow the school's complaints procedure which can be found here: <https://www.stalbansdmat.co.uk/governance/key-documents/>

12. Duty to refer

There is a legal requirement for schools to make a referral to the DBS where they remove a volunteer from regulated activity (or would have removed an individual had they not left), and they believe the individual has:

- engaged in relevant conduct in relation to children and/or adults, and/or
- satisfied the harm test in relation to children and/or vulnerable adults, and/or
- been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence.

13. Insurance

The school's insurance policy (through RPA) does cover volunteers in the event of an accident or emergency.

If a volunteer is volunteering at the school through another organisation, we will also check that organisation's insurance arrangements.

14. 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 volunteer at our school

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You can find our privacy notice for volunteers and our records retention schedule here:
<https://www.stalbansdmat.co.uk/governance/key-documents/>

14. Monitoring and review

This policy, the information included, and its implementation will be monitored by the Headteacher of the school / Head of Governance.

APPENDIX 1: Volunteer Application Form

VOLUNTEER APPLICATION FORM	
NAME	
DATE OF BIRTH	
ADDRESS	
CONTACT DETAILS	
I am interested in volunteering: (Please tick): • In the classroom with reading and group activities • Assisting with school trips • Gardening • Craft Activities • Attend the school on a single visit to discuss an item of interest or offer a particular skill e.g. what life was like when a grandparent was a child, helping plant trees, helping with a coffee afternoon etc. • Parent Teacher Association (PTA) • Other (Please specify)	
What attracted you to applying as a volunteer at our school?	
What activities/ areas of the school's work would you like to help with, and why?	
Are there any particular age groups/classes you would like to work with?	
Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to undertake a role as a volunteer in school? (Please give details)	
Please tell us about any previous experience which you think is relevant?	
Please note that you are required to provide the details of any other volunteering work that you undertake? Where, when and how frequently?	
DBS check Some volunteering roles within the school require a DBS check with a children's barred list, where the role meets the following criteria: - it is carried out frequently (once a week) - on more than three days in a 30 day period (including all voluntary work undertaken, as each instance of teaching, training, instructing, caring for or supervising a child) - overnight (between 2am and 6am)	

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All other volunteering roles require a DBS without a children's barred list.

Do you consent to a DBS check with or without a barred list check to be undertaken?
YES/NO

Please provide two references: (Please note volunteering at our school is subject to satisfactory references). Where possible please provide a recent employer or volunteer supervisor.

NAME:

NAME:

ADDRESS:

ADDRESS:

TELEPHONE NUMBER:

TELEPHONE NUMBER:

JOB TITLE:

JOB TITLE:

RELATIONSHIP:

RELATIONSHIP:

DATA PROTECTION

Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:

- You've given us your consent
- We must process it to comply with our legal obligations

SIGNED: _____ DATED: _____

Thank you for taking time to complete this Volunteer Application Form.

Please hand it to the School Office, marked for the attention of the headteacher.

Your offer of help is greatly appreciated, and we will be in touch as soon as possible.

APPENDIX 2: Volunteer Agreement

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at the school.

Your offer of help is greatly appreciated, and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and hand it in at the school office.

You will receive a copy of it for your records.

- I have received a copy of the school's Volunteer Policy
- I agree to treat information obtained from being a volunteer in school as **Strictly Confidential**
- I understand that I may be required to apply for a DBS check with or without a children's barred list (dependent on criteria)
- I have been made aware of who is my designated supervisor e.g. Class Teacher, Year Teacher, Head of Department
- I have been made aware of whom the Designated Safeguarding Lead is for the school.
- I have read and understand the Child Protection Policy, the Code of Conduct policy, Allegations made against an employee policy, the Social Media policy, IT policy, Health and Safety Policy, Behaviour management policy and Whistleblowing policy.
- I have been made aware of the Fire Evacuation Procedure.
- I have read Part 1 of Keeping Children Safe in Education.

Off-Site Trips

School trips are an important part of learning at our school and provide many pupils with opportunities that are outside their usual experiences. We are pleased that you have come forward as a volunteer helper; you will have an important role to play in the success and safety of this school trip.

As a volunteer helper, you will:

- be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the leader of the school trip
- stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the school trip

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- promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school
- contact your group's class teacher/member of staff if there are issues with first aid, safety and/or behaviour

The school expects volunteer helpers to:

- comply with all of the above whilst being under the direct supervision of school staff
- show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task or visit and help to explain the areas of interest
- follow guidance from the school's staff

You are not permitted to:

- take individual children out of the room and should never accompany them to the toilet alone
- help a child change their clothes whilst alone with them.
- grab or strike a child
- reprimand a child verbally or physically – if you are unhappy about a child's behaviour alert the teacher
- use your mobile phone on the school trip, unless you are on a designated break
- smoke, drink alcohol or engage in any illegal practices whilst undertaking your volunteer duties
- take photographs or videos of pupils or school employees on your mobile phone or any device which enables these features
- give/buy any child treats e.g. ice creams, biscuits, sweets, souvenirs – before, during or after the school trip

First Aid

You will be informed if any child in your group has medication/medical needs. If medicine needs to be administered, this will be undertaken by a member of staff unless you are the parent/carer of the child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine. All other medicines and first aid box (es) will be carried by school staff. However, if an emergency occurs we expect you to assist the pupil until the staff member/first aider is in attendance.

Emergencies

You are expected to inform a member of staff as soon as possible. If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school. If it is a real emergency then we recommend that you contact 999.

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I have read the Volunteer Policy.

I agree to the terms and conditions as stated in the policy.

I agree to the terms and condition stated in this volunteer agreement

I will treat any information I may hear about pupils as confidential and will not discuss or disclose it outside of school.

Name _____

Signed: _____

Date: _____

APPENDIX 3: DBS Changes and Work Experience in Schools

Author: Louis Donald

Date: June 2026

What do the DBS changes mean in respect of work experience?

The answer appears to be that, in some circumstances, work-experience students may fall within regulated activity. However, the June guidance does not expressly address work-experience students.

The starting point is section 5 and Schedule 4 to the Safeguarding Vulnerable Groups Act 2006, which define regulated activity relating to children. This definition has been amended by the Crime and Policing Act 2026, with the removal of the supervision exemption taking effect on 1 September 2026.

The effect of this change is that teaching, training, instructing, caring for or supervising children can amount to regulated activity even where the individual carrying it out is supervised by a member of school staff. Therefore, the fact that a work-experience student is supervised will not necessarily prevent them from falling within regulated activity.

For a 16 or 17-year-old undertaking work experience in a school, the key questions are as follows:

1. What are they actually doing?

They must personally be teaching, training, instructing, caring for or supervising children. Merely observing lessons, shadowing staff, or undertaking administrative tasks would not normally amount to regulated activity.

2. How often are they doing it?

The relevant period condition is activity undertaken:

- on more than three days in any 30-day period (i.e. four days or more); or
- at any time overnight between 2am and 6am, where there is opportunity for face-to-face contact with children.

Accordingly, a 16 or 17-year-old completing a five-day placement and regularly assisting with teaching, training, care or supervision of pupils is likely to be undertaking regulated activity. From 1 September 2026, their being supervised by a teacher would not alter that conclusion.

Where a placement amounts to regulated activity, the school must ensure that the individual is not barred from working with children. Department for Education guidance indicates that this should be confirmed via an enhanced DBS check including children's barred list

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information. This requirement applies only to individuals aged 16 or over, as DBS checks cannot legally be obtained for those under 16.

A distinction should be drawn between:

- a young person undertaking work experience in a school; and
- an adult supervising a 16 or 17-year-old in a general workplace.

Schedule 4 retains an employment-related exception for adults teaching, training or supervising 16 or 17-year-olds solely in connection with that young person's employment (paid or unpaid). As a result, workplaces cannot usually request a barred list check simply because an employee supervises a 16 or 17-year-old on work experience.

However, that exception does not prevent the young person themselves from engaging in regulated activity when placed in a school and working directly with younger pupils. In such cases, an enhanced DBS check with barred list information may be required.

Summary (practical interpretation):

- A 16 or 17-year-old merely observing or shadowing in a school: not automatically regulated activity.
- A 16 or 17-year-old undertaking relevant activities on no more than three days within a 30-day period: not normally regulated activity (unless overnight activity or personal care is involved).
- A 16 or 17-year-old teaching, training, caring for or supervising pupils on four or more days within a 30-day period: likely to be regulated activity, requiring an enhanced DBS check with children's barred list information.
- A child under 16: a DBS check cannot legally be requested.

The key practical point is that not all work-experience students aged 16+ will require a DBS check. Schools must assess the nature of the activities undertaken and their frequency, rather than relying on supervision as the determining factor.

Further clarification from the Department for Education in the final version of KCSIE 2026 would be beneficial to ensure consistency across schools, particularly in relation to standard five-day work-experience placements.

APPENDIX 4: Volunteer DBS / Risk Assessment

Name:		Role:	
What is the nature of the work that the volunteer undertakes with children?			
What checks have been undertaken to ensure that the employee is suitable to undertake the role in relation to volunteering? e.g. references			
To assess whether the volunteer meets the definition of 'regulated activity' please answer the following questions, is the work they are carrying out: - Teaching work - Training - Instructing - Caring for or supervising children - carried out frequently (once per week) - on more than three days in a 30 day period within the school or additional voluntary work they undertake - overnight (between 2am and 6am) <i>Accordingly, a 16 or 17-year-old completing a five-day placement and regularly assisting with teaching, training, care or supervision of pupils is likely to be undertaking regulated activity. From 1 September 2026, their being supervised by a teacher would not alter that conclusion.</i> IF YOU ANSWERED YES TO ANY OF THESE QUESTIONS, THEN AN ENHANCED DBS WITH A CHILDREN'S BARRED LIST IS REQUIRED.	YES/NO		

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ALL OTHER VOLUNTEERS SHOULD HAVE THE FOLLOWING DBS UNDERTAKEN DBS check without a barred list check			
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Completed by: **Date**

Authorised by: **Date**

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