



Ashton St. Peter's Church of England Voluntary Aided Primary School

Volunteers in School Policy

Ratified in March 2026

Update in March 2028

1. Introduction

At Ashton St. Peter's Church of England Voluntary Aided Primary School, volunteers play an important role in supporting our vision of **finding the keys to life and learning** by enriching pupils' experiences, strengthening community partnerships and supporting high-quality education.

Volunteers complement — but do not replace — the work of professional staff. Their deployment is carefully managed to ensure pupils' safety, wellbeing and educational progress.

This policy reflects statutory safeguarding requirements and local procedures issued by Central Bedfordshire Council alongside national guidance including Keeping Children Safe in Education (current edition).

2. Aims of the Policy

This policy aims to:

- ensure volunteers are safely recruited and appropriately deployed;
- safeguard all pupils in line with national and local procedures;
- provide clear expectations for volunteers and staff;
- promote a positive, inclusive and respectful school community;
- support the school vision through safe community involvement.

3. Definition of a Volunteer

A volunteer is an individual who offers time and support to the school without payment. This may include:

- parents and carers;

- members of the community;
- students on placement;
- governors;
- volunteers from partner organisations.

4. Safer Recruitment and Vetting

The school follows safer recruitment practices consistent with national guidance and Central Bedfordshire safeguarding procedures.

4.1 Risk-Based Approach

A written risk assessment will determine:

- level of contact with pupils;
- supervision arrangements;
- frequency of volunteering;
- need for DBS clearance.

4.2 DBS and Pre-Appointment Checks

An Enhanced DBS check (with barred list check where appropriate) will be obtained for volunteers who:

- volunteer regularly or intensively;
- may have unsupervised access to pupils;
- support trips or residential visits;
- transport pupils;
- undertake personal care support;
- support before/after school provision.

Checks and identity verification will be recorded on the Single Central Record in line with Central Bedfordshire requirements.

4.3 External Organisations

Where volunteers are supplied by an external provider, the school will obtain written assurance that safer recruitment checks meet Central Bedfordshire standards.

5. Safeguarding Responsibilities

Safeguarding is everyone's responsibility.

All volunteers must:

- read the school's Safeguarding Information for Volunteers;
- know who the Designated Safeguarding Lead (DSL) is;
- report concerns immediately to the DSL or Headteacher;

- follow Central Bedfordshire safeguarding referral procedures.

5.1 Reporting Concerns

If a volunteer has concerns about a child:

1. Report immediately to the DSL.
2. Do not investigate or question the child beyond listening.
3. Record factual information if requested.

If a concern relates to a member of staff or volunteer, this must be reported to the Headteacher or Chair of Governors in line with local authority procedures.

Where appropriate, the school will liaise with Central Bedfordshire Children's Services in accordance with local safeguarding partnership thresholds.

5.2 Supervision

Volunteers without appropriate clearance will never be left alone with pupils and will work under direct staff supervision.

6. Induction and Training

All volunteers will receive an induction including:

- safeguarding and child protection procedures;
- Central Bedfordshire reporting processes;
- school code of conduct;
- confidentiality and data protection;
- equality and inclusion expectations;
- behaviour policy;
- health and safety procedures;
- emergency and evacuation arrangements;
- online safety expectations.

Volunteers must confirm in writing that they understand these requirements.

7. Role Boundaries

Volunteers support learning but do not:

- take responsibility for teaching or assessment;
- manage behaviour independently;
- provide personal contact details to pupils;
- transport pupils unless authorised;
- administer first aid unless trained and authorised;
- access confidential records without permission.

The supervising staff member remains responsible for pupils at all times.

8. Conduct and Confidentiality

Volunteers are expected to model behaviour consistent with the school's Christian ethos and vision.

They must:

- treat all members of the community with dignity and respect;
- maintain confidentiality in accordance with UK GDPR;
- follow professional boundaries;
- use appropriate language and conduct;
- avoid use of personal devices around pupils unless authorised;
- not take photographs or recordings.

Failure to meet expectations may result in termination of the volunteer role.

9. Equality, Inclusion and Wellbeing

In line with the Equality Act 2010 and Central Bedfordshire guidance, volunteers must support the school's inclusive ethos and promote safe, respectful relationships that enable all pupils to thrive and grow as individuals.

10. Health and Safety

The school ensures volunteers:

- receive relevant risk information;
- know first aid and emergency procedures;
- are not exposed to hazardous situations;
- sign in and out of school;
- wear visitor identification.

Volunteers must follow all health and safety procedures.

11. Insurance and Expenses

Volunteers are covered by Local Authority public liability insurance while acting on behalf of the school. This does not cover personal belongings or personal accident claims unless negligence is proven.

Reasonable agreed expenses may be reimbursed subject to school policy and available funding.

12. Monitoring and Review

The Headteacher and Governing Body will monitor implementation of this policy to ensure it reflects:

- Central Bedfordshire safeguarding procedures;
- current statutory guidance;
- school practice;
- the vision of *finding the keys to life and learning*.

The policy will be reviewed:

- every two years;
- following safeguarding updates;
- when local authority guidance changes.

13. Approval

Ratified by: *David Bower*
Headteacher

Date: March 2026

Volunteer Declaration

I have received, read, and will observe the requirements of this policy.

I agree to complete a Disclosure and Barring Service Form and understand that my role as a school volunteer is conditional upon background-checks being successful.

Signed

Name (in capitals)

Date

