Volunteer Policy

Date Agreed:	**September 2026**
Review Date:	**September 2027**
Type of Policy:	**DCAT Non-Statutory Policy**

Revision Number	Date Issued	Prepared by	Approved	Comments
2	September 2026	DI	RAC	Complete rewrite to include updated DfE guidance for volunteers
1	September 2022	Taken from The Key JS/DL	Board of Trustees	New policy

Type of Policy	*Tick* ✓
DCAT Statutory Policy	
DCAT Non-statutory Policy	✓
DCAT Model Optional Policy	
Academy Policy	
Local Authority Policy	

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Introduction

Our **vision** for our Trust is we exist to:

Help every child achieve their God-given potential

Our **aims** are clear. We aim to be a Trust in which:

Developing the whole child means pupils achieve and maximise their potential
Continued development of staff is valued and improves education for young people
All schools are improving and perform above national expectations
The distinct Christian identity of each academy develops and is celebrated

Our work as a Trust is underpinned by shared **values**. They are taken from the Church of England's vision for Education and guide the work of Trust Centre team. They are:

Aspiration
I can do all things through Christ who strengthens me
(Philippians 4 vs 13).

Wisdom
Listen to advice and accept discipline, and at the end you will be counted among the wise
(Proverbs 19 vs 20)

Respect
So in everything do to others what you would have them do to you
(Matthew 7 vs 12)

Our vision of helping every child achieve their God-given potential is aligned with the Church of England's vision for education and is underpinned by the Bible verse from John: *I have come that they may have life, and have it to the full.*

1. Policy aims

The Diocese of Chichester Academy Trust (DCAT) recognises the valuable contribution volunteers make to the life of our schools and the positive impact they can have on children's learning, wellbeing and development. Volunteers bring a wide range of skills, knowledge and experiences which enrich the educational experience of pupils and strengthen links between schools and their communities.

The aims of this policy are to:

i. Promote safe and effective use of volunteers across DCAT schools.
ii. Ensure robust safeguarding arrangements are applied to all volunteering activities.
iii. Provide a consistent Trust-wide approach to the recruitment, appointment, induction, supervision and management of volunteers.
iv. Ensure compliance with Keeping Children Safe in Education (KCSIE), safeguarding legislation and DCAT safer recruitment procedures.
v. Clarify expectations, responsibilities and professional standards for volunteers.
vi. Protect pupils, staff and volunteers through clear safeguarding arrangements.

This policy should be read alongside:

i. DCAT Recruitment & Selection Policy
ii. DCAT Child Protection and Safeguarding Policy
iii. DCAT Staff Code of Conduct
iv. DCAT Managing Allegations and Low-Level Concerns Procedure
v. DCAT Volunteer Safeguarding Risk Assessment
vi. DCAT Volunteer Code of Conduct
vii. DCAT Data Protection Policy

2. Scope

This policy applies to all individuals undertaking voluntary activities within a DCAT school.

This policy does not apply to:

i. School visitors attending one-off events
ii. Contractors
iii. Agency workers
iv. Governors, Trustees and Members acting solely within their governance capacity

These individuals are covered by separate Trust procedures.

3. Volunteer Categories

Schools will determine whether an individual is a visitor, one-off volunteer or regular volunteer.

All regular volunteers must be subject to the DCAT Volunteer Safeguarding Risk Assessment prior to appointment.

The risk assessment will determine:

- whether the role constitutes regulated activity;
- the safeguarding checks required;
- whether an enhanced DBS certificate is required;
- whether Children's Barred List information is required; and
- any supervision or control measures required.

4. Volunteer Recruitment and Appointment

All volunteers must complete a DCAT Volunteer Application Form.

The recruitment process will normally include:

- Completion of a volunteer application form;
- Verification of identity;
- A suitability discussion or interview (an interview may include a task to verify suitability for the post);
- Two references;
- Completion of the DCAT Volunteer Safeguarding Risk Assessment;
- Appropriate safeguarding checks;
- Approval by the Headteacher or delegated senior leader.

As a Trust safeguarding standard, DCAT applies the same safer recruitment principles and vetting checks to regular volunteers as it does to employees undertaking comparable roles. This exceeds minimum statutory requirements and reflects the Trust's commitment to safeguarding and promoting the welfare of children.

Volunteer placements are not confirmed until all required checks have been satisfactorily completed.

5. Safeguarding, Vetting and Regulated Activity

Safeguarding and promoting the welfare of children is everyone's responsibility.

All volunteers are expected to:

- Share the Trust's commitment to safeguarding;
- Promote the welfare of children;
- Report concerns immediately;
- Follow safeguarding procedures at all times.

Volunteer Safeguarding Risk Assessment

Prior to appointment, every volunteer role must be assessed using the DCAT Volunteer Safeguarding Risk Assessment.

The completed assessment must be retained by the school.

Determining Regulated Activity

Schools must assess whether a volunteer role constitutes regulated activity.

From 1 September 2026, the supervision exemption has been removed. A volunteer may therefore be undertaking regulated activity even where they are supervised by a member of staff.

Volunteers will generally be undertaking regulated activity where they:

- Teach, train, instruct, care for or supervise children on more than 3 days within a 30-day period;
- Undertake overnight activities involving children between 2.00am and 6.00am;
- Provide personal or intimate care;
- Undertake healthcare activities; or
- Meet any other statutory definition of regulated activity.

Volunteers must disclose any other regular volunteering or work involving children which may be relevant to determining whether regulated activity thresholds are met.

Safeguarding Checks

Safeguarding checks required for the role will be identified through the Volunteer Safeguarding Risk Assessment.

Where a volunteer is undertaking regulated activity, an enhanced DBS certificate including Children's Barred List information must be obtained before the individual commences the role.

Volunteers requiring safeguarding checks must be recorded on the school's Single Central Record in accordance with Trust procedures.

6. Induction and training

All volunteers must receive an induction appropriate to their role before commencing activities.

The induction will include:

- Child protection and safeguarding arrangements;
- Online safety;
- The identity of the DSL and Deputy DSLs and how to raise a pupil concern;
- Professional boundaries;
- The Volunteer Code of Conduct;
- Whistleblowing procedures;
- Managing allegations against staff and Low-level concerns procedures;
- Confidentiality expectations;
- Health and safety arrangements;
- Emergency procedures.

Volunteers must read and adhere to:

- Part One of Keeping Children Safe in Education;
- The school's Child Protection and Safeguarding Policy;
- This DCAT Volunteer Policy;
- The Volunteer Code of Conduct;

7. Supervision and Support

All volunteers must be allocated a member of staff who will act as their supervisor.

The supervisor will:

- Provide day-to-day support;
- Explain expectations;
- Monitor performance and conduct;
- Ensure safeguarding arrangements remain effective;
- Review the volunteering arrangement where necessary.

Any significant change to a volunteer's role must trigger a review of the safeguarding risk assessment.

8. Conduct of volunteers

Volunteers must comply with the code of conduct set out in the appendix 3 of this policy.

9. Reporting Concerns

Pupils

If a volunteer:

- Has concerns about a pupil's welfare;
- Receives a disclosure;
- Witnesses concerning behaviour;
- Becomes aware of a safeguarding issue;

they must follow the guidance in the school safeguarding and child protection policy and report the concern immediately to the Designated Safeguarding Lead or Deputy DSL.

Adults

Volunteers must report concerns regarding the conduct of:

- Staff;
- Volunteers;
- Contractors;
- Student./Trainee Teachers;
- Visitors.

This includes concerns that may not meet the harm threshold but are inconsistent with the Trust's expectations of professional conduct.

Reports must be made in accordance with the DCAT Allegations Management and Low-Level Concerns Procedures.

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy which can be found on the Trust website https://dcat.academy/statutory-documentation/trust-policies/

10. Insurance

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

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

11. Confidentiality, data protection and record keeping

Volunteers may have access to sensitive information relating to pupils, families and staff.

Such information:

- Must remain confidential;
- Must only be used for authorised purposes;
- Must not be discussed outside school;
- Must not be retained on personal devices.

Volunteers must comply with UK GDPR, data protection legislation and Trust policies at all times

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

A copy of the Trust's privacy notice can be found on the Trust website https://dcat.academy/

12. Health & Safety

Volunteers must:

- Follow all Trust and school health and safety procedures and policy;
- Sign in and out on each visit;
- Wear approved volunteer identification;
- Follow fire and emergency evacuation procedures;
- Report accidents or incidents immediately.
- Volunteers must not administer medication or first aid unless specifically authorised and trained to do so.

13. Ending a Volunteer Placement

The school may end a volunteer placement at any time.

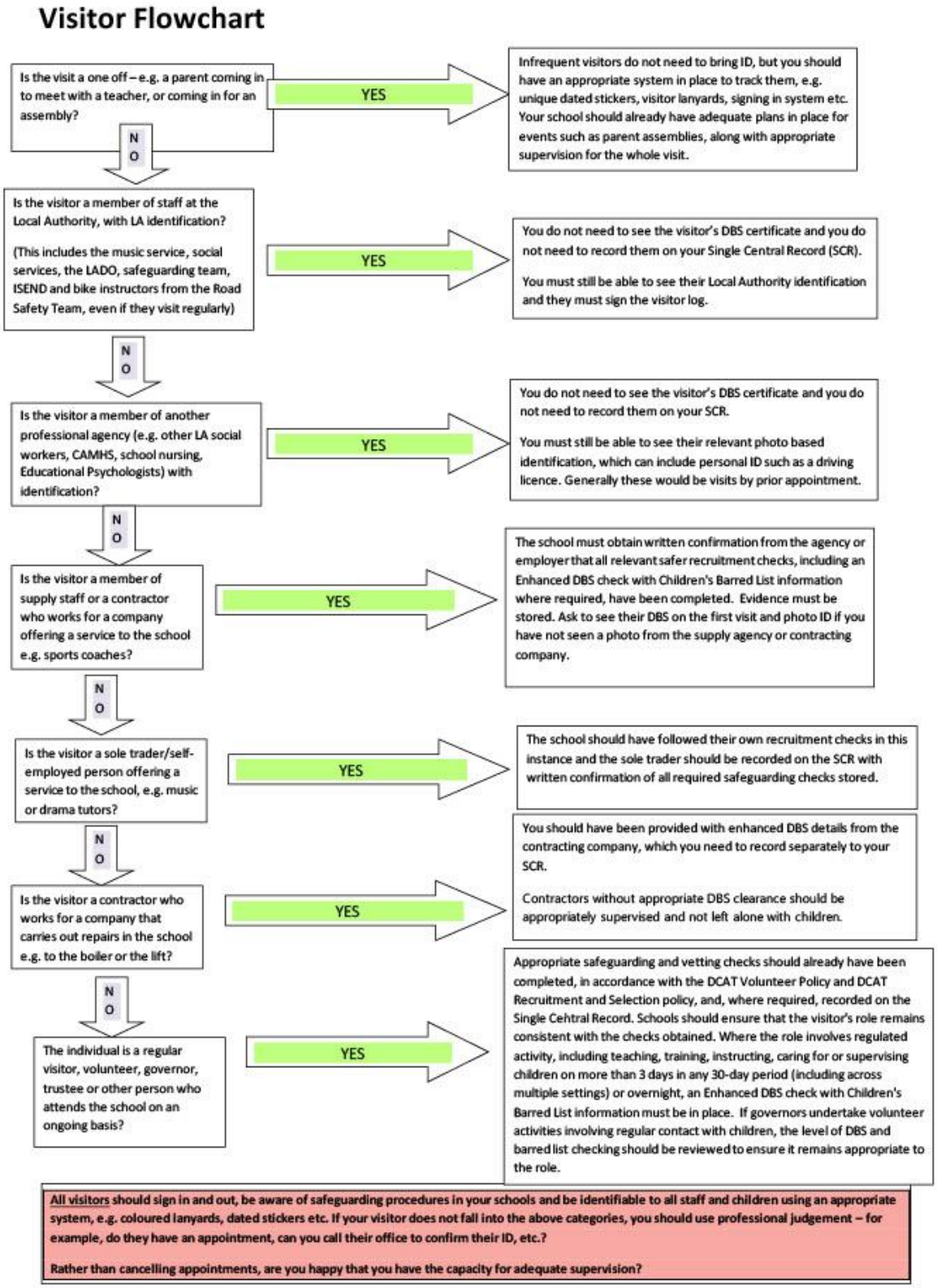
Reasons may include:

- Safeguarding concerns;
- Unsatisfactory conduct;
- Breach of Trust or School policies;
- Failure to complete safeguarding requirements;

- Operational reasons;
- Role no longer required.

The Trust reserves the right to terminate volunteering arrangements immediately where safeguarding concerns require urgent action.

Appendix 1: Visitor Flow Chart



This is not full guidance and is intended as an aide memoir only- It is the responsibility of the school to ensure their safeguarding procedures are robust and in line with Keeping Children Safe in Education (September 2026) and follow the DCAT Recruitment and Selection policy.

Appendix 2: Volunteer Application Form

Insert School Logo

Please 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 Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check with a barred list check on volunteers who undertake regulated activity. A volunteer may be undertaking regulated activity where they teach, train, instruct, care for or supervise children more than three times in a 30-day period, provide personal or intimate care, undertake healthcare activities, participate in relevant overnight activities, or otherwise meet the statutory definition of regulated activity.

The Trust is also obligated to process an enhanced DBS check before volunteers can undertake certain other activities. This requirement will be determined solely by the Trust.

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.

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

Availability					
	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
AM					
PM					
Before school					
After school					
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.
Are you currently engaged in any paid or voluntary role involving children or vulnerable adults? If yes, please provide details.

Why would you like to volunteer at St Andrews Church Of England Infants 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?

Have you ever been employed as a teacher in the UK? If yes please provide your date of birth and your Teacher Reference Number	
Yes or No	
Date of Birth	
Teacher Reference Number	

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

Disability and accessibility
The Trust 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:

I confirm that the information above is accurate to the best of my knowledge, and that I will make the Trust aware of any changes in my circumstances that may affect the answers I've provided above, or my suitability for the post.

Completed by	
Signature	

Name	
Date	

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020. Shortlisted applicants will be asked to complete a Criminal Record Self-Declaration and if you are volunteering in a school with pupils who have not yet reached the age of 8, you will also be asked to complete a Childcare (Disqualification) declaration. Any declarations will be discussed with you further prior to any appointment.

References	
Your placement as a volunteer will be 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:**

Appendix 3: Code of Conduct for Volunteers

1. Purpose

The Diocese of Chichester Academy Trust (DCAT) expects all volunteers to maintain the highest standards of conduct, safeguarding practice and professionalism whilst undertaking volunteering activities in schools.

All volunteers have a responsibility to safeguard and promote the welfare of children. Volunteers must act in accordance with this Code of Conduct, the school's safeguarding and child protection procedures, and all relevant Trust/school policies.

Failure to comply with this Code may result in the volunteer placement being reviewed, suspended or terminated and, where appropriate, concerns being referred to external agencies.

2. School Policies and Procedures

Volunteers must comply with all relevant school policies, including but not limited to:

- Safeguarding and Child Protection
- Staff/Volunteer Code of Conduct
- Behaviour Policy
- Health and Safety
- First Aid
- ICT Acceptable Use
- Online Safety
- Mobile Devices and Photography
- Data Protection and Confidentiality
- Equality, Diversity and Inclusion
- Whistleblowing
- Allegations against adults and low level concerns

Copies of relevant policies will be provided during induction or made available on request.

3. Professional Standards

Volunteers are expected to:

3.1 Follow the direction and guidance of school leaders and supervising staff at all times.

3.2 Conduct themselves professionally and act as positive role models for pupils.

This includes:

- Maintaining appropriate standards of behaviour and language
- Wearing suitable clothing for the role being undertaken
- Treating all members of the school community with dignity and respect
- Promoting the school's values and ethos
- Maintaining professional boundaries at all times

3.3 Volunteers must not:

- Use inappropriate, offensive or discriminatory language
- Engage in bullying, intimidating or inappropriate behaviour
- Undertake tasks for which they have not been authorised or trained
- Bring the school, Trust or school community into disrepute, including through the use of social media

3.4 Behaviour management remains the responsibility of school staff.

Volunteers should seek support from the supervising member of staff if they encounter behaviour that causes concern and should not issue sanctions unless specifically authorised to do so.

3.5 Volunteers must not accept significant gifts, rewards or hospitality from pupils or families. Any offer that could be perceived as inappropriate must be reported to the Headteacher or DSL.

3.6 Volunteers must not transport pupils in private vehicles unless this has been formally authorised by the school and appropriate risk assessments, insurance arrangements and parental consent have been obtained.

3.7 Parent volunteers must maintain professional boundaries and must not use their volunteer role to obtain information or influence decisions relating to their own child.

4. Safeguarding Responsibilities

4.1 Safeguarding is everyone's responsibility.

All volunteers must:

- Read and understand the volunteer safeguarding information provided during induction
- Follow the school's safeguarding and child protection procedures
- Know who the Designated Safeguarding Lead (DSL) and Deputy DSL(s) are
- Complete any safeguarding training required by the school

4.2 Volunteers must immediately report any concern about:

- A child's welfare
- Potential abuse or neglect
- Mental health concerns where there is a safeguarding risk
- Child-on-child abuse
- Online safety concerns
- Sexual violence or sexual harassment
- Exploitation, radicalisation or extremism
- Any other safeguarding concern

Concerns must be reported on the same day to the DSL or Deputy DSL and must never be kept confidential or investigated by the volunteer.

4.3 If a child makes a disclosure, volunteers must:

- Listen carefully
- Reassure the child that they have done the right thing by speaking up
- Never promise confidentiality

- Make an accurate record as soon as possible
- Report the concern immediately to the DSL or Deputy DSL

4.4 Volunteers must also report concerns about the conduct of adults working with children.

This includes:

- Behaviour that may have harmed a child
- Behaviour that could indicate an adult may pose a risk to children
- Low-level concerns that are inconsistent with the school's Code of Conduct
- Allegations against staff, volunteers, supply staff or contractors

Such concerns must be reported immediately to the Headteacher, Principal or appropriate senior leader in accordance with the school's allegations and low-level concerns procedures.

5. Professional Boundaries

5.1 Volunteers must maintain clear professional boundaries with pupils at all times.

Volunteers must not:

- Exchange personal contact details with pupils
- Communicate with pupils using personal email accounts, messaging services or social media
- Arrange meetings with pupils outside school activities
- Develop relationships with pupils that could be perceived as a conflict with their professional role
- Give pupils gifts, money or personal items without authorisation

5.2 Volunteers must report immediately to the DSL any situation where:

- A pupil develops an attachment or infatuation towards them
- A professional boundary becomes blurred
- A pupil attempts to establish contact outside the school environment

5.3 One-to-one situations with pupils should be avoided where possible and should only occur in accordance with school procedures and under the direction of staff.

6. Physical Contact

6.1 Volunteers should avoid unnecessary physical contact with pupils.

6.2 Any physical contact must:

- Be appropriate
- Be necessary for the situation
- Be consistent with school procedures
- Take account of the child's age, understanding and individual needs

6.3 Volunteers must not initiate physical contact that could be misinterpreted and should seek guidance from school staff whenever uncertain.

7. Online Safety, Photography and Use of Technology

7.1 Volunteers must comply with all school ICT and online safety requirements.

7.2 Volunteers must not:

- Use personal devices to photograph or record pupils
- Store pupil information on personal devices
- Share school-related information through personal social media accounts
- Access inappropriate content whilst on school premises or using school systems

7.3 Photographs or recordings of pupils may only be taken:

- For authorised school purposes
- Using school-approved equipment
- In accordance with parental consent arrangements and school procedures

8. Health and Safety

8.1 Volunteers must:

- Follow all health and safety instructions
- Familiarise themselves with fire and emergency procedures
- Report accidents, hazards, near misses or safety concerns promptly

8.2 Volunteers should not administer first aid unless:

- Appropriately trained;
- Authorised by the school; or
- Immediate emergency action is required to preserve life or prevent serious harm.

8.3 Volunteers must sign in and out on every visit and wear identification provided by the school at all times.

9. Confidentiality and Information Sharing

9.1 During their placement volunteers may have access to sensitive information relating to pupils, families and staff.

9.2 Volunteers must:

- Maintain confidentiality at all times
- Only share information where this forms part of approved safeguarding procedures
- Follow data protection requirements
- Not discuss pupils, staff or families outside school

9.3 Volunteers must understand that safeguarding concerns cannot be treated as confidential and must always be shared with the DSL.

10. Attendance and Reliability

10.1 Volunteers should attend as agreed and notify the school as soon as possible if they are unable to attend.

10.2 Repeated unexplained absences or failure to comply with school procedures may result in the placement being reviewed.

11. Declaration

I confirm that I have read, understood and agree to comply with this Volunteer Code of Conduct and all associated school policies and procedures.

I understand my responsibility to safeguard and promote the welfare of children and to report any safeguarding concerns immediately.

Volunteer Declaration	
Name	
Signature	
Date	

Appendix 4: Requesting a volunteer (information for staff)

If you'd like assistance from a volunteer in your classroom, or for a specific activity or trip, fill out the form below and submit to the front office.

Volunteer request form

Activity details	
Year group/class	
Activity details	
Date(s) and time(s)	
Is this activity … (circle one)	One-off? Daily? Weekly? Other? If other, please explain:
Will there be any costs for the volunteer (such as entry fees to museums, materials, or travel)?	
Volunteer details	
How many volunteers do you need?	
Do you need your volunteers to have any specific skills or experience?	

Submitted by:

Appendix 5: DCAT Volunteer Safeguarding Risk Assessment

DCAT Volunteer Safeguarding Risk Assessment
To be completed for all regular volunteers
(Aligned to KCSIE 2026 and DCAT Volunteer Policy)

Volunteer Details	Record/Response
Name of Volunteer	
School	
Volunteer Role	
Start Date	
Assessor	
Date of Assessment	

Part A: Volunteer Activity Assessment	Record/Response
Type of Volunteer Role	
Nature of contact with children	
Frequency of activity	
Other roles involving children	
Total known days engaging in regulated activity with children across all settings in a 30-day period?	

Part B: Regulated Activity Determination	Record/Response
Regulated Activity Assessment	
Outcome and Rationale	

Part C: Suitability Assessment	Record/Response
What is known about the volunteer? (skills, experience, etc.)	
Are the references satisfactory?	

Part D: Safeguarding Control Measures	Record/Response
Have all required safer recruitment checks been completed?	ID Check completed ☐ 2 References Received ☐ Enhanced DBS issued ☐ Barred List Check completed ☐ Prohibition Check completed (if required) ☐ Childcare Disqualification Declaration (if required) ☐
Have the following policies and procedures been shared with the volunteer?	DSL details ☐ Volunteer Code of Conduct ☐ Volunteer Policy ☐ Safeguarding & Child Protection Policy ☐ Online Safety Policy ☐ Allegations and Low-Level Concern Procedures ☐
What, if any, are the supervision arrangements?	

Has a full induction been completed to include safeguarding, health & safety and any other relevant induction into the post?	

Part F: Risk Assessment Outcome	
Risk Level	Low / Medium / High
Approval Decision	
Reasoning	
Date:	
Signature of Assessor:	
Signature of Headteacher:	

File in Volunteers File.