



## Volunteer Policy

**Approved by:** C .Scott  
**Last reviewed on:** June 2026  
**Next review due by:** June 2027

**Date:** 16.06.2026

Signed by: Roy Fisher (Chair of Governors)

Signed by: Jonathan Clucas (Head Teacher)

## **Contents**

1. Statement of intent
2. Legal framework
3. Definitions
4. Application to be a volunteer
5. Supervision
6. Induction
7. Safeguarding
8. Health and safety
9. Absence
10. Confidentiality
11. Complaints
12. Monitoring and review

## **Appendices**

- A. Volunteer Application Form
- B. Volunteer Induction Form
- C. Declaration of Suitability
- D. Volunteer Code of Conduct

## **Statement of intent**

At Layton Primary School we recognise and value the effort taken by volunteers who contribute towards our school. The school is committed to providing opportunities for volunteering within the school wherever this is possible and practical, and where this does not interfere with the quality of teaching and learning provided to our pupils.

This policy sets out the practices and procedures which will be followed when appointing, managing and supervising volunteers, as well as a code of conduct which all volunteers are required to comply with.

This policy sets out the practices and procedures which will be followed when young people undertake work experience at the school. This allows our school to provide a safe environment and positive educational climate for all pupils.

## **Legal framework**

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- The Childcare Act 2006
- UK General Data Protection Regulation (GDPR)
- The Data Protection Act 2018
- DfE 'Keeping children safe in education 2025'
- DfE 'Disqualification under the Childcare Act 2006'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Allegations of Abuse Against Staff Policy
- Low-level Safeguarding Concerns Policy
- Complaints Procedures Policy
- Safer Recruitment Policy
- Data Protection Policy
- Staff Code of Conduct
- Sharing Safeguarding Information Policy

## **Definitions**

The following definitions apply for the purposes of this policy. For the purposes of this policy: **“Volunteers”** are individuals who engage in an activity which involves spending time, unpaid (except for travel and other approved expenses), doing something which aims to benefit some third party, i.e. the school, and not a close relative.

**“Occasional volunteers”** are individuals who only accompany staff and pupils on one-off trips that do not involve overnight stays, or who volunteer at specific one-off events, such as sports days.

**“Regular volunteers”** are individuals who volunteer at the school once a week. To wider volunteering opportunities and to maintain good practice in school, all regular volunteering roles will be limited to once a week for half a day (9am-12pm or 1-3pm) and these roles will be reviewed on a half termly basis.

Please note that when volunteering, regular volunteers will be placed in a different group to any family members.

Layton Primary School reserves the right to terminate a volunteering placement with immediate effect if any part of this policy is breached or if the support is no longer deemed necessary or appropriate.

## **Application to be a volunteer**

Anyone who wishes to become a volunteer at the school, on a regular basis, will be required to submit a Volunteer Application Form to the school office.

### **Occasional volunteers**

Occasional volunteers will be appointed at the headteacher's discretion and will not be required to go through the application process. A written risk assessment will be conducted to determine what checks, if any, are required.

An occasional volunteer will always be supervised by a member of staff, unless the appropriate DBS checks have been obtained.

### **Regular volunteers**

Regular volunteers will always go through the following application process:

- The individual will be asked to have an informal discussion with a member of the SLT to ensure they are suitable for the role and then complete an application form.
- The appropriate safer recruitment checks will be undertaken
- The individual will be made aware of the roles and responsibilities they will be undertaking
- Two references will be sought and a DBS check actioned.

### **Safeguarding checks**

Under no circumstances will a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

All volunteers will be required to engage to complete an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training. The Headteacher reserves the right to terminate a placement at any time.

The school has a risk assessment in place for volunteering and will conduct individual risk assessments when deemed necessary.

The risk assessment considers:

- The nature of the engagement with children, especially if it will constitute regulated activity, including the level of supervision.
- What the school knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers.
- Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability.
- Whether the role is eligible for a DBS check, and if it is, the level of check required.

Enhanced DBS checks for volunteers working at 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.

DBS checks are renewed every 3 years, in line with our staff policies.

All checks will be conducted in line with the school's Safer Recruitment Policy.

## **Supervision**

All volunteers will be supervised when undertaking activities in school or on a trip.

## **Induction**

Volunteers will be required to read and agree to the Volunteer Code of Conduct before starting their role at the school. All volunteers must comply with this Code of Conduct.

All volunteers will be sent the following documents prior to starting with the school and will be required to complete the declaration of suitability prior to starting and sign their induction to confirm they have read and understood them:

- Declaration of Suitability
- Child Protection and Safeguarding Policy
- Data Protection Policy
- Staff Code of Conduct

All volunteers will be provided with a point of contact within the school who they can go to if they have any questions or issues they need to discuss.

## **Internet use and social networking**

Volunteers are expected to behave in an ethical and lawful manner with regard to the use of the internet and emails. The school's **Acceptable Use Policy** will be always adhered to.

Care and attention will be taken while using social networking sites – in line with the staff code of conduct. Use of these sites will not involve communication regarding employment at the school or any activities which may bring the school into disrepute or may cause questions regarding the individual's suitability to work with pupils.

Volunteers will not attempt to contact pupils or their parents via social media or email, or make arrangements to meet outside of school.

## **Child Protection and Safeguarding**

Volunteers will be provided with safeguarding information as determined by the governing board, using a proportionate, risk-based approach.

The school will ensure that activities are planned properly and safely, and that volunteers are informed of these plans. The school will ensure that volunteers have access to a member of school staff, should they wish to discuss difficulties or report on issues that may arise.

All volunteers are required to be identified and located at all times. For this reason, the following process will be adhered to:

- Volunteers will sign in and out of the building at the school office.
- Volunteers will wear a volunteer's lanyard at all times

Volunteers will be made aware that they must report any safeguarding concerns in line with the school's Child Protection and Safeguarding Policy. The identity of the school's DSL and any deputies will be made known to all volunteers.

Any safeguarding concerns or allegations raised regarding a volunteer will be dealt with in line with the Low-level Safeguarding Concerns Policy and/or the Allegations of Abuse Against Staff Policy.

## **Health and safety**

Volunteers will be required to read the Health and Safety Policy prior to undertaking any activity on behalf of the school.

Volunteers will ensure that they are familiar with emergency procedures, e.g. evacuation, and of any health and safety procedures relating to the activity they will be undertaking, e.g. whilst in a cookery class.

If a volunteer notices any potential hazard which may put another individual at risk of harm, they will report this immediately to the class teacher or a senior member of staff.

## **Absence**

Volunteers are required to inform the school office by 8:00am on the day they were due to attend if they are unable to attend at the agreed time.

Failure to inform the school on more than three instances may result in the volunteer being unable to attend the school on any further occasions.

If a volunteer is called away in the event of an emergency while volunteering, they will inform the class teacher or senior leader and will sign out of the building before leaving the premises.

## **Confidentiality**

All volunteers will be required to act in line with the Staff Confidentiality Policy.

Volunteers will not be permitted to discuss any confidential information regarding a pupil or member of staff with any other individual.

Information will be shared with volunteers on a need-to-know basis.

Any volunteer who breaches the confidentiality rules will be asked to leave the premises and will not be able to return to undertake any further activity.

There may be instances where a volunteer is required to pass information to a member of staff, such as if they notice a pupil being bullied or subjected to harm. Volunteers will report any concerns to a member of staff and are instructed not to notify the parents. If concerns relate to safeguarding, volunteers must follow the guidance in the Sharing Safeguarding Information Policy and inform the DSL.

If concerns are related to whistleblowing, volunteers must follow the guidance in the Whistleblowing Policy.

## **Complaints**

Any complaints made in relation to a volunteer will be managed in line with the school's Complaints Procedures Policy. The school's privacy notice for volunteers explains what information will be collected about volunteers and why the school collects this. The school will retain records relating to volunteers in line with the school's records retention schedule. Details of volunteers will be removed from the SCR once they are longer volunteering at the school.

## **Monitoring and review**

The Deputy Headteacher and DSL will review this policy on an annual basis and will communicate any changes to all members of staff, existing volunteers and relevant stakeholders.

All volunteers will be required to read this policy prior to their attendance at the school.

## Appendix A

### Volunteer Application Form

This application will be considered based on the needs of the school at the present time. Please submit completed applications by email to [recruitment@layton.blackpool.sch.uk](mailto:recruitment@layton.blackpool.sch.uk) or in person at the school office.

Name:	
Telephone:	
Email:	
Dates Available	From: <span style="float: right;">To:</span>
Preferred hours to attend school:	9am – 12 pm <span style="float: right;">Delete as applicable</span> 1pm – 3pm <span style="float: right;">Delete as applicable</span>
Preferred Day – Please select one day	Monday <span style="float: right;">Tuesday</span> <span style="float: right;">Wednesday</span> Thursday <span style="float: right;">Friday</span>
Preferred year group requested (Please list three options, in order of your priority) Whilst we may not be able to accommodate every request, we will always try our best to do so	
Please tell us why you are interested in this volunteering role within our school.  Please tell us if you have any experience of working with children and/or in education.	
As part of our safer recruiting policy, we request that all our volunteers provide us with contact details for two-character references.	Name: Email Address: Tel No:  Name: Email Address: Tel No:
Would you wish to be considered to be an adult volunteer for a class Trip?	Yes <span style="float: right;">No</span>

Please note any offer is conditional upon the receipt of satisfactory references and a satisfactory Disclosure and Barring Service (DBS) check. (which we pay for).

Layton Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

## Appendix B

### Volunteer Induction

Name:	
<ul style="list-style-type: none"> <li>The School Day</li> <li>Dress Code</li> <li>Absence procedures during placement</li> </ul>	
School's Code of Conduct – sent before placement – confirm received	
Car Parking	
Sign in - InVentry – Student Lanyard	
<u>Lunchtime arrangements - 12 till 1pm</u> If student is at 6 <sup>th</sup> Form they are allowed to leave site If student at secondary school they are not allowed to leave site Book Meyler Room – advise to not use staff room	
Personal internet use/social networking Mobile phone usage on site	
Lockdown procedure	
Fire and Evacuation procedures (yellow bibs) <ul style="list-style-type: none"> <li>Weekly fire alarm tests</li> </ul>	
Health and Safety <ul style="list-style-type: none"> <li>Forms</li> <li>Smoking</li> <li>Hot drinks</li> <li>Clear hazards - notify PM or SBM – everyone's responsibility</li> </ul>	
First aid procedure and reporting – Orange Hi Vis jackets, FA bags Accident and near miss reporting procedure – Pupils and Staff	
Data Protection Policy – sent before placement – confirm received	
Safeguarding <ul style="list-style-type: none"> <li>Work Experience/volunteers do not have access to log incidents or disclosures, therefore it is vitally important that you pass the information on to someone who can log this</li> <li>Safeguarding Policy sent before placement – confirm received</li> </ul>	

**Induction undertaken by:**

Name

Signed

Date

**Volunteer/Student**

I have received copies of the school's Safeguarding Policy, Data Protection Policy and Code of Conduct.

I am satisfied with the information I have been provided in this induction.

Name

Signed

Date

## Appendix C



### Declaration of suitability to work with children

Thank you for your interest in volunteering at Layton Primary School. Before you begin your volunteering role with us, we would ask you to kindly complete the attached form at your earliest convenience.

POST APPLIED FOR: Volunteer	Date:
-----------------------------	-------

Surname:	Previous name(s) (if any):	
Forename(s):	Preferred title:	Date of birth:

*Layton Primary School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.*

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. As you have been shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

If you are unsure whether you need to disclose criminal information, you should seek legal advice, or you may wish to contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/> or email [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk) or phone 0300 123 1999

Unlock – <http://hub.unlock.org.uk/contact/> phone 01634 247350 text 07824 113848

<b>1. Do you have any convictions or adult cautions that are unspent?</b>	<b>Yes/No</b>
If yes, please provide details here	
<b>2. Do you have any other cautions or spent convictions that would not be filtered?</b>	<b>Yes/No</b>
If yes, please provide details here	
<b>3. Do you have any cautions or convictions for offences committed in another country which would be relevant to your suitability for this post in line with the law in England / Wales?</b>	<b>Yes/No</b>
If yes, please provide details here	
<b>4. Are you currently being investigated by the police or have you been charged with an offence that has not yet reached court?</b>	<b>Yes/No</b>
If yes, please provide details here	
<b>5. Are you known to the police or children's social care for any other reason that could affect your suitability for this post?</b>	<b>Yes/No</b>
If yes, please provide details here	
<b>6. Are you included on the DBS children's barred list?</b>	<b>Yes/No</b>
If yes, please provide details here	
<b>7. Have you lived or worked outside the UK for more than 3 months in the last 5 years or for more than 12 months in the last 10 years?</b>	<b>Yes/No</b>
If yes, please provide details here	

<b>8. Are you subject to any sanctions relating to work with children in any country outside the UK?</b>	<b>Yes/No</b>
<b>If yes, please provide details here</b>	
<b>9. The Disqualification under the Childcare Act 2006 Regulations (2018) state that anyone employed to care for children in early years (children under the age of 5) or later years (wrap-around care for children under the age of 8) is disqualified from that work if they meet certain criteria. These criteria include (this is not an exhaustive list):</b> <ul style="list-style-type: none"> <li>• <b>Certain serious criminal offences</b></li> <li>• <b>Court orders relating to the care of your own child</b></li> <li>• <b>Being prohibited from private fostering</b></li> </ul> <b>Do you have any reason to believe you are disqualified from working in childcare?</b>	<b>Yes/No</b>
<b>If yes, please contact us for more information on the Regulations.</b>	
<b>Please complete the declaration below:</b>  <b>I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role.</b>  <b>Signed: _____ Date: _____</b>	

**Please return this form to, Andy Davitt, School Office Manager**

**Please note that, if you are unsuccessful, this disclosure form will be securely destroyed within 6 months of your application.**



## Appendix D

### Volunteer Code of Conduct

***Please note this Code of Conduct must be signed before commencing any volunteer work at Layton Primary School.***

All volunteers are expected to maintain high standards of behaviour and conduct when undertaking any volunteering activity at Layton Primary School. We view this as a partnership in achieving the best outcomes for all our children.

Volunteers will:

- Observe the high standards of behaviour and ethical conduct mandated by the school.
- Respect other volunteers, members of staff and pupils, and make them feel valued.
- Be approachable, pleasant and positive role models for pupils.
- Adhere to all school policies, including the Child Protection and Safeguarding Policy, and Data Protection Policy
- Always maintain confidentiality of personal information, unless there is a need to report an issue to a member of staff.
- Treat all pupils and members of staff equally.
- Report any incident of bad behaviour to the class teacher or a senior member of staff immediately.
- Dress appropriately and behave in a manner which promotes healthy and safe working practices.
- Accept and follow directions from the supervisor and seek guidance through clarification where uncertain of tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report any potential hazards in the workplace to the supervisor.
- Conduct work in a cooperative manner.
- Turn off mobile phones while on school premises.
- Ensure they sign in and out of school at the school office using the touch screen.
- Wear their visitor badge label so that it is clearly displayed.
- Tea and coffee making facilities are available to use in the staff room outside of playtimes and lunchtimes.

Volunteers will not:

- Discipline pupils; if there are any problems, the class teacher or a senior member of staff will be informed immediately, and they will manage the situation.
- Shout at, hit, threaten or handle a pupil.

- Take photographs in school without the prior permission of the headteacher.
- Work with pupils when not in the proper physical or emotional state to do so, e.g. under medication which causes drowsiness, or under extreme stress which may impair judgement.
- Behave in an illegal, improper or unsafe manner, e.g. smoking or drinking alcohol.
- Share personal contact details with pupils or make personal arrangements to meet pupils outside school.
- Discuss their own child with any member of Layton staff (If the volunteer is a Parent of a child at Layton). The appropriate time to do this is to make an appointment via the office or at scheduled Parents' Evenings.
- Discuss internal school operations on any form of social media.
- Express any extremist or discriminatory views, or any views that would offend others.
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
- Behave in a manner which may bring the school into disrepute when representing the school.
- Give or receive (other than 'token') gifts, unless arranged through the headteacher, e.g. giving an outgrown sports kit, football boots or uniform to a pupil.
- In the instance of school trips, where a volunteer has a child within that year group, they will be placed in another class.

Please note that when volunteering, or on a placement in school, you will be placed in a different year group to any family members. Layton Primary School reserve the right to terminate your volunteering position, with immediate effect, if any of the above terms are breached.

**I confirm that I have read the code of conduct and agree to abide by the rules outlined in this policy.**

**I confirm that I have received and read the following policies and documents: Child Protection and Safeguarding Policy, and Data Protection Policy.**

**I understand that following my DBS check, I must inform school immediately if there are any changes to this (i.e. criminal investigations).**

**Print Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_