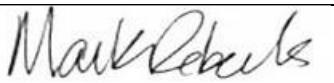
PENK VALLEY ACADEMY TRUST

Volunteer policy

Signed:	
Date:	**Autumn 2026**
This policy is reviewed annually by the CPO	
Next Review date:	Autumn 2027

COLLABORATION CHALLENGE CURIOSITY CARE

POLICY INFORMATION

Date of last review:	Autumn 2025	**Review period:**	Annually
Date ratified by Trustees:	Autumn 2025	**Trustee committee responsible:**	Audit Finance & Risk
Policy owner:	CPO	**Executive team member responsible:**	CPO

Reviews/revisions

Review date	Changes made	By whom
2024	New policy based on the Key	DH
2025	No Changes	DH
2026	• Added a requirement for the school to consider overseas checks • Introduced a requirement that at least one satisfactory reference will normally be obtained for regular volunteers • Updated safeguarding provisions to reflect the September 2026 changes to regulated activity • Strengthened wording regarding the use of personal phones	

Equality and GDPR

All Penk Valley Academy Trust policies should be read in conjunction with our Equal Opportunities and GDPR policies.

Statement of principle – Equality

We will take all possible steps to ensure that this policy does not discriminate, either directly or indirectly against any individual or group of individuals. When compiling, monitoring and reviewing the policy we will consider the likely impact on the promotion of all aspects of equality as described in the Equality Act 2010.

Statement of principle – GDPR

Penk Valley Academy Trust recognises the serious issues that can occur as a consequence in failing to protect an individual adult's or child's personal and sensitive data. These include emotional distress, physical safety, child protection, loss of assets, fraud and other criminal acts.

Penk Valley Academy Trust is therefore committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller and the handling of such data in line with the data protection principles and the Data Protection Act (DPA)/GDPR.

Penk Valley Academy Trust will be referred to as **PVAT** for the remainder of the document which includes all schools who are members of PVAT, business operations and centralised services.

Introductions & Aim

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 PVAT'S VOLUNTEER policy 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 our 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 This policy has been developed in line with the statutory safeguarding guidance Keeping Children Safe in Education (KCSIE) from the Department for Education (DfE)

How we use volunteers

At PVAT volunteers may:

- Hear 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
- Local clergy or members of the congregation (this will be most relevant for faith schools)

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 policy. They are covered by our governor code of conduct.

A risk assessment is conducted 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

Volunteers without an enhanced DBS check must always supervised and are never left alone with pupils.

Volunteers in Regulated Activity

How to apply

- Contact a member of the senior leadership team
- Completing an application form (see appendix 1)

Appointment

Volunteers are appointed by the Headteacher.

Appointment and induction of new volunteers can take up to 6 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 (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training.

Conduct enhanced DBS checks with a barred list check on volunteers who work in regulated activity i.e:

- Work 1-on-1 with pupils unsupervised
- Work with groups of pupils unsupervised
- Supervise or accompany groups of pupils on overnight residential visits

This is not an exhaustive list.

Enhanced DBS checks 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.

From 1 September 2026, volunteers undertaking regulated activity will be subject to an enhanced DBS check with children's barred list information in accordance with KCSIE and relevant legislation. Supervision alone does not remove the requirement for these checks where the volunteer is undertaking regulated activity.

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.

Where a volunteer has lived or worked overseas, the school will consider whether additional checks are required in line with KCSIE

At least one satisfactory reference will normally be obtained for volunteers undertaking regular volunteering activities within the school

Safeguarding

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we're upholding our responsibility to keep our pupils safe, we will:

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 an induction to the schools safeguarding procedures for all volunteers in regulated activity **prior** to them beginning work at the school, including part 1 of Keeping Children Safe in Education.

Volunteers are required to agree and adhere to our code of conduct (see appendix 2) , and the following policies:

- Safeguarding
- Use of mobile phones
- ICT and internet acceptable use
- Online safety
- Behaviour
- Data Protection
- Health & Safety
- Equality
- Whistle Blowing

Induction and training

The code of conduct (appendix 2) will form the basis of the volunteers induction.

Volunteers must complete appropriate training prior to beginning work at the school.

Training requirements will be determined by the headteacher, safeguarding will part of the induction.

Other training requirements will be based on the nature of the work the volunteer will be doing.

During induction new volunteers will be shown how to access school policies.

Confidentiality

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss or share such information with anybody who is not employed by the school or via any social media platforms.

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 safeguarding policy and inform the designated safeguarding lead (DSL).

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

Conduct of volunteers

Volunteers must comply with the code of conduct set out in appendix 2 of this policy
The headteacher reserves the right to terminate a placement at any time.

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
- volunteers meet the requirements for inclusion on the SCR, records will be maintained in accordance with KCSIE and Trust procedures

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 You'll find more information on how we use your personal data in our privacy notice for volunteers available on the Trust Website

PERSONAL DETAILS	
Name:	
Date of birth:	
Gender:	
Telephone number:	
Email address:	
Home address:	
Next of Kin Details (name & number)	

DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION	
PVAT 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 PVAT'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:	
Is your DBS on the update service?	

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.
Why would you like to volunteer at [school name]?
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 group 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 may 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:**

DISABILITY AND ACCESSIBILITY
PVAT 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

Code of conduct for volunteers

By signing this form, volunteers agree to the following:

1. **School rules and policies**

Volunteers will follow all school rules and policies, including those on:

- Child protection
- ICT and internet acceptable use
- Online safety
- Mobile phones
- Data protection
- Health and safety
- Equality
- Whistle-blowing
- Behaviour

Copies of the school policies are available online or from the school office

2. **Professional conduct**

Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff.

Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions

Volunteers must conduct themselves in a professional manner at all times.

This includes:

- Dressing in a way that is professional and appropriate to the work they are doing
- Refraining from using inappropriate language
- Setting an example for pupils by acting in a way that reflects the school's ethos and values
- Behaving in a way that is appropriate for the role they are undertaking
- Ensuring that comments, including those made on social media, do not bring the school into disrepute
- Do not use personal mobile phones on the school premises while volunteering (to be handed in at the school office)
- Volunteers must comply with the school's mobile phone and acceptable use policies

Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged at the end of term or as a way of saying "thank you".

Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.

Parent volunteers with children at the school must not act in a way that favours their own child and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.

If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

3. Safeguarding

Volunteers must be familiar with, and adhere to, the school's safeguarding policy.

If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL.

Volunteers should avoid physical contact with pupils and must follow the school's safeguarding, intimate care and physical intervention procedures where applicable

Volunteers must alert the DSL if a pupil develops an infatuation with them, and must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship.

This includes:

- Exchanging contact information
- Making contact with pupils outside of school, including on social media
- Arranging to meet pupils outside of school
- Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor

4. **Health and safety**

Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.

Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.

Volunteers must sign in and sign out at the beginning and end of every visit and must wear a visitor's badge at all times.

5. **Confidentiality**

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss or share such information with anybody who is not employed by the school or via any social media platforms.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

Please sign and date below:

X _____
Volunteer signature

X _____
Volunteer name (please print)

X _____
Date