

Bishop's Itchington Primary School



Volunteers in School Policy

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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 Bishop's Itchington Primary School volunteer procedure 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

Policies & Legislation: -

- Individual school safeguarding and child protection policies;
- Stowe Valley Trust Safeguarding and Child Protection Policy;
- Stowe Valley Trust Code of Conduct and the code of conduct guiding principles;
- Keeping Children Safe in Education (DFE, 2026);
- Working Together to Safeguard Children (DFE, 2023);
- The Children Act 1989 and 2004;
- The Children and Social Work Act 2017
- The Education Act 2002.
- Crime and Policing Act 2026

2. How we use volunteers

At Bishop's Itchington Primary School volunteers may:

- Listen to 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 isn't an exhaustive list.

Volunteers may be:

- Members of the governing board
- Parents
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTA

This is not an exhaustive list.

Members of the 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 procedure.

3. How to apply to volunteer

Volunteers should approach the school through:

Emailing the headteacher

Approaching class teacher

Completing an application form (see appendix 1)

4. Appointment of volunteers

Volunteers are appointed by the Headteacher.

Appointment and induction of new volunteers can take 3 weeks and is dependent on the candidate and available spaces within the school.

All appointments are conditional upon the completion of an enhanced DBS check, with children's barred list (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training.

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

Enhanced DBS checks (and children's barred list where applicable) 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.

Regulated Activity

From 1st September 2026 Volunteers engaged in regular activity require an enhanced DBS check with Children's barred list information. (The Act changes the definition of regulated activity by removing the supervision exemption)

It is an offence for a barred person to engage in regulated activity OR for someone to permit a barred person to engage in regulated activity. Supervision does not remove this requirement.

Schools are required to check that a person is not barred from working with children by carrying out an enhanced DBS check with children's barred list information.

Regulated Activity is defined as a volunteer who is in a supervised role with children frequently or:

- on more than 3 days in a 30-day period
- overnight between 2am and 6am

Standalone children's barred list checks may be obtained through the Department for Education (DfE) check a teacher's record service. The service should only be used if one of the following apply:

- the person will begin engaging in regulated activity before they get the DBS certificate
- the school has recently obtained an enhanced DBS check without children's barred list information and there has been no break in service

DBS checks for volunteers are free of charge.

People who volunteer in multiple settings

Where a person volunteers in multiple settings, each instance of teaching, training, instructing, caring for or supervising a child counts towards the 'on more than 3 days in a 30-day period' period condition.

If they volunteer for 4 days a month, even if each of the 4 days in that month is in a different school, then they are considered to be in regulated activity.

Schools are encouraged to work together to decide who should apply for the DBS check. The volunteer can provide details of the check to each school.

Volunteering on overnight school trips

All volunteers who help on an overnight school trip are in regulated activity. They will need to apply for an enhanced DBS check with children's barred list information.

Volunteering occasionally in school

Parents or carers who help occasionally will not need to get an enhanced DBS check with children's barred list information. Parents or carers who help on a less frequent basis will not be affected, for example, parents helping:

- at an occasional parent teacher association (PTA) event
- on a school daytrip (not overnight)

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
- Supervise or accompany groups of pupils on overnight residential visits
- Meet the threshold of regulated activity as outlined in Keeping Children Safe in Education

➤ 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

Provide safeguarding training to all volunteers **prior** to them beginning work at the school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education.

➤ Require volunteers to agree and adhere to our code of conduct (see appendix 2) and to read, and adhere to, the school's policies on:

- Safeguarding and child protection
- ICT and internet acceptable use
- Positive behavior
- Allegations against adults working within our school

➤ 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 with children's barred list

6. Induction and training

Volunteers must complete appropriate training prior to beginning work at the school including, but not limited to, health and safety, child protection and safeguarding, GDPR, Professional conduct.

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

All volunteers must have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing.

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 child protection and safeguarding policy and inform the designated safeguarding lead.

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

8. Mobile Devices

Mobile devices must be switched onto silent or turned off and kept out of sight while you are in school / working with children. This is both indoors and outside on the school site. During the school day, phones can only be used on site by agreement with the Headteacher.

9. Social media and taking photographs as a volunteer on a school visit or supporting any activity in school, volunteers must not take photos of children on their own devices, and no information about the activity or visit should be messaged or posted on social media.

10. 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

Appendix 1: Volunteer application form

Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

Data protection notice

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

Personal details

Name:	
Date of birth:	
Gender:	
Telephone number:	
Email address:	
Home address:	

Disclosure and Barring Service (DBS) information

The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school's privacy notice.

Do you have a DBS check? (please circle)	Yes/No
If yes, what type of check do you have? (please circle)	Basic DBS / Standard DBS / Enhanced DBS / Enhanced DBS with barred list information
Date of check:	
Certificate number:	

Availability					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
Lunchtimes					
How many hours per week/month can you volunteer?					
Can you commit to at least 1 term?					

Experience and qualifications
Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.

Why would you like to volunteer at Bishop's Itchington Primary School?

Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc.)

Do you have any relevant qualifications?

Preferences	
What age would you prefer to work with?	
Would you prefer to work 1-on-1 or with a small group?	

References	
Your placement as a volunteer is subject to satisfactory references. Please give the details of 2 referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc.).	
Name:	Name:
Relationship to you:	Relationship to you:
Address:	Address:
Telephone number:	Telephone number:
Email address:	Email address:

Disability and accessibility

The school is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:

Appendix 2: code of conduct for volunteers

Please read and accept the Stowe Valley MAT code of conduct and guiding principles.

Please sign and date below:

X

Volunteer name (please print)

X

Volunteer signature

X

Date

SGF14 - Risk Assessment for Volunteers

This risk assessment should be completed when considering whether a person working as a volunteer at the school should be asked to apply for an enhanced DBS certificate.

Name of Person

If 'yes', an enhanced DBS with Barred list check is required.

If 'no', an enhanced DBS without a Barred list check *may* be obtained

Areas to consider using the completed volunteer application form:

What is the age group of the pupils that the volunteer will work with?	
Are these pupils regarded as particularly vulnerable?	
How frequently will the volunteer be in school?	
What is the connection of the volunteer to the school?	
What motivates the volunteer to want to work in the school?	

Is the volunteer in paid employment or do they work in a voluntary capacity elsewhere with children?	
Has the volunteer provide at least one reference from someone other than a family member, including a senior person at the	

employment or voluntary service named above?	
What information does the school already know about the person?	
Has the person's identity been verified?	
Is the person signed up to the DBS Update Service?	
Has a check been completed on the DBS Update Service?	
Is the person aware of any reason why they should not volunteer to work with children?	
Is the school aware of any reason that the person should not work with children?	
Is this volunteer with children between the hours of 2am and 6am	This is regulated activity and the person must have an Enhanced DBS check

Decision

- ☐ **High Risk** – the person has no previous connection with the school AND cannot provide references from elsewhere.

There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school should consider whether the person's uncorroborated background would raise an unacceptable risk.

- ☐ **Medium Risk** – The person can provide suitable references for other work with children (either paid or unpaid), they have a connection to the school, and no issues have come to light that would mean they would be unsuitable.

There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school may wish to do so, as no enhanced DBS has been seen.

- ☐ **Low Risk** – The person is signed up to the DBS Update Service and the checks reveal no negative information OR The person is employed or volunteers elsewhere and has a recent enhanced DBS and can provide references OR the school knows the person well (eg. may be a former employee)

There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, unless the person uses the DBS Update service, the school may decide to obtain a new enhanced DBS.

Decision

- ☐ Application for enhanced DBS check is not needed. State reason(s) below:

- ☐ Application for an enhanced DBS check is needed. State reason(s) below:

- ☐ Application for an enhanced DBS check and a Barred List check is needed because the person is in Regulated Activity

Headteacher (Print Name)

Headteacher (Signature).....

Date: