POLICY DOCUMENT

Volunteer Policy

Princess May Primary School's approach to recruiting and supporting volunteers — 2026–2027

Governing Body Representative (GBR)	Kristofer McGhee (Chair of Governors)
Signed by (GBR)	……
Date approved	Awaiting governor approval (3 December 2026)
Next review due by	September 2027
Related policies	Safeguarding and Child Protection Policy; Low-Level Concerns Policy; Mobile Phone Policy; Online Safety Policy; Behaviour Policy; Educational Trips and Visits Policy; Data Protection Policy
Aligned to	Keeping Children Safe in Education 2026; DBS eligibility guidance; UK GDPR and Data Protection Act 2018

1. Introduction and aims

We believe that volunteers make a valuable contribution to the school's work, and that they can enrich the school through the breadth of their knowledge and experience. We are committed to using volunteers in a way that supports the school's strategic aims, vision and development plan.

This policy aims to:

- Encourage the wider community to engage with the school, enhancing the curriculum, raising achievement and promoting community cohesion.
- Ensure that volunteers support the school's vision and values, and follow our policies.
- Give staff, volunteers and parents clear expectations and guidelines.
- Set a clear, fair process for recruiting and managing volunteers.

This policy has been developed in line with the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education 2026.

2. How we use volunteers

At Princess May, volunteers may:

- Hear children read
- Accompany school or class visits, for example to and from swimming lessons or to the local library
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as computing or art

Volunteers may be members of the governing body, parents, former pupils, students on work experience, local residents or members of the PTA.

Members of the governing body working in school in their capacity as governors (for example, monitoring visits or meetings) are not covered by this policy. They are covered by our governor code of conduct.

3. How to apply

Anyone interested in volunteering can email admin@princessmay.hackney.sch.uk and ask for a volunteer application form (Appendix 1).

4. Appointment of volunteers

Expressions of interest are considered by the Assistant Headteacher, and successful candidates are approved by the Headteacher. A member of the admin team will acknowledge every email and confirm it has been passed on.

Appointment and induction can take up to six weeks, depending on the candidate and the places available.

All appointments are conditional on an enhanced DBS check (where appropriate), other appropriate safeguarding and recruitment checks, and relevant training. The Headteacher may end a placement at any time.

Where volunteers work in school through another organisation, that organisation will carry out any DBS check needed. The school will ask for written confirmation that the check has been done before the volunteer starts.

5. Safeguarding

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection. We will:

- Carry out enhanced DBS checks with a barred list check on volunteers who work unsupervised with individual pupils or groups of pupils (regulated activity).
- Consider the results of any DBS check that shows convictions on a case-by-case basis, taking into account the nature of the conviction and the work the volunteer will do.
- Provide safeguarding training to all volunteers before they start, including making sure they have read and understood Part 1 (or Annex A, where appropriate) of Keeping Children Safe in Education 2026.
- Require volunteers to follow our code of conduct and to read and follow our policies on safeguarding, mobile phones, ICT and acceptable use, online safety and behaviour.
- Make sure volunteers without an enhanced DBS check are always supervised and are never left alone with pupils. These adults wear a red school lanyard, on show at all times.

We will carry out a risk assessment to decide whether a volunteer who is not in regulated activity needs an enhanced DBS check. This will consider the nature of the work, what we know about the person, references from employers or other voluntary roles, and whether the role is eligible for an enhanced check.

Some people who help at school on a one-off basis are treated as visitors rather than volunteers, because they will not be working unsupervised.

6. Induction and training

Volunteers must complete appropriate training before starting. All volunteers receive a safeguarding induction from the Designated Safeguarding Lead, in line with Keeping Children Safe in Education 2026. This covers the relevant school policies and guidance, including:

- Safeguarding and child protection
- Use of mobile phones
- ICT and internet acceptable use
- Online safety
- Behaviour
- Allegations and low-level concerns about staff and volunteers
- Data protection
- Whistleblowing
- Health and safety
- Equality

The Headteacher decides any further training, based on the work the volunteer will be doing.

7. Confidentiality

Information about pupils, parents and staff is confidential. Volunteers must not discuss pupils, parents or staff with anyone outside school.

If volunteers have concerns, they should raise them with the appropriate member of staff, not with pupils or parents. This does not stop volunteers reporting safeguarding concerns or disclosures: they must follow our Safeguarding and Child Protection Policy and inform the Designated Safeguarding Lead. Whistleblowing concerns should follow our whistleblowing policy.

8. Conduct of volunteers

Volunteers must follow the school's staff code of conduct. Failure to do so may end the placement. More serious misconduct will be dealt with in line with our safeguarding and disciplinary procedures.

9. Data protection and record keeping

Our privacy notice explains what information we collect about volunteers and why. We will:

- Keep volunteer records in line with our records retention schedule.
- Record volunteers on the single central record where required, and remove them once they no longer work at the school.

10. Monitoring and review

This policy is approved by the governing body and reviewed annually.

Appendix 1: Volunteer application form

The volunteer application form is available from the school office (admin@princessmay.hackney.sch.uk). It asks for personal details, DBS information, availability, experience and qualifications, preferences, two referees, and any adjustments needed. Personal data is processed in line with data protection law and our privacy notice.