# Calcot Infants and Junior Schools

# Volunteer Procedure

## 1. Document Control

Adopted / Adopted and Adapted / Schools own: **Adopted and Adapted**

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| Review period: **Annual** |
| Responsible committee: **Personnel** |
| Statutory: **No** |
| Required on website: **Yes** |
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## 2. Change History

| Version | Date | Amendment or No Change |
|---|---|---|
| 1 | 2026 Oct | Created |

## 3. Website History

| Version | Date on website |
|---|---|
| 1 | Oct 2026 |

The school values the contribution made by volunteers and recognises the important role they can play in supporting pupils and school activities. All volunteering arrangements must be agreed with the school in advance and must comply with the school's safeguarding, health and safety and confidentiality requirements.

**1. Agreeing a volunteer role**

Before a person begins volunteering, the school will establish:

- the purpose and nature of the volunteering;
- the activities the volunteer will undertake;
- whether the volunteering will be occasional or regular;
- the anticipated number of separate days on which the person will volunteer in any 30-day period;
- whether the role includes an overnight activity;
- whether the person undertakes qualifying work or volunteering with children in any other setting and, if so, the nature and frequency of that activity;
- whether the person is aged 16 or over and is eligible for a DBS check; and
- whether the role is within the Early Years Foundation Stage or other childcare covered by the Childcare Disqualification Regulations.

The school will complete and retain a written assessment of the checks required for each volunteer. The decision will take account of the volunteer's duties, frequency of attendance, involvement in overnight activities, work or volunteering with children in other settings, age, level of supervision and the age of the children involved. The school will only request barred-list information where the person is engaging, or is being considered for engagement, in regulated activity.

**2. Occasional volunteers**

Parents, carers and other members of the community may occasionally support activities such as school events or non-residential day trips. A single occasional activity will not normally meet the regulated-activity frequency threshold.

Before agreeing the arrangement, the school will establish whether the person undertakes qualifying work or volunteering with children in any other setting. Qualifying activity undertaken across different settings will be counted when determining whether the regulated-activity threshold is met.

Where an occasional volunteer is not in regulated activity, the school will complete a written risk assessment to determine:

- whether a basic or enhanced DBS check without children's barred-list information is appropriate and legally available;
- the level of supervision required;
- the areas of the school the volunteer may access; and
- the activities the volunteer may undertake.

A volunteer on whom the necessary checks have not been completed must not be left unsupervised or permitted to undertake regulated activity.

Volunteers accompanying an overnight school trip are engaging in regulated activity and must have an enhanced DBS check with children's barred-list information before undertaking that role.

Occasional volunteers must follow all instructions given by school staff and must not undertake duties outside those agreed with the school.

**3. Regular volunteers**

Where a person will volunteer regularly, the school will complete appropriate safer recruitment and safeguarding checks before the person begins the role. Depending on the nature of the role, these will include:

- a completed volunteer application form;
- satisfactory references;
- verification of identity;
- confirmation of the person's age;
- an appropriate DBS check;
- children's barred-list information where the role constitutes regulated activity;
- checks relating to time spent living or working overseas, where appropriate;
- a childcare-disqualification check where the role falls within the relevant legislation; and
- any other safeguarding or suitability checks relevant to the role.

From 1 September 2026, a volunteer who teaches, trains, instructs, cares for or supervises children frequently, on more than three days in any 30-day period, or overnight is engaging in regulated activity. This applies whether or not the volunteer is supervised by a member of staff.

Where the proposed role constitutes regulated activity, the school will obtain an enhanced DBS check with children's barred-list information. It is a criminal offence for a barred person to engage in regulated activity and for the school knowingly to permit a barred person to do so.

The school will ask whether the volunteer undertakes qualifying work or volunteering with children in any other setting. Each separate day of teaching, training, instructing, caring for or supervising children will count towards the period condition, even where the activity takes place at different organisations. "More than three days in a 30-day period" means four or more separate days.

Where the combined activity meets the regulated-activity threshold, the school will ensure that an enhanced DBS check with children's barred-list information is obtained. Where appropriate, the school will liaise with the other organisation to agree which organisation will apply for the check.

An existing DBS certificate will only be accepted where the school has seen the original certificate, confirmed that it is for the correct workforce and level of check, and completed an appropriate DBS Update Service status check. A volunteer may join the DBS Update Service free of charge.

**4. Early Years and childcare volunteers**

Additional requirements apply to volunteers working regularly in the Early Years or other childcare covered by the Childcare Disqualification Regulations.

A volunteer must not begin regulated activity within the Early Years Foundation Stage until the school has received the enhanced DBS certificate including children's barred-list information.

Before the volunteer begins, the school will:

- obtain an appropriate reference;
- complete the required identity, DBS, barred-list and suitability checks;
- determine whether the Childcare Disqualification Regulations apply to the role;
- complete any required childcare-disqualification declaration or check; and
- provide appropriate induction and supervision.

Childcare-disqualification requirements will only be applied where the person's actual duties fall within the relevant legislation. They will not be applied on a precautionary "just in case" basis.

**5. Work-experience students**

Before a work-experience placement begins, the school will assess the activities the student will undertake, the frequency of those activities and the level of contact they will have with children.

A DBS check cannot be requested for a student under the age of 16. A student under 16 must be appropriately supervised and must not be given duties that would place them alone with pupils or create an unmanaged safeguarding risk.

For a student aged 16 or over, the school will consider whether their proposed activities constitute regulated activity. Presence in a school or an opportunity for contact with children does not, by itself, mean that the student is engaging in regulated activity. However, where the student will teach, train, instruct, care for or supervise children frequently, on more than three days in a 30-day period, or overnight, the school will obtain an enhanced DBS check with children's barred-list information.

The school will record its assessment and decision before the placement begins.

**6. Safeguarding induction**

All volunteers will receive an appropriate induction before commencing their role. This will include information about:

- the school's safeguarding arrangements and Designated Safeguarding Lead;
- what to do if they have a safeguarding concern or a child makes a disclosure;
- confidentiality and professional boundaries;
- the school's behaviour expectations;
- mobile phones, photography and social media;
- online safety;
- health and safety and emergency procedures;
- first aid arrangements;
- relevant medical, allergy and dietary arrangements;
- the school's expectations regarding communication with pupils and parents.

Volunteers must immediately report any safeguarding concern to the Designated Safeguarding Lead or another member of the safeguarding team.

## 7. Supervision and access

The level of supervision and access permitted will depend on the volunteer's role, the checks completed and the nature and frequency of their activities.

Volunteers must not assume that they are permitted to move around the school independently or work alone with pupils. They must follow the arrangements specified by the school.

The school's visitor lanyard system will be used to identify the level of access and supervision required:

- **Green lanyard** – the volunteer has completed the checks required for their role and has been authorised by the school to move around the school independently within the limits of their agreed role.
- **Red lanyard** – the volunteer has not been authorised for independent access and must remain accompanied or supervised in accordance with the school's arrangements.

The colour of the lanyard is an operational indicator and does not, by itself, determine whether a DBS check is legally required.

## 8. Confidentiality and professional conduct

Volunteers must respect the confidentiality of pupils, families and staff and must not discuss or share information obtained through their volunteering.

Volunteers must not:

- take photographs or recordings of pupils unless specifically authorised by the school;
- contact pupils through personal social media or messaging services;
- share information about pupils or families outside the school;
- access school systems or information unless authorised;
- use their position as a volunteer to promote personal, political or commercial interests.

Volunteers must keep personal mobile phones securely in their bags while volunteering and must not use them in front of pupils. Volunteers must follow the school’s Mobile Phone Policy

## 9. Changes to volunteering arrangements

The volunteer must inform the school if the nature or frequency of their work or volunteering with children at another setting changes. The volunteer must not change duties, increase their frequency of attendance or take part in an overnight activity without prior approval.

If the volunteer’s role, duties, setting, frequency of attendance or activity with children elsewhere changes, the school will reassess whether the person is engaging in regulated activity and whether any additional DBS, barred-list, childcare-disqualification, overseas, training or supervision requirements apply.

The school may end or suspend a volunteering arrangement where safeguarding, conduct, suitability or other concerns arise.

## 10. Records

The school will retain appropriate records of:

- the agreed volunteer role and anticipated frequency;
- the person's relevant work or volunteering with children in other settings;
- the written assessment of whether the role constitutes regulated activity;
- the checks undertaken and their outcomes;
- references and identity verification;
- the agreed supervision and access arrangements;
- induction and training completed; and
- any subsequent review following a change in duties or frequency.

Records will be retained securely and in accordance with the school's data-protection and records-retention requirements. Details of volunteers requiring DBS checks may be recorded on the single central record as non-statutory information to support the school's safeguarding oversight.

## Links to other policies

- Mobile Phone Policy
- Safeguarding and Child Protection Policy