



Volunteer Policy

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Introduction

The Polesworth School benefits greatly from developing well planned, parental and community links through adults actively supporting the activities of the school on a voluntary basis.

Volunteers help to raise children's achievement by supporting the work of teaching and non-teaching staff in many aspects of school life, especially with school visits. They bring with them a range of skills and experience which can enhance the learning opportunities of students.

Aim

The aim of this policy is to establish expectations for both staff and volunteers regarding the work undertaken by volunteers and their conduct whilst in school.

Categories of Volunteers

Volunteers could include any of the following (this list is not exhaustive):

- Members of the School Standards Committee
- Parents, carers, guardians, elder siblings, grandparents of pupils etc
- Students on work experience or placement
- University students
- Ex-members of staff
- Local residents
- Members of the Parents' Liaison Committee and Association
- Volunteer drivers for trips or sporting fixtures
- Staff family members

Types of Activities

Activities in which volunteers may be engaged in could include any of the following:

- Accompanying school visits
- Assisting with Duke of Edinburgh
- Escorting children on local walks
- Running or assisting with a school club
- Social activities such as running a disco
- Fund raising activities such as running a cake stall; involvement in the Summer Fayre; School production; Live lounge events etc



Becoming a Volunteer

Anyone wishing to work as a volunteer should request a Volunteer Application Pack from the HR Manager. This should be completed and returned with the necessary original Identity documents to facilitate an Enhanced DBS check and two references to be sought. If a volunteer falls into the category of Regulated Activity then a separate Child Barred List check will be undertaken.

When two satisfactory references, an Enhanced DBS and Child's Barred List check (where required) have been received by the school, a member of the Strategic Leadership Team may interview the potential volunteer and the applicant will be expected to sign a confidentiality agreement as well as other documents (detailed under 'school expectations').

An entry will be made on the school's Single Central Record and a file maintained with the confidential details of the volunteer which will be retained by school for 7 years after the volunteer resigns from their volunteering responsibilities.

The exceptions to this are:

- Work Experience Students or University Placements who apply via their educational establishment as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at school. The student will be expected to sign a confidentiality agreement and will not be placed in a class with any family connection. A Vetting letter must be received from the University prior to the student coming into school.
- One-off volunteers i.e. assisting with a school walk, a fund raising event or a school visit will not require a DBS check but the volunteer will remain under the continuous supervision of a member of staff undertaking a regulated activity, usually the class teacher. Care should be taken to ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care (as directed in the Educational Visits Policy).

If there is any doubt as to the level of checks required, a decision should be sought from the HR Manager who will refer to the Warwickshire DBS Service for guidance.

Safeguarding Induction

All volunteers must undertake a short safeguarding induction to include health and safety before commencing their voluntary role.



Information on the Role of a Volunteer

All volunteers should have access to this policy and the school's Volunteer Guide which includes important information about the day to day routines of the school, a site map and advice on protocol and practices in school.

Volunteers should also have access to the following policies:

- Health and Safety Policy
- Confidentiality Statement
- Data Protection Policy
- Child Protection and Safeguarding Policy
- Staff Code of Conduct Policy
- Equality Policy
- Behaviour and Discipline Policy
- ICT Acceptable Use Policy
- Safer Recruitment Policy

School Values

All adults who work in school are expected to work and behave in such a way as to promote our school mission statement and values.