



Harborne Primary School

Volunteers Policy

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The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

Statement of Intent

The school benefits greatly from developing well planned, active parental and community links through participation by adults in the activities of the school on a voluntary basis.

Harborne Primary School believes that volunteers are a welcome resource for helping to raise children's achievement by supporting the work of teaching staff in delivering the curriculum to all pupils.

Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children at Harborne Primary School without encroaching on the professional teaching responsibilities of the class teacher.

1. Aims

The aims of this volunteer policy are 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

This policy has been developed in line with the statutory safeguarding guidance [Keeping Children Safe in Education \(KCSIE\)](#) from the Department for Education (DfE).

2. Categories of Volunteers

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

- Members of the Governing Body
- Parents, carers, guardians, elder siblings or grandparents of pupils
- Students on work experience or placement
- University students
- Ex-members of staff
- Local residents
- Volunteer drivers for trips or sporting fixtures
- Staff family members
- Local clergy or members of the congregation

3. Types of Activities Volunteers Might Undertake

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

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with small groups of children
- Working with children on computers
- Preparing resources for a future lesson
- Accompanying school visits
- Escorting children on local walks

- Running or assisting with an after-school club
- Social activities such as running a disco
- Fund raising activities such as running a cake stall or Summer Fayre
- Interviewing children on a governor visit.

This is not an exhaustive list. The headteacher reserves the right to alter the duties of a volunteer at any point during their placement at Harborne Primary School.

4. Becoming a Volunteer

Anyone wishing to work as a volunteer who will be in school on a regular basis or a one-off occasion completing a work placement should request a Volunteer Application Form from the school office. This should be completed and returned with the necessary original identity documents to facilitate a DBS (Disclosure and Barring Service) clearance check if required. We will always conduct a DBS check, or seek written confirmation of an enhanced DBS check having been carried out if relevant, where a volunteer will be in regulated activity – for example:

- Working 1-on-1 with pupils unsupervised
- Working with groups of pupils unsupervised
- Supervising or accompanying groups of pupils on overnight residential visits

More information about what constitutes regulated activity can be found in [Appendix 1](#).

Where the volunteering is a placement linked to a course of study the cost of the DBS (if required) will be met by the volunteer (or his/her college).

The Headteacher (or staff member with delegated responsibility) will interview the potential volunteer and an appropriate placement will be agreed. This will be in a class which has no family connection to the applicant. A regular day and time will be agreed, and the applicant will be expected to sign all relevant documentation (appendixed to this policy).

An entry will be made on the school's Single Central Record (SCR) and a file maintained with the confidential details of the volunteer.

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 Harborne Primary School. 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. The student will be expected to sign a confidentiality agreement and will not be placed in a class with any family connection
- One-off volunteers i.e. assisting with a school walk, a fund-raising event or a school visit will not require a DBS. Care should be taken to ensure these volunteers do not have sole responsibility for a child or group of children, or provide any form of intimate care
- If there is any doubt as to the level of checks required, a decision should be sought from the Headteacher.

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training. This includes identify checks and the return of satisfactory references (personal references will not be accepted). The headteacher reserves the right to terminate a placement at any time.

5. Induction (including Safeguarding) and Training

All volunteers working regularly in school must undertake an induction before commencing their voluntary role.

This will include a safeguarding induction that will ensure that the volunteer has read Part 1 of Keeping Children Safe in Education, is familiar with the school's safeguarding procedures (including those concerning the Prevent Duty and manual handling), the identify of the DSL and deputy DSLs, and is familiar with the school's Health and Safety Policy.

Volunteers will be required to be familiar with the following policies, available on the school website:

- Safeguarding & Child Protection Policy
- Health and Safety Policy
- Confidentiality Policy
- Data Protection Policy
- Intimate Care Policy
- Equal Opportunity Policies
- Behaviour Policy
- Anti-Bullying Policy
- ICT Acceptable Use Policy (where regular access to the school's computer network is necessary)
- Staff code of conduct
- Safer Recruitment Policy

Relevant training requirements will be determined by the headteacher, depending on the nature of the work that the volunteer will undertake.

6. Information on the Role of a Volunteer

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

7. Volunteers' Expectations of School

Volunteers in school should expect to:

- be recognised for their valuable contribution to the learning experience for the children they support
- be assigned worthwhile tasks
- access any school policies or procedures that are relevant to their role
- access any training that is necessary for the success of their activities
- claim any expenses incurred such as travel (where a personal car is being used for a school trip) or purchases made on behalf of the school and on the instruction of the class teacher.

