






Volunteers Working in School Policy

	Name	Date	Signature
Reviewed	D Mead	November 2023	
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The school's volunteer policy is part of the school's safeguarding systems.

Version Control

Date	Change
November 2023	No changes
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1. Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The school therefore, welcomes and encourages volunteers from the local community.

We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as the development plan.

The aim of Raglan's Volunteers 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 the school's vision and values, and adhere to our policies.
- Provide staff, volunteers and parents with clear expectations and guidelines.
- Set a fair and clear process for recruiting and managing volunteers.

This policy has been developed in line with the statutory safeguarding guidance [Keeping children safe in education 2025](#)

Thank you for volunteering your time and enthusiasm to the Raglan and its children and staff. Volunteers have a very important role to play in bringing a range of skills and experience that can enhance and promote the learning opportunities that we offer to our pupils.

Our volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students
- Ex-members of staff
- Local residents
- Friends and supporters of the school

This is not an exhaustive list

The types of activities that volunteers engage in, on behalf of the school, include:

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional tutor
- Accompanying school visits
- Assisting with extra-curricular activities

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- Supporting play-based activities
- Support specific areas, such as ICT or art

This is not an exhaustive list.

2. DBS Checks and Regulated Activity

The Disclosure and Barring Service defines a volunteer is a person who performs an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), undertaking a role which aims to benefit a school.

Volunteers in schools, for example, in 'specified places', who are supervised at a reasonable level do not require a DBS Check.

Volunteers in schools who are unsupervised will require a DBS Check with Barred List Check as they are regarded as being in 'regulated activity'.

The degree of 'supervision' will determine whether a volunteer is in regulated activity and consequently whether a Barred List Check is required. Some factors to take into account include:

- There must be supervision by a person who has an Enhanced DBS Check including a Children's Barred List Check for regulated activity
- The supervision must be regular and day to day. This means that supervision is not, for example, concentrated during the first few weeks and is then reduced. It must take place on an ongoing basis.
- The supervision must be "reasonable in all the circumstances to ensure the protection of children". This will depend on the outcomes of the Risk Assessment. Some considerations might include for example the ages and numbers of the children, whether or not other staff are present, the nature of the volunteer's work and opportunity of contact, how vulnerable the children are and how many volunteers would be supervised by each supervising staff.

A school may obtain an enhanced DBS Check (not including barred list), for supervised volunteers who are not engaging in 'regulated activity' but have the opportunity to come into contact with children on a regular basis. Schools are not legally permitted to request a Barred List Check on a volunteer who, because s/he is regularly supervised, is not in 'regulated activity.'

Volunteers in schools (in 'specified places') who are supervised at a reasonable level do not require a DBS Check as those volunteers are not regarded as being in "regulated activity." Nevertheless, an Enhanced DBS Check, excluding a Children's Barred List Check, may be obtained for those volunteers on a discretionary basis.

KCSiE 2025 states that schools and colleges should undertake a written risk assessment and use their professional judgement and experience when deciding what checks, if any, are required (paragraphs 310-311).

Where DBS Checks are carried out on volunteers, these should be entered on a school's Single Central Record.

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Please note that the same proof of right to work checks must be carried out on volunteers as on paid employees. Only those who have the right to work in the UK can volunteer.

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

What is Regulated Activity?

A volunteer will be working in regulated activity if they:

- Teach, train, instruct, care for, or supervise children unsupervised
- Provide advice or guidance on a child's physical, emotional, or educational wellbeing
- Drive a vehicle only for children
- Work in school frequently (once a week or more often) or intensively (4 or more days in a 30-day period) or overnight

When a DBS check is required:

- All volunteers working in regulated activity must have an enhanced DBS check with barred list information before they begin their role
- Volunteers who are not in regulated activity but who have regular contact with children will have an enhanced DBS check without barred list information if the Risk Assessment requires this.
- Volunteers on school trips or on an adhoc basis, who are not in regulated activity do not need a DBS.

The school will conduct a risk assessment to determine what level of check is required for each volunteer role

Under no circumstances will a volunteer who has not been DBS checked be:

- Left unsupervised with children
- Allowed to work in regulated activity
- Permitted to provide personal care to children

Risk Assessment

The school will undertake a written risk assessment (Appendix A) for each volunteer role to determine what checks are required. This risk assessment will consider:

- The nature of the work with children, especially whether it constitutes regulated activity
- The level of supervision that will be provided
- Whether the role is eligible for a DBS check and, if so, what level of check is appropriate?

Details of all risk assessments will be recorded and kept on file.

3. Becoming a Volunteer

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Stage 1: Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis, e.g. hearing pupils read, usually approaches the Class Teacher, Headteacher, Senior member of Staff or student mentor directly or by email. Members of school staff may also contact parents.

Volunteers should complete the Volunteer Application Form (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help.

Stage 2:

When it has been agreed by the school to accept a volunteer, the volunteer will have a brief meeting with the volunteer leader and will be asked to complete Volunteer Contact and Medical Form, Confidentiality Agreement, The Induction Record and Agreement and the Policy Reading Declaration (Appendix 2 - 5), which sets out the school's expectations of the volunteer and to confirm they have received a copy of this Agreement.

Any volunteer who will be working in regulated activity and who will be left unsupervised with any pupils will require DBS clearance before they can start. Volunteers who provide overnight care, personal care or who mainly support a child's emotional needs or well-being must also have an enhanced DBS check.

Once these have been completed, volunteers will be invited for an induction:

All volunteers will receive a comprehensive induction before beginning their role. The induction will cover:

Essential Safeguarding Information:

- Reading and understanding Part 1 of Keeping Children Safe in Education (KCSIE)
- The school's Child Protection and Safeguarding Policy
- Who the Designated Safeguarding Leads are and how to contact them
- How to recognise signs of abuse and what to do if they have concerns
- The school's approach to online safety
- The Prevent duty and protecting children from radicalisation

School Policies and Procedures:

- The school's Behaviour Policy and approach to behaviour management
- The Volunteers Working in School Policy (this policy)
- Code of Conduct for Volunteers
- Health and Safety Policy, including:
 - Fire evacuation procedures
 - Lockdown/invacuation procedures
 - First aid arrangements
 - Reporting hazards
 - Confidentiality and data protection requirements
 - Mobile phone and photography rules

Role-Specific Information:

- The volunteer's specific role and responsibilities
- Who their designated supervisor is
- What activities they will be involved in
- The level of supervision they will receive
- Boundaries and expectations for their role

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- Who to go to with questions or concerns

Practical Information:

- Where to sign in and out
- Where to store personal belongings
- Toilet and refreshment facilities
- Car parking arrangements
- Visitor badge requirements

All volunteers must complete their induction before beginning work with children. The volunteer and their designated supervisor will both sign to confirm that the induction has been completed.

A record of the induction will be kept on the volunteer's file.

4. Safeguarding

Raglan Primary School is committed to safeguarding and promoting the welfare of children and expects all volunteers to share this commitment.

All volunteers must:

- Read and understand Part 1 of Keeping Children Safe in Education (KCSIE) before beginning their volunteer role
- Understand and follow the school's Child Protection and Safeguarding Policy
- Know who the Designated Safeguarding Leads (DSLs) are and how to contact them
- Report any safeguarding concerns immediately to a DSL
- Never investigate concerns themselves or discuss them with parents/carers

Our Designated Safeguarding Leads are:

Matt De Freitas (DSL), Sam Collins (DDSL), Danielle Mead (DDSL), Martin Hunter (DDSL), Liam Farmer (DDSL), Rachael Ezinwa (DDSL), Emily Ingrey (DDSL)

If a volunteer has any concerns about a child's welfare, they must report this immediately to one of the DSLs listed above. This includes concerns about:

- Physical, emotional, or sexual abuse
- Neglect
- Peer-on-peer abuse
- Changes in a child's behaviour or wellbeing
- Any disclosure made by a child

Volunteers must not promise confidentiality to a child and should explain that they may need to share information to keep the child safe.

Prevent Duty:

As part of our safeguarding responsibilities, all volunteers should be aware that they have a duty to prevent children from being drawn into terrorism. If a volunteer has any concerns that a child may be at risk of radicalisation, they must report this to the DSL immediately.

Volunteer code of Conduct

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All volunteers are expected to maintain high standards of professional conduct. This code of conduct sets out the expectations for behaviour while volunteering at Raglan Primary School.

When helping in school we ask that you dress in a smart and professional manner, we suggest closed toed shoes for your safety.

Professional Boundaries

Volunteers must:

- Maintain appropriate professional boundaries with all pupils
- Avoid any behaviour that could be perceived as inappropriate or favouritism
- Not give their personal contact details (phone number, email, social media) to pupils
- Not contact pupils outside of school or accept contact from pupils on social media
- Not arrange to meet pupils outside of school activities

Physical Contact

Volunteers should:

- Avoid unnecessary physical contact with pupils
- Only use physical contact when it is necessary for the pupil's safety or wellbeing (e.g., first aid, comforting a distressed child)
- Ensure any physical contact is appropriate, proportionate, and in response to the pupil's needs
- Be aware that some pupils may be particularly vulnerable to inappropriate contact

One-to-One Situations

Volunteers should avoid being alone with a pupil in a room with the door closed. If a one-to-one situation is necessary:

- Ensure the door is left open or work in a visible area
- Inform the supervising teacher of your location
- Ensure another adult knows where you are

Mobile Phones and Cameras

Volunteers must:

- Not use their personal mobile phone to take photographs or videos of pupils
- Only use school equipment to take photographs or videos, and only when authorised by a member of staff
- Not share images of pupils on social media or any other platform
- Follow the school's policy on mobile phone use (mobile phones should be kept in bags/pockets and not used in the presence of children unless in an emergency at school)

Social Media

Volunteers must:

- Not post anything about the school, staff, or pupils on social media
- Not accept friend requests from current pupils or their parents/carers on personal social media accounts
- Be aware that inappropriate comments about the school online could result in their volunteer arrangement being terminated

Gifts

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Volunteers should:

- Not give personal gifts to individual pupils
- Not accept gifts from pupils (small tokens of appreciation such as a card at Christmas may be accepted with the knowledge of the class teacher)

Behaviour Management

Volunteers must:

- Follow the school's behaviour policy
- Never use physical punishment or any form of degrading treatment
- Report any behaviour concerns to the supervising teacher
- Not attempt to manage serious behaviour incidents alone

Confidentiality and Data Protection

Volunteers must:

- Keep all information about pupils, families, and staff confidential
- Not discuss pupils or school matters outside of school
- Not take any school records or pupil information off the premises
- Follow the school's data protection policy

Breach of Code of Conduct

Any breach of this code of conduct will be taken seriously and may result in:

- A conversation with the Headteacher about the concern
- Additional training or supervision
- Redeployment to a different role
- Termination of the volunteer arrangement
- In serious cases, referral to the police or other agencies

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the designated supervisor and NOT with the parents of the child/persons.

Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Headteacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

5. Managing Allegations and Concerns About Volunteers

Allegations Against Volunteers

The school takes all allegations and concerns about volunteers seriously. We have clear procedures for dealing with allegations, which are in line with our Managing Allegations Policy and Part 4 of Keeping Children Safe in Education.

Types of Allegations

Allegations may meet the 'harm threshold' if a volunteer has:

- Behaved in a way that has harmed a child, or may have harmed a child

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- Possibly committed a criminal offence against or related to a child
- Behaved towards a child in a way that indicates they may pose a risk of harm to children
- Behaved in a way that indicates they may not be suitable to work with children

What to Do if an Allegation is Made

If an allegation is made against a volunteer, the following steps will be taken:

1. Immediate Action:

- The allegation must be reported immediately to the Headteacher
- If the allegation concerns the Headteacher, it should be reported to the Chair of Governors
- The volunteer may be asked to leave the premises immediately while the matter is investigated

2. Referral to the LADO:

- Allegations that meet the harm threshold will be referred to the Local Authority Designated Officer (LADO) within one working day
- The LADO will advise on the appropriate course of action

3. Investigation:

- A thorough investigation will be carried out
- The volunteer will be informed of the allegation and given the opportunity to respond
- The school will follow the advice of the LADO and other agencies (such as the police or children's social care) as appropriate

4. Outcome:

- Depending on the outcome of the investigation, the school may:
 - Continue the volunteer arrangement with additional support or supervision
 - Redeploy the volunteer to a different role
 - Terminate the volunteer arrangement
 - Make a referral to the DBS or other regulatory bodies

Low-Level Concerns

The school also has procedures for managing concerns about volunteers that do not meet the harm threshold but may indicate behaviour that is inconsistent with our Code of Conduct. These are known as 'low-level concerns'.

Examples might include:

- Being overly friendly with a particular child
- Having favourites
- Taking photographs of children on a personal device
- Using inappropriate language

All low-level concerns should be reported to the Headteacher or DSL. These will be recorded and reviewed to identify any patterns of behaviour that may indicate a risk.

Support for Those Involved

The school will provide appropriate support for:

- The child or children involved
- The volunteer who is the subject of the allegation

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- Other staff and volunteers who may be affected

DBS Referral Duty

The school has a legal duty to refer to the DBS any volunteer who:

- Has been removed from regulated activity (or would have been removed if they had not left), and
- The school believes has engaged in relevant conduct, satisfied the harm test, or been cautioned or convicted of a relevant offence

Referrals will be made as soon as possible and will include all relevant information to assist the DBS in making a decision about whether to bar the individual.

6. Health & Safety

The school has a Health & Safety Policy and this is made available to volunteers working in the school. There is an expectation that volunteers will read this policy. A Senior Leader will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using DT equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/Headteacher.

Fire Alarm

In the event of the fire alarm sounding, volunteers, visitors and parent helpers are to exit the building via the nearest exit onto the KS1 or KS2 playground and then make their way to the visitors meeting point on the KS1 playground near the gates to the carpark where the kitchen staff will be standing. This will allow the visitors registers to be checked.

In the event that a volunteer, visitor or parent helper is working with a child/children and the fire alarm sounds, please exit the building via the nearest exit onto the KS1 or KS2 playground and take the child/children to their class teacher before making your way to the KS1 playground meeting point as above.

Lockdown Invacuation Procedures Policy

The school has a Lockdown Invacuation Procedures Policy and we ask that all Visitors, Volunteers and Parent Helpers are familiar with our procedures. Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the School and Nursery. Our procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff and visitors in school.

Lockdown procedures may be activated in response to any number of situations. If you have any queries please ask a member of the office staff for clarification.

Signals for Lockdown

Lockdown begins	Intermittent tone sounds (this will be for a short duration)
Lockdown ends	The intermittent tone will sound again

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Immediately you seek a safe refuge that can be locked and provide adequate shelter for all. Do not move around the school whilst in lockdown.

Stay Put	Classrooms, gym, studio, media suite and rooms that can be locked.
Move from outside	Move from playground to safe place – gym, studio or inside to a classroom.
Move from library or hall	Library – go in media suite or classroom Hall – move into a classroom

Follow the CLOSE procedure:

Close all windows and doors – shut blinds where you can.

Lock up

Out of sight and minimise movement – hide

Stay silent and avoid drawing attention - turn off Whiteboards, screens and devices, mobiles silent.

Endure. Be aware you may be in lock down for some time

7. Complaints

Complaints About a Volunteer

Any complaints about a volunteer's conduct or behaviour will be taken seriously and investigated promptly.

Complaints should be reported to:

- The volunteer's designated supervisor (usually the class teacher), or
- A member of the Senior Leadership Team, or
- The Headteacher

The Headteacher or designated senior member of staff will:

- Investigate the complaint thoroughly and impartially
- Speak to all parties involved, including the volunteer
- Consider whether the complaint indicates a safeguarding concern (in which case the safeguarding procedures will be followed)
- Determine an appropriate outcome

Possible Outcomes:

- No further action (if the complaint is unfounded)
- A conversation with the volunteer about the concern and expectations for future conduct
- Additional training or support for the volunteer
- Redeployment to a different role or activity
- Termination of the volunteer arrangement

Serious Complaints:

If a complaint involves an allegation that meets the harm threshold (see 'Managing Allegations and Concerns About Volunteers' section), the school will follow its Managing Allegations procedures and refer the matter to the Local Authority Designated Officer (LADO).

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Complaints Made by a Volunteer

Volunteers who have concerns or complaints about their treatment, their role, or any aspect of their volunteer experience should raise these with:

- Their designated supervisor, or
- A member of the Senior Leadership Team, or
- The Headteacher

The school will investigate all complaints made by volunteers fairly and promptly. If the volunteer is not satisfied with the outcome, they may request a copy of the school's full Complaints Policy.

Record Keeping

All complaints about or by volunteers will be recorded and kept on file in accordance with the school's record-keeping procedures.

8. Equality and Inclusion

Raglan Primary School welcomes volunteers from all backgrounds and is committed to ensuring that volunteering opportunities are accessible to everyone.

We value the diverse skills, experiences, and perspectives that volunteers bring to our school community.

Reasonable Adjustments

We will make reasonable adjustments to enable volunteers with disabilities or other needs to carry out their role effectively. This might include:

- Adjustments to the physical environment
- Providing equipment or resources
- Adjusting working arrangements or hours
- Providing additional support or training

Prospective volunteers should inform us of any disabilities or needs that may require adjustments when they apply to volunteer. We will discuss what adjustments may be appropriate and how these can be implemented.

Equal Opportunities

The school will ensure that:

- All volunteers are treated fairly and with respect
- Volunteer opportunities are advertised and allocated fairly
- Selection of volunteers is based on their suitability for the role, not on protected characteristics
- All volunteers have access to appropriate training and support

We expect all volunteers to:

- Treat all pupils, staff, and other volunteers with respect and dignity
- Challenge discrimination and promote equality
- Be aware of and sensitive to the diverse backgrounds and needs of our school community

9. Insurance

All volunteers are covered by the school's insurance while carrying out their volunteer duties on behalf of the school.

volunteers should:

- Only carry out activities that have been agreed with their designated supervisor
- Follow all school policies and procedures
- Report any accidents or incidents immediately
- Not undertake any activities outside of their agreed role

The school's insurance does not cover volunteers for:

- Personal belongings brought onto the school premises
- Travel to and from the school
- Activities undertaken outside of their volunteer role

Volunteers are responsible for ensuring they have appropriate insurance for their personal belongings and travel arrangements.

Appendix A- Risk Assessment Template for Volunteers working in Schools who are NOT in Regulated Activity (Electronic Version)

This risk assessment template may be used by schools and colleges when deciding whether to obtain an enhanced DBS certificate for regular Volunteers who are NOT engaged in regulated

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activity, in line with Keeping Children Safe in Education This would NOT be appropriate for Volunteers who simply assist with day-time school trips.

Name of Volunteer	Click or tap here to enter text.	Start Date	Click or tap to enter a date.
Person conducting the risk assessment	Click or tap here to enter text.		

Is the Volunteer going to be working in Regulated Activity¹? [Tick one box]

- A** Yes (if “Yes” you **must** obtain an Enhanced DBS certificate with Barred List check and you do **not** need to fill out this risk assessment further)
- B** No (if “No” you may choose to obtain an Enhanced DBS certificate **without** a Barred List check, based on this risk assessment and your professional judgement)

Factors to Consider	Description	Risk score
Will they have direct contact with children?	Click or tap here to enter text.	Choose an item.
Frequency of working directly with children?	Click or tap here to enter text.	Choose an item.
Age range of the children?	Click or tap here to enter text.	n/a
Any contact with children particularly vulnerable?	Click or tap here to enter text.	Choose an item.
Assisting with any personal care?	(If “yes” the Volunteer is Regulated Activity , tick box A above) Click or tap here to enter text.	Choose an item.
What tasks will they be doing?	Click or tap here to enter text.	Choose an item.
Frequency of working in the school?	Click or tap here to enter text.	Choose an item.
Will they be working with children outside of school hours? when?	(Work between 2am and 6am is Regulated Activity , tick box A above) Click or tap here to enter text.	Choose an item.
Will they be working with children off school premises? Where? When?	Click or tap here to enter text.	Choose an item.
Is the school a residential setting?	Click or tap here to enter text.	Choose an item.
What is the association of the Volunteer with the school?	Click or tap here to enter text.	Choose an item.
How well does the school know the history of the Volunteer?	Click or tap here to enter text.	Choose an item.
What do you believe is their reason for volunteering?	Click or tap here to enter text.	Choose an item.

¹ Refer to Annex F in Keeping Children Safe in Education 2018 for the Statutory Definition of Regulated Activity

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Can the volunteer provide a relevant reference from someone they have worked or volunteered for?	Click or tap here to enter text.	Choose an item.
Can the volunteer provide a reference from someone who knows their work with children?	Click or tap here to enter text.	Choose an item.
Does the volunteer have a history of paid or voluntary work with children?	Click or tap here to enter text.	Choose an item.
Does the Volunteer have a recent DBS certificate from another role?	Click or tap here to enter text.	Choose an item.
Is the Volunteer currently signed up to the DBS update service?	Click or tap here to enter text.	Choose an item.
Are there any known or suspected concerns around working children?	Click or tap here to enter text.	Choose an item.
Any other factors to be taken into account.	Click or tap here to enter text.	Click or tap here to enter text.
Total Risk Rating [total up the risk scores for each factor]		Click or tap here to enter text.
Overall Risk level [tick one box – refer to guide below]	Low <input type="checkbox"/>	Medium <input type="checkbox"/>
		High <input type="checkbox"/>

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Guide to assessing risk level

(remember this is only a rough guide and individual schools should determine their own risk levels)

>30

Low Risk. A score of less than 30 points suggests the volunteer is well known to the school, has probably got some experience of previous work with children and can provide a reference and is generally working on school premises and within normal school hours with children who are not deemed particularly vulnerable. They may be a previous employee, governor or volunteer and/or well known to staff or colleagues. They may hold a recent DBS certificate which has been seen or a portable DBS

Action: there is no legal requirement to carry out a further DBS check but if the person doesn't hold a portable DBS they may wish to consider carrying out an enhanced DBS check with NO Barred List check

30-40

Moderate Risk. A score between 30-40 points suggests the volunteer has some connection with the school, perhaps as a parent and may have done some similar voluntary work in the past. No particular issues have come to light and there are no concerns over their suitability. The person has provided suitable references. They may work regularly with children where occasionally some of these children are deemed vulnerable. They do not have recent or portable DBS check.

Action: there is no legal requirement to carry out a further DBS check however the school may wish to consider carrying out an enhanced DBS check with NO Barred List check

41+

High Risk. A score of above 40 points suggests that the volunteer has no previous connection with the school and is not known to staff at the school and cannot provide relevant references as to their suitability to work with children. They do not hold a current DBS or portable DBS check or they may be expected to work directly with children who may be particularly vulnerable or off school premises and out of hours.

Action: there is no legal requirement to carry out an enhanced DBS check, however it is recommended that the school consider carrying out an enhanced DBS check with NO Barred List check.

Agreed Action: [tick box]

Enhanced DBS Check **NOT** required Enhanced DBS Check **IS** needed

Comment on reason: [Click or tap here to enter text.](#)

Sign Off:

Name of person signing off risk assessment: [Click or tap here to enter text.](#)

Role: [Click or tap here to enter text.](#)

Signature:

Date: [Click or tap to enter a date.](#)

Appendix 1

STAGE 1 - NEW VOLUNTEER APPLICATION FORM

Student/WEX/Parent/Community Helper

Date.....

Please circle above

Name of Volunteer:

First Name..... Surname.....

If you have a child at our school what is their name and class.....

Are you over 16?

When can you volunteer?

	M	T	W	Th	F
AM					
PM					

How often would you like to volunteer?

Weekly Fortnightly Monthly One-off events only Other: _____

Address:

.....

Postcode.....

Phone: Home.....

Mobile

Have you worked with children before? Please tell us about any skills, qualifications, or experience that may be relevant to your volunteer role:

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Have you got a DBS from another company or organisation?:

What activities/ areas of the school's work would you like to help with? (If you are a student please include details of your course/placement requirements)

Are there any particular age groups/classes you would like to work with? (If you have relatives in school please give details of their year groups/classes).

Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a Volunteer in School(please give details – continue overleaf if necessary)?

Would you require any reasonable adjustments to enable you to volunteer effectively?

DECLARATION

I confirm that the information provided in this application is true and accurate to the best of my knowledge.

I understand that:

- The school may conduct appropriate checks before I begin volunteering
- I may be asked to attend an informal discussion to discuss my application
- Providing false information may result in my application being rejected or my volunteer arrangement being terminated
- The school reserves the right to decline my application without providing a reason

Signed: _____ Date:

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Print Name:

Thank you for taking time to complete this Volunteer Application Form

Please hand it to the School Office. Your offer of help is greatly appreciated
and we will be in touch as soon as possible.

STAGE 2 – VOLUNTEER CONTACT AND MEDICAL FORM

(Volunteers, Students, WEX)

Full Name:

Address:

Postcode: _____

Home Phone: _____ Mobile: _____

Email:

EMERGENCY CONTACTS

Please provide at least two emergency contacts (people we should contact if you have an accident or medical emergency while volunteering):

Emergency Contact 1:

Name:

Relationship to you:

Phone (daytime): _____

Mobile: _____

Emergency Contact 2:

Name:

Relationship to you:

Phone (daytime): _____

Mobile: _____

MEDICAL INFORMATION

Do you have any medical conditions we should be aware of? Yes No

If yes, please provide details:

Do you take any regular medication? Yes No

If yes, please provide details:

Do you have any allergies? Yes No

If yes, please provide details:

Do you have any disabilities or mobility issues? Yes No

If yes, please provide details:

IN CASE OF EMERGENCY

In the event of an accident or medical emergency while I am volunteering at Raglan Primary School, I give permission for:

- School staff to administer basic first aid
- An ambulance to be called if necessary
- My emergency contacts to be notified

Please indicate any specific actions you would want us to take (or NOT take) in an emergency:

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Students only:

School/ collage name:

School/ Collage contact and email:

School/ Collage address:

DECLARATION

I confirm that the information provided is accurate and I will inform the school of any changes to my medical conditions or emergency contact details.

Signed: _____ Date:

Print Name:



Confidentiality

As a volunteer at Raglan Primary School, you will have access to confidential information about pupils, families, and staff. It is essential that you understand and maintain confidentiality at all times.

WHAT IS CONFIDENTIAL INFORMATION?

Confidential information includes, but is not limited to:

- Personal details about pupils (names, addresses, dates of birth, etc.)
- Information about pupils' academic progress, behaviour, or special educational needs
- Information about pupils' family circumstances
- Medical information about pupils or staff
- Safeguarding concerns or child protection matters
- Discussions in staff meetings or conversations between staff members
- Information about staff members' personal circumstances
- Financial information about the school or families
- Any information that you would not want shared about yourself or your family

YOUR RESPONSIBILITIES

As a volunteer, you must:

Keep Information Confidential:

- I will not discuss pupils, families, or staff with anyone outside the school
- I will not discuss pupils with their parents or other parents (except in my role as a volunteer and with staff permission)
- I will not discuss pupils or school matters with other volunteers
- I will not discuss what I see or hear at school with friends, family, or on social media

Protect Data:

- I will not take any school records, pupil information, or documents off the school premises
- I will not photograph or copy any school documents or pupil information
- I will not access school systems or pupil data unless specifically authorised to do so
- I will return any documents given to me at the end of each session

Use Information Appropriately:

- I will only use information for the purpose of my volunteer role
- I will not use information about pupils or families for any other purpose
- I will not share information about pupils with other pupils

Report Concerns Appropriately:

- If I have concerns about a pupil, I will report them to my designated supervisor or a Designated Safeguarding Lead
- I will not discuss my concerns with the pupil's parents or other parents
- I will not discuss my concerns with other volunteers or staff members who are not involved

Respect Privacy:

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- I will respect the privacy of all pupils, families, and staff
- I will not ask pupils inappropriate questions about their personal lives
- I will not share personal information about myself that is inappropriate

EXCEPTIONS TO CONFIDENTIALITY

There are some situations where information must be shared:

- **Safeguarding concerns:** If you have concerns that a child is at risk of harm, you must report this to a Designated Safeguarding Lead immediately. You should not promise confidentiality to a child.
- **Legal requirements:** The school may be required to share information with authorities such as the police, social services, or courts.
- **Professional discussions:** Staff may need to discuss pupils with other professionals (e.g., educational psychologists, social workers) to support the pupil's needs.

AFTER YOU STOP VOLUNTEERING

Your duty of confidentiality continues even after you stop volunteering at the school. You must not discuss or share any information you learned while volunteering.

CONSEQUENCES OF BREACHING CONFIDENTIALITY

Breaching confidentiality is a serious matter. If you breach confidentiality:

- Your volunteer arrangement may be terminated immediately
- The school may take legal action if the breach has caused harm
- You may be reported to relevant authorities if the breach involves safeguarding matters

DATA PROTECTION

The school processes personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

As a volunteer, you must:

- Process personal data only as instructed by school staff
- Keep personal data secure
- Not share personal data with unauthorised people
- Report any data breaches to the school office immediately

QUESTIONS OR CONCERNS

If you are unsure whether you can share information, or if you have any questions about confidentiality, please ask your designated supervisor or the Headteacher.

DECLARATION

I have read and understood this Confidentiality Agreement.

I understand what confidential information is and my responsibilities to protect it.

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I agree to maintain confidentiality at all times, both during my volunteer role and after I stop volunteering.

I understand that breaching confidentiality may result in my volunteer arrangement being terminated and may have legal consequences.

I understand that my duty of confidentiality continues even after I stop volunteering at Raglan Primary School.

Signed: _____ Date: _____

Print Name: _____

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VOLUNTEER INDUCTION RECORD AND AGREEMENT

Thank you for offering your services as a volunteer at Raglan Primary School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and hand it in at school. You will receive a copy of it for your records.

SAFEGUARDING

I confirm that I have:

Been informed of who the Designated Safeguarding Leads are and how to contact them

I understand that:

- I must report any safeguarding concerns immediately to a Designated Safeguarding Lead
- I must not investigate concerns myself or discuss them with parents
- I must not promise confidentiality to a child if they make a disclosure
- Safeguarding is everyone's responsibility

EMERGENCY PROCEDURES

I understand the school's emergency procedures:

Fire Evacuation:

- I know how to evacuate the building safely
- I know where the visitors' meeting point is (KS1 playground near car park gates)
- If working with children, I will take them to their class teacher before going to the meeting point

Lockdown:

- I understand the lockdown signals (fire alarm: Start-Stop-Start-Stop-Start-Stop)
- If working with a child outside a classroom, I will bring them to the nearest classroom
- If not with children, I will go to the nearest classroom/office

CODE OF CONDUCT

I agree to follow the school's Code of Conduct for Volunteers:

Professional Boundaries:

- I will maintain appropriate professional boundaries with all pupils
- I will not give my personal contact details to pupils
- I will not contact pupils outside of school or via social media
- I will not arrange to meet pupils outside of school activities

Physical Contact:

- I will avoid unnecessary physical contact with pupils
- Any physical contact will be appropriate, proportionate, and in response to the pupil's needs

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One-to-One Situations:

- I will avoid being alone with a pupil in a room with the door closed
- I will ensure another adult knows where I am if working one-to-one with a pupil

Mobile Phones and Cameras:

- I will not use my personal mobile phone to photograph or video pupils
- I will only use school equipment for photographs/videos, and only when authorised
- I will not use my mobile phone in the presence of children except in emergencies
- I will not share images of pupils on social media or any other platform

Social Media:

- I will not post anything about the school, staff, or pupils on social media
- I will not accept friend requests from current pupils or their parents on personal social media

Behaviour Management:

- I will follow the school's behaviour policy
- I will never use physical punishment or degrading treatment
- I will report behaviour concerns to my supervising teacher
- I will not attempt to manage serious behaviour incidents alone

Other Commitments:

- I will not smoke or vape on school premises or during school activities
- I will dress appropriately for working in a primary school
- I will be punctual and reliable
- I will inform the school as soon as possible if I cannot attend when expected
- I will follow all reasonable instructions from school staff
- I will treat all staff, pupils, parents, and other volunteers with respect

SUPERVISION AND ROLE

I understand that:

- I will work under the supervision of a designated member of staff
- My supervising teacher retains ultimate responsibility for pupils at all times
- I should seek guidance from my supervisor if I am unsure about anything
- I should not undertake any activities outside of my agreed role

My designated supervisor is: _____

My volunteer role involves: _____

DBS CHECKS

I understand that:

- The school has conducted a risk assessment to determine what checks are required for my role

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- If my role involves regulated activity, I will need an enhanced DBS check before starting
- I must inform the school immediately if I am arrested, charged, or convicted of any offence

DECLARATION

I confirm that:

- I have read and understood this Volunteer Agreement and Code of Conduct
- I agree to follow all the requirements set out above
- I understand that failure to follow this agreement may result in my volunteer arrangement being reviewed or terminated
- The information I have provided in my volunteer application is true and accurate
- I will inform the school immediately of any changes to my circumstances that may affect my suitability to volunteer

Signed: _____ Date: _____

Print Name: _____

Raglan Primary School Volunteer Policy and Reading Declaration

Volunteer Name:

Year group or class volunteering in:

Day and time of volunteering session:

Thank you for volunteering at Raglan Primary School. As part of our ongoing work to safeguard the children and ensure that volunteers working in school are safe, please read the following policies before your first volunteering session. Tick the boxes below to indicate that you have read and understood the policies.

Please visit <https://raglanprimaryschool.co.uk/school-policies/> to read the following Raglan policies:

Read KCSIE Part 1 (Keeping Children Safe in Education)	
Child Protection and Safeguarding Policy	
Health and Safety Policy	
Mosaic Staff Code of Conduct	
Volunteer Working in School Policy	

Please also visit [Mosaic Schools Learning Trust - Mosaic Schools Learning Trust Policies and Overarching Statements](#) to read the following Mosaic policies:

Trust Safeguarding Statement	
Trust Privacy Notices	

Please complete and bring the following forms from the Volunteer Working in School Policy with you and hand in to the office before your first session:

Appendix 2- Volunteer Contact and Medical Form	
Appendix 3 – Confidentiality	
Appendix 4 – Volunteer Induction Record and Agreement	
Appendix 5 – Volunteer Policy and Reading Declaration	

Please note we no longer DBS volunteers unless they are in regulated activity. Therefore, we will let you know if you need to submit a DBS application. When you arrive for your volunteering session, you will need to sign in using the Inventory sign in system and will be given a volunteer lanyard to wear at all times. Please return this when you sign out of Inventory.

Signed Name.....

Date.....