KINGS HILL SCHOOL

Kings Hill School
Primary and Nursery

Volunteer and Student Policy

Date of Policy: January 2026

Date of Review: January 2027

Kings Hill School Primary and Nursery

VOLUNTEER AND STUDENT POLICY

1. Introduction and aims

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. Volunteers can support pupil wellbeing and development, often adding to the support provided to vulnerable or disadvantaged pupils.

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 the school'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 the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents/carers with clear expectations and guidelines
- Ensure that volunteers are provided with a role profile, to aid understanding of their duties and responsibilities
- 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).

Volunteers play an important role and are often seen by pupils as safe and trustworthy adults. The school is committed to ensuring a robust safeguarding procedure in the appointment of volunteers.

KCSIE defines a volunteer as 'any person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party and not a close relative'.

2. How we use volunteers

At Kings Hill School, volunteers may:

- Hear children read
- Working with small groups of children to support within the class
- Working alongside individual children to support within the class
- Running after-school clubs
- Support specific curriculum areas, such as ICT or art
- Accompanying school visits

At Kings Hill School, volunteers may be:

- Members of the governing board
- Parents and carers
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the KHSF
- Local clergy or members of the congregation

3. How to apply to volunteer

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 children read, should approach their class teacher first to register their interest. Once their interest is registered, the school office will send an application form (Appendix 1) which the volunteer can complete.

Following receipt of the application form, the school will complete a volunteer risk assessment (Appendix 2) and contact the volunteer to complete the necessary paperwork and DBS check before commencing in school.

Prior to commencing the volunteer will receive safeguarding advice for volunteers (Appendix 3) and sign a confidentiality agreement. (Appendix 4) which sets out the school's expectations of volunteers, including confidentiality within school and understanding this policy.

4. Volunteer status and selection

4.1 Status of volunteers

Volunteers are not employees of Kings Hill School and are not engaged on a contract of employment or a contract for services. Kings Hill School is not under any obligation to provide a volunteer with work and the volunteer shall be under no obligation to carry out any work. This policy does not represent a legally binding contract between Kings Hill School and a volunteer.

The volunteering arrangement can be cancelled at any time at the discretion of either party.

Volunteers shall not be entitled to receive any payment or any other benefits for any voluntary work carried out, including training on any area that is outside the volunteer's remit. (See also volunteer expenses in section 9 of this policy.)

4.2 Volunteer placement

Our school's volunteer co-ordinator is Kate Harrs; Deputy Headteacher.

The induction of new volunteers can take 6 weeks and is dependent on the candidate and available spaces within the school.

All volunteer placements are conditional upon the completion of an enhanced DBS check (if appropriate, see section 5) and other appropriate safeguarding checks, and relevant training.

Enhanced DBS checks for volunteers volunteering 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 volunteering at the school.

5. Safeguarding

Adapt this section to include details of safeguarding practice in your school.

For example, you could include details of specific safeguarding training that volunteers must have, or explain that volunteers are required to sign copies of policies to indicate that they've read and understood them.

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:

- Conduct enhanced DBS checks with a barred list check on volunteers who are carrying out regulated activity, e.g.:
  - Regularly (for more than 3 days in a 30-day period) support pupils 1-on-1 unsupervised

- Regularly (for more than 3 days in a 30-day period) support groups of pupils unsupervised
- Provide personal care on a one-off basis
- Supervise or accompany groups of pupils on overnight residential visits

- 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 activity the volunteer will be involved in
- Conduct a risk assessment to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. All risk assessments will be reviewed as required and in the event of a change to the role carried out by the volunteer. The risk assessment will be recorded on the single central record and kept in accordance with GDPR regulations and the school's retention policy. The risk assessment will consider:
  - The nature of the voluntary activity they will be doing, including level of supervision
  - What we know about them
  - References from employers or other voluntary roles
  - Whether the role is eligible for a DBS check, and if so the level of check required (NB those in regulated activity will always require an enhanced DBS check along with a barred list check)
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils

The school will determine whether a volunteer is considered to be supervised. Where an individual is supervised, to help determine the appropriate level of supervision, we will have regard to Keeping Children Safe in Education (KCSIE) and statutory guidance issued by the Secretary of State (reproduced in KCSIE, Annex E). For a person to be considered supervised, the supervision must be:

- By a person who is in regulated activity relating to children
- Regular and day-to-day, and
- Reasonable in all the circumstances to ensure the protection of children

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.

We will additionally:

- Provide safeguarding training to all volunteers **prior** to them beginning to volunteer at the school, including ensuring that they have read and understood part 1 of KCSIE [You can specify whether volunteers **not volunteering directly** with children can read a condensed version of part 1 (located in annex A) of Keeping Children Safe in Education or the full version of part 1]
- Ask volunteers to agree and adhere to our code of conduct (see appendix 2) and to read, and adhere to, the school's policies on:
  - Child protection and safeguarding, including low-level concerns
  - Whistle-blowing
  - Use of mobile phones
  - ICT and internet acceptable use
  - Health and safety
  - Online safety
  - Behaviour
  - Equality and diversity
  - [Any other relevant policies]

Consider the following when developing your approach to safeguarding for volunteers (this list isn't exhaustive):

- The distinction between visitors and volunteers (some people 'volunteering' at your school on a one-off basis are actually more likely to be classed as visitors, especially if they will be supervised)
- Will you accept DBS certificates from another organisation? For example, a volunteer football coach with an enhanced DBS check through the Football Association.
- If the volunteer hasn't joined the DBS update service, you'll want to consider whether their criminal record or any other relevant information might have changed since the DBS check was last issued, and whether the level of check is appropriate for the voluntary activity they are undertaking in your school, etc. See the DBS checks guidance for what else to consider
- How will you add details of volunteers to the single central record (SCR)? You're not required to add volunteers to your SCR but any volunteer who falls into the category of needing a DBS check should be added to the SCR

6. Induction and Training

Adapt this section to reflect practice in your school.

For example:

- What your induction training covers (such as health and safety, policy overviews, etc.)
- What other support is available to volunteers
- Who provides the training, e.g. your school or your council

Volunteers must complete appropriate training, provided by the school, prior to volunteering at the school.

Training requirements will be determined by the headteacher, or the appropriate member of staff.

All volunteers must have safeguarding training, which will be provided by the school. Other training requirements will be based on the nature of the activity the volunteer will be doing.

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

7. Confidentiality

Information about pupils, parents/carers and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents/carers or staff with those outside of the [school/trust].

If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents/carers.

This doesn't prevent volunteers from reporting safeguarding concerns or disclosures, as per the school's safeguarding policy.

If concerns relate to safeguarding, volunteers must follow the guidance in our child protection and safeguarding policy and inform the designated safeguarding lead (DSL).

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

8. Conduct of volunteers

We ask all volunteers to agree and adhere to the [volunteer/visitor code of conduct / the volunteer code of conduct set out in appendix 2 of this policy].

Complaints Procedure

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

The Headteacher reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again;
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another Class;
- Inform the volunteer that the school no longer wishes to use them. The full Complaints Procedure is set out on the school website.

Monitoring and Review

This Policy has been approved by the Governing Body and will be reviewed annually.

APPENDIX 1

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Risk Assessment for Volunteers

This risk assessment should be completed when considering whether a person working as a volunteer at the school should be asked to apply for an enhanced DBS certificate.

Areas to consider

What is the age group of the pupils that the volunteer will work with?	
Are these pupils regarded as particularly vulnerable?	
How frequently will the volunteer be in school?	
What is the connection of the volunteer to the school?	
What motivates the volunteer to want to work in the school?	
Is the volunteer in paid employment or do they work in a voluntary capacity elsewhere with children?	
Can the volunteer provide at least one reference from someone other than a family member, including a senior person at the employment or voluntary service named above?	

What information does the school already know about the person?	
Has the person's identity been verified?	
Is the person signed up to the DBS Update Service?	
Has a check been completed on the DBS Update Service?	
Is the person aware of any reason why they should not volunteer to work with children?	
Is the school aware of any reason that the person should not work with children?	
Is this volunteer with children between the hours of 2am and 6am	This is regulated activity and the person must have an Enhanced DBS check

Decision

☐ **High Risk** – the person has no previous connection with the school AND cannot provide references from elsewhere.
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school should consider whether the person's uncorroborated background would raise an unacceptable risk.

☐ **Medium Risk** – The person can provide suitable references for other work with children (either paid or unpaid), they have a connection to the school, and no issues have come to light that would mean they would be unsuitable.
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school may wish to do so, as no enhanced DBS has be seen.

☐ **Low Risk** – The person is signed up to the DBS Update Service and the checks reveal no negative information OR The person is employed or volunteers elsewhere and has a recent enhanced DBS and can provide references OR the school knows the person well (eg. may be a former employee)

There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, unless the person uses the DBS Update service, the school may decide to obtain a new enhanced DBS.

Decision

☐ Application for enhanced DBS check is not needed. State reason(s) below:

☐ Application for an enhanced DBS check is needed. State reason(s) below:

☐ Application for an enhanced DBS check and a Barred List check is needed because the person is in Regulated Activity

Headteacher (Print Name) .....

Headteacher (Signature).....

Date .....

Chair of Governors (Print Name) .....

Chair of Governors (Signature).....

Date .....

APPENDIX 2

Safeguarding Advice for Volunteers and Visitors

1. Introduction

Welcome to Kings Hill School.

We are committed to safeguarding and promoting the welfare of children and as such we expect all staff, volunteers and visitors to share this commitment.
This leaflet is designed to help supply teachers in our school to understand the expected behaviour of staff and children in order to ensure their safety and wellbeing.
Please keep this leaflet in a safe place so that you can read it again if you need to. If you need any more information, or have any questions, please do not hesitate to ask.
We hope you enjoy your time at Kings Hill School

2. What are my Responsibilities?

- All visitors must **sign in** using our electronic sign in system at Reception and **sign out** before leaving.
- Visitors will be issued with a badge, this should be worn and visible at all times.
- Visitors are asked to read this leaflet in full on arrival on their first visit.
- Volunteers will be required to sign the volunteer code of conduct.
- Mobile phones are not to be used on the school site
- Photographs are not to be taken unless by prior agreement by the school
- Be a good role model to our pupils by being respectful, fair and considerate of others.
- If a child misbehaves whilst under your instruction or you witness unacceptable behaviour then please report this to your class teacher or use our behaviour policy if working as a supply teacher.
- When working with a pupil(s) ensure you are visible to others
- Your dealings with the children are confidential between you and the teacher. If you have any concerns, please talk to the class teacher , Deputy Head teacher or the Head teacher.
- Children should not be left unattended at any time.

All supply teachers, regular visitors and volunteers have a Disclosure and Barring Service Enhanced Clearance.

If you feel that a child may be at risk of harm but you are not sure, then please inform a member of the Safeguarding Team immediately. They will offer advice and take appropriate action.

Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background, ability or disability.

A copy of the School's Safeguarding policy is located in the staff room and on the school website.

Types of harm

We all have a responsibility to keep children safe, both at home and in school. Harm is identified under four categories:

Physical – hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, fabricating symptoms of, or deliberately inducing illness.

Sexual – Involves forcing or enticing a child/young person to take part in sexual activities whether or not the child is aware of what is happening.

Emotional – persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

Neglect - Persistent failure to meet a child's basic physical and/or physiological needs, likely to result in the serious impairment of the child's health or development. .

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Remember …. If in doubt please ask!
Please do not leave our school without telling someone or doing something

3.1 If a Child Tells You Something

If a child discloses they might be subject to abuse react calmly, listen carefully, and keep any questions to a minimum.

Do not promise confidentiality. Explain to the child that you must pass on information if you are worried about their safety.

Do not ask leading questions or make judgements. Clarify and check your concern if you feel that you are not sure, by using, for example 'Tell, Explain, Describe' (T.E.D) but as soon as you feel that there might be a genuine issue, ask no further questions. This would compromise further enquiries.

Reassure the child that they are doing the right thing

Record carefully using a school's cause for concern form which is found in the staff room. Record using the child's own words including how and when the account was given. This must then be dated and signed and immediately passed to one of the Safeguarding Team.

3.2 Our Safeguarding Team

Miss Barnden

Mrs Harris

Mrs McCarville

Mrs Marshman

Mr Woods

APPENDIX 3

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CONFIDENTIALITY AGREEMENT

For all adults associated with our school

Dear Volunteer

I would like to thank you for all the support you give us to enable our children to learn so effectively in the classroom.

When you work in an environment such as a school, the matter of confidentiality is huge and we always ask a question about it at interviews for staff. **Confidentiality means that you do not discuss school matters with anyone outside the building no matter who they are.** If you are approached and asked a school related question, you must refer it to the class teacher, myself or any other member of staff. We will then deal with the query after finding out the whole story. Please don't discuss anything about another child's behaviour with their parents either. This is a matter between school and that child's parents.

Some parents who do help out in classrooms have, for no reason other than they thought they were being helpful, told other parents about things that have happened in the classroom. Whatever happens between a teacher/class or a child/teacher is between them and the appropriate parents if they choose to share it. It is not for anyone else to offer an opinion outside the classroom.

One of the reasons rules are so strict in school is for Child Protection purposes. If you inadvertently discuss school business outside school, you could be putting a child at risk. It is unthinkable but it has happened.

We do value tremendously the support we receive from parents, and we couldn't do our job nearly as efficiently without it, so a huge thank you for everything you do.

Miss L. Barnden
Headteacher

……✂……

I have read and understood the Confidentiality Policy.

NAME: ……..

Signed:…….Date: …….....

APPENDIX 4

Kings Hill Primary School
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OFF-SITE VISITS VOLUNTEER AGREEMENT

School trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: you will have an important role to play in the success and safety of this school trip.

Please read and return this appendix, and sign and return the helper's slip.

This is part of our school's risk assessment planning.

Role of the Volunteer Helper

- to be responsible and look after, in equal measure, all of the children in your group
- to stay with your allocated group of children, ensuring that their wellbeing and safety is maintained for the total duration of the school trip
- to promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- to ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- to contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour

Working alongside school staff

School staff expect volunteer helpers to:

- comply with all of the above whilst being under the direct line management of school staff
- show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest
- follow guidance from the school staff

What is not permitted

- Volunteer helpers are not allowed to bring additional siblings on the school trip.

- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteers are not permitted to accompany children to the toilets.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip.
- Volunteers are not allowed to touch or reprimand children but should speak to a school staff member if there are any difficulties. If you need to move a child or gain a child's attention we always use their name and under no circumstances are we to come into physical contact with a child.

First Aid

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid box(es) will be carried by staff.

Emergencies
You are expected to inform a member of staff as soon as possible.
If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

I have read the Volunteer Policy

I agree to the terms and conditions as stated in the policy

I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.

Signed: _____ Date: _____

APPENDIX 5

Kings Hill Primary School

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SAFEGUARDING STATEMENT

Kings Hill School Primary and Nursery is committed to safeguarding and promoting the welfare of its pupils. Strict child protection and recruitment procedures operate and all appointments are subject to satisfactory references and enhanced checks from the Disclosure and Barring Service.

The school has appointed Designated Safeguarding Leads for the school. These are **LOTTIE BARDEN**, Headteacher; **KATE HARRIS**, Deputy Headteacher; **SALLY MCCARVILLE,** EYFS and KS1 lead; **KAREN MARSHMAN**, KS2 lead **and KARL WOODS,** site and facilities manager.

If an adult has a concern about any aspect of the welfare or well-being of a child they should inform a Designated Safeguarding Lead and record it as a concern.

Everyone should listen; a child will disclose to a person who they trust. As a staff team we are confident in recognising, referring, responding and recording

Kings Hill School Safeguarding Team

Miss Barnden

Mrs Harris

Mrs McCarville

Mrs Marshman

Mr Woods