8. School's Expectations of Volunteers

School expects all volunteers to:

- Adhere to the School's Code of Conduct
- Adhere to the name protocol for staff i.e. Miss Smith, Mr Brown
- Adhere to the school's Dress Code

- Adhere to the school's Health and Safety Policy, Safeguarding and Child Protection Policy, Data Protection Policy, Confidentiality Policy and ICT Acceptable Use (where appropriate), Site Security Policy
- Read and work within the Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings (2019) and Keeping Children Safe in Education (latest version)
- Be role models for the children they work with: i.e. consider the language they use, only walk in school, no smoking or swearing and dress appropriately
- Refer any behavioural or safeguarding concerns to the class teacher, or the DSL/a deputy DSL
- Commit to a regular window of time to allow teachers to plan activities to include the volunteer
- Advise school as soon as possible when it is not possible to attend
- Disclose any information of a criminal nature.

9. Security

All volunteers must sign in and out and wear a visitor badge and lanyard for the duration of their volunteering session.

10. 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. Care and attention should be taken while using social networking sites. Use of these sites should not involve communication regarding your role at this school or any activities which may bring the school into disrepute and / or may cause us to question your suitability to work with children. Volunteers must not attempt to contact pupils via social media or email or arrange to meet outside of school. If a volunteer is contacted by a pupil on a social media platform, they should inform the Headteacher or a DSL.

11. Absence

Volunteers are required to inform the school, before 8.00 a.m., if they are unable to attend when expected. If a volunteer is called away in the event of an emergency while volunteering, they must inform the school office before leaving the premises.

12. Confidentiality

Volunteers are reminded that all information on individual pupils and members of staff is confidential and that the sharing of data is protected under the General Data Protection Regulations 2018. They are not permitted to discuss issues relating to children or staff members with those outside of the school. Volunteers who break this confidentiality rule will be asked to leave.

If volunteers have concerns, they should raise these with the appropriate member of staff. They should not discuss them with pupils or parents.

This does not prevent volunteers from adhering to the school's Safeguarding and Child Protection Policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our Safeguarding and Child Protection Policy and inform the designated safeguarding lead (DSL) before leaving the site or urgently if there is risk of harm to a child.

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy. Concerns about the conduct of members of staff should be reported to the Headteacher. Concerns about the conduct of the Headteacher should be reported to the Chair of the IEB.

13. Equal Opportunities

At Harborne Primary School, in line with our duty under the Equality Act (2010), we do not tolerate discrimination on the grounds of age, disability, race, ethnic background, colour, religion, gender, sexual orientation or marital, social or financial status. All volunteers are always required to make a commitment to this policy and treat everyone with respect.

14. Data Protection and Record Keeping

Our privacy notice for governors and volunteers (available on the school website) 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

15. Expenses

Expenses incurred by volunteers as a result of their duties at Harborne Primary School will be considered by the headteacher on a case-by-case basis. The school will not normally cover expenses incurred for travel to and from the school.

16. Insurance

The school's insurance policy 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.

17. Complaints Procedure

Any complaints made by a volunteer or about a volunteer will be referred to the Headteacher for investigation.

The Headteacher reserves the right to take the following action:

- To speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated
- Offer an alternative placement or activity for a volunteer
- Inform the volunteer that the placement has been withdrawn.

If a volunteer or a prospective volunteer wishes to raise a concern that cannot be dealt with informally, they should submit a complaint via the school's Complaints Policy (available on the school website).

18. Monitoring and Review

This policy has been approved by the governing body and will be reviewed annually by the Headteacher.

19. Links with Other Policies

- Staff Code of Conduct
- Safeguarding & Child Protection Policy
- Health and Safety Policy
- Confidentiality Policy
- Data Protection Policy

- Intimate Care Policy
- Equal Opportunity Policies
- Behaviour Policy
- Anti-Bullying Policy
- ICT Acceptable Use Policy (where regular access to the school's computer network is necessary)
- Staff code of conduct
- Safer Recruitment Policy
- Low-Level Safeguarding Concerns Policy
- Procedures for Dealing with Allegations of Abuse against Staff

Appendix 1 – Regulated Activity

Regulated activity

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.

HM Government has produced [Factual note on regulated activity in relation to children: scope](#).

Regulated activity includes:

- a. teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational well-being, or driving a vehicle only for children;
- b. work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers.

Work under (a) or (b) is regulated activity only if done regularly.⁷⁵ Some activities are always regulated activities, regardless of frequency or whether they are supervised or not. This includes:

- c. relevant personal care, or health care provided by or provided under the supervision of a health care professional:
 - o personal care includes helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability;⁷⁶
 - o health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

Regulated activity will not be:

- paid work in specified places which is occasional and temporary and does not involve teaching, training; and
- supervised activity which is paid in non-specified settings such as youth clubs, sports clubs etc.

Appendix 2 – Volunteer Application Form

Volunteer application

Personal Information

Full Name	
Address	
Contact Telephone Number	
Email Address	
Emergency Contact Information	Name: Relationship to you: Address: Contact Number:

Please provide reasons why you want to become a volunteer at Harborne Primary School

Availability and frequency:

Referee. Please provide the name and contact details below: (must not be a personal referee)

Name:

Relationship to you:

Address:

Contact Number:

Email Address:

Declaration

The information you give will be processed electronically and stored on computer for administrative purposes in accordance with the General Data Protection Regulation (GDPR) 2018 Article 6 'Lawfulness of processing' and Article 9 'Processing of special categories of personal data'

I declare that all the information provided is true to my knowledge and consent to my data to be processed in accordance to Article 6 and 9 of the GDPR 2018 Regulations.

Name: _____

Signed: _____

Date: _____

Safeguarding

Harborne Primary School is committed to the highest standards in protecting and safeguarding the children entrusted to our care.

Our school will support all children by:

Promoting a caring, safe and positive environment within the school

Encouraging self-esteem and self-assertiveness

Effectively tackling bullying and harassment

We welcome applications regardless of age, gender, ethnicity or religion. All successful applicants will need to complete a DBS clearance for this position where applicable. Harborne Primary School is committed to the safeguarding and welfare of all children and expects all volunteers to share this commitment.

Please return your completed application form to the school office.

Appendix 3 – Self-Declaration Form

Self-declaration form

This form is to be completed by all short-listed candidates and is your opportunity to share any relevant information of any criminal record or information that would make you unsuitable to work with children to allow this to be discussed and considered at interview, before a DBS certificate is received.

Name	
Date of birth	
Position applied for:	

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the [Ministry of Justice](#)? If you do have any convictions; before signing this declaration form, you must check the [filtering rules](#) to determine if you should declare them or if they are now 'protected' and no longer require disclosure.

Failure to disclose any previous convictions or cautions that are not protected could result in dismissal should it be subsequently discovered.

Having a criminal conviction will not necessarily bar you from employment. Any information given, either when returning this declaration form or at interview will be entirely confidential and will be considered only in relation to this application.

It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children.

Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order as well as undergoing the checking of criminal convictions via obtaining an Enhanced DBS certificate and checking that you are not barred from working with children.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	
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<p>Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?</p>	
<p>If yes, please provide further information including: date of each conviction / pending hearing / reprimand / warning; the offence; the sentence; and the Police Force / Court involved</p>	
<p>Are you included on the children's barred list?</p>	
<p>Are you subject to a prohibition or interim prohibition order?</p>	
<p>If yes, please provide further information:</p>	
<p>Are you prohibited from taking part in the management of an independent school under Section 128?</p>	
<p>Do you have any overseas convictions?</p>	
<p>If yes, please provide further information:</p>	
<p>Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children?</p>	
<p>If yes, please provide further information:</p>	
<p>Have you been the subject of any investigation and/or sanction by any</p>	

organisation or body due to concerns about your behaviour towards children?	
If yes, please provide further information and include details of the outcome:	
Have you ever been the subject of disciplinary sanctions or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children?	
If yes, please provide further information:	
Are you or have you ever been disqualified from providing childcare under the Childcare Disqualification Regulations 2018?	
If yes, please provide further information:	
Confirmation of declaration	
I hereby certify that the information given above is accurate and true and I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.	
Signed	
Print name	
Date	

If completed electronically, you should physically sign a hard copy at the point of interview.

If your application is successful, we shall retain this declaration as part of your employee record in accordance with the school's data retention policy. If you are unsuccessful, this form will be destroyed within a maximum 6 months.

Appendix 4 – Overseas Declaration

Overseas Declaration

Pre-employment check for all staff, governors and volunteers

Name of school.....

All staff, governors and volunteers:

Have you been out of the country during the last 5 years for 3 consecutive months or more?

Yes:

If yes It is your responsibility to provide us with a Certificate of Good Conduct. This can be obtained from the Embassy of the country you have visited/lived in and guidance on applying for a certificate can be found on the [.gov](#) site.

No:

For teaching positions only:

Have you ever been employed as a teacher outside of the UK?

Yes:

If yes you will need to provide a letter from a professional regulating authority evidencing your past conduct as a teacher. Advice about which regulatory or professional body you should contact is available from the National Recognition Information Centre for the United Kingdom – UK ENIC.

No:

Where applicable I will obtain a certificate of good conduct and/or a letter from a professional regulating authority (delete as appropriate) and provide my employer with a copy as soon as possible.

Signed.....Date.....

PRINT NAME.....

Appendix 5 – Confidential Declaration Form

CONFIDENTIAL DECLARATION FORM

The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018

SCHOOL: _____

Unless a waiver has been applied for and granted by Ofsted, anyone who satisfies the definition of a disqualified person under the Regulations is prohibited from:

- working in the provision of early years childcare or education (children aged 0 to 5 years), including supervising activities such as breakfast clubs, lunchtime supervision and after school care provided by the school;
- working in the provision of later years childcare, excluding education or supervised activities for a school's pupils during school hours (children aged 5 to 7 years). This includes prohibition from before and after school provision, but does not include extended school hours co-curricular learning activities such as school's choir or sports teams; or
- being directly concerned with the day-to-day management of early or later years childcare.

Therefore, the school is required to check that those who work at the school in connection with this type of provision are not disqualified persons under the Regulations.

A person may be disqualified under the Regulations because:

- they have certain orders, directions or restrictions placed upon them in relation to children or childcare;
- they have been cautioned or convicted of certain offences.

Therefore, before completing this declaration you **must** read the description of the circumstances that could mean that you are a 'Disqualified Person' as defined in the Regulations and summarised in The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018.

However, if you would like more information or more time to obtain advice from your union or other adviser, please speak with your head teacher, who will be able to provide you with that information or agree to your having additional time to complete and return this form.

You are required to complete and return the form. Failure to do so means that you may

be subject to disciplinary action and will be removed from relevant work in relevant settings.

Name: _____

Job Title or Role: _____

Section 1 – Orders or other restrictions	
Have any orders or other determinations related to childcare been made in respect of you?	YES/NO
Have any orders or other determinations related to childcare been made in respect of a child in your care?	YES/NO
Have any orders or other determinations been made which prevent you from being registered in relation to child care, children’s homes or fostering?	YES/NO
Are there any other relevant orders, restrictions or prohibitions in respect of you as set out in Schedule 1 of the Regulations?	YES/NO
Are you barred from working with children by the Disclosure and Barring Service (known as DBS)?	YES/NO
Are you prohibited from teaching?	YES/NO
Section 2 – Specified and Statutory Offences	
Have you ever been cautioned, reprimanded, given a warning for, or convicted of:	
<ul style="list-style-type: none"> Any offence against or involving a child (defined as a person under the age of eighteen)? 	YES/NO
<ul style="list-style-type: none"> Any violent or sexual offence against an adult? 	YES/NO
<ul style="list-style-type: none"> Any offence under the Sexual Offences Act? 	YES/NO
Any other relevant offence? (click here for a link to the Regulations or go to url: https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006 or please ask the school for a copy)	YES/NO
Have you ever been cautioned, reprimanded, given a warning for, or convicted of any similar offence in another country?	YES/NO
Section 3 – Provision of information	

If you have answered YES to any of the questions above, please provide details below. You may provide this information separately if you wish, but you must do so without delay; copies of relevant documents can be attached to this form.

Section 4 – Declaration

In signing this form I confirm that the information provided is true to the best of my knowledge. I will notify the head teacher immediately of anything that affects my suitability for work in the school, including any future cautions, warning, convictions, orders or other determinations made in respect of me. I acknowledge that the information provided on this form will be retained on my employee file whilst working in a role covered by the regulations.

Signature:

Date: