Sedlescombe Church of England Primary School

Volunteer Policy 2026 – 2029

Date Agreed:	**March 2026**
Review Date:	**March 2029**
Type of Policy:	**DCAT Non- Statutory Policy**

DIOCESE OF CHICHESTER ACADEMY TRUST

Learning, Loving and Growing Together with God

Contents

Introduction....1
1. Policy Aims....3
2. How we use Volunteers....3
3. How to Apply to Volunteer....4
4. Appointment of Volunteers....4
5. Safeguarding....4
6. Induction and Training....5
7. Confidentiality....5
8. Conduct of Volunteers....6
9. Expenses.... **Error! Bookmark not defined.**
10. Insurance....6
11. Data Protection and Record Keeping....6
12. Linked Policies....6
13. Monitoring and review....6
Appendix 1: Visitor Flow Chart....7
Appendix 2: Volunteer Application Form....8
Appendix 3: Code of Conduct for Volunteers....15
Appendix 4: Requesting a Volunteer (information for staff)....18

Introduction

Our **vision** for our Trust is we exist to:

Help every child achieve their God-given potential

Our **aims** are clear. We aim to be a Trust in which:

Developing the whole child means pupils achieve and maximise their potential

Continued development of staff is valued and improves education for young people

All schools are improving and perform above national expectations

The distinct Christian identity of each academy develops and is celebrated

Our work as a Trust is underpinned by shared **values**. They are taken from the Church of England's vision for Education and guide the work of Trust Centre team. They are:

Aspiration
I can do all things through Christ who strengthens me
(Philippians 4 vs 13).

Wisdom
Listen to advice and accept discipline, and at the end you will be counted among the wise
(Proverbs 19 vs 20)

Respect
So in everything do to others what you would have them do to you
(Matthew 7 vs 12)

Our vision of helping every child achieve their God-given potential is aligned with the Church of England's vision for education and is underpinned by the Bible verse from John: *I have come that they may have life, and have it to the full.*

Sedlescombe Church of England Primary School

Vision and Values

Motto:

Learning, Loving and Growing Together with God

Values:

Aspiration	**Honesty**	**Forgiveness**
Courage	**Thankfulness**	**Kindness**

Vision:

Our school is a family where curiosity is the seed of all growth, and everyone is nurtured and challenged to learn and grow as a unique individual. Where enquiring minds are developed in a safe, loving environment where everyone belongs and is loved by God.

"I can do everything through Him who gives me strength"
Philippians 4:13

1. Policy Aims

At Sedlescombe CE Primary School 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. We will determine whether individuals are regular volunteers or visitors by using the Visitor Flowchart in Appendix 1. If an individual is a visitor, then we will follow the school procedures for visitors, and this policy will not apply.

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

The aim of the Diocese of Chichester Academy Trust 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 with 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.

2. How we use Volunteers

At Sedlescombe CE Primary School we use volunteers for the following activities:

- Hear children read
- Accompany children on school visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as cooking and sewing
- Support lunchtime play

This isn't an exhaustive list.

Volunteers may be:

- Members of the governing board
- Parents
- Former pupils
- Students on work experience
- Residents
- Friends of the school/members of the PTA
- Local clergy or members of the congregation

This is not an exhaustive list.

Members of the local governing board working at the school in their capacity as local governors (for instance, conducting school monitoring visits or attending meetings), are not covered by this policy. They are covered by our governor code of conduct.

3. How to Apply to Volunteer

All volunteers are required to complete an application form – please see Appendix 2.

All volunteers' records will be kept in line with the Trust's Data Retention Policy.

4. Appointment of Volunteers

Volunteers are appointed by Mrs. Caroline Harvey (Headteacher)

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

All appointments are conditional upon the completion of an application form, enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, including two references, and relevant training.

The headteacher reserves the right to terminate a placement at any time.

Enhanced DBS checks for volunteers working 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 work at the school.

5. Safeguarding

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:
    - Work 1-to-1 with pupils unsupervised
    - Work with groups of pupils unsupervised
    - 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, taking into account the nature of the conviction and the nature of the work the volunteer will be involved in.

- Provide safeguarding training to all volunteers **prior** to them beginning work at the school via The Key Safeguarding Centre. All volunteers are required to have read and understood part 1 of Keeping Children Safe in Education and complete the assessment of this on The Key Safeguarding Centre.

- Require volunteers to agree and adhere to our Code of Conduct (see Appendix 3) and to read, and adhere to, the school's policies on:

    - Safeguarding & Child Protection Policy
    - Health and Safety Policy
    - Behaviour for Learning Policy

- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils
- Conduct a risk assessment to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. The risk assessment will consider:

    - The nature of the work they will be doing
    - What we know about them
    - References from employers or other voluntary roles
    - Whether the role is eligible for an enhanced DBS check

- All volunteers will be added to the school's Single Central Record.

6. Induction and Training

Volunteers must complete appropriate training prior to beginning work at the school. **All volunteers** must have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing but will include basic health and safety training.

7. Confidentiality

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation.

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

This doesn't prevent volunteers from adhering to the school's safeguarding and child protection policy (regarding reporting safeguarding concerns or disclosures).

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

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy which can be found on the Trust website https://dcat.academy/statutory-documentation/trust-policies/

8. Conduct of Volunteers

Volunteers must comply with the Code of Conduct set out in the Appendix 3 of this policy.

9. Insurance

The school's insurance policy does cover volunteers in the event of an accident or emergency.

If a volunteer is working at the school through another organisation, we will also check that organisation's insurance arrangements.

10. Data Protection and Record Keeping

Our privacy notice for volunteers explains what information we collect about volunteers and why we collect it.

We will:

- Retain records relating to volunteers in line with our records retention schedule
- Remove details of volunteers from the single central record (SCR) once they no longer work at our school

A copy of the Trust's privacy notice can be found on the Trust website
https://dcat.academy/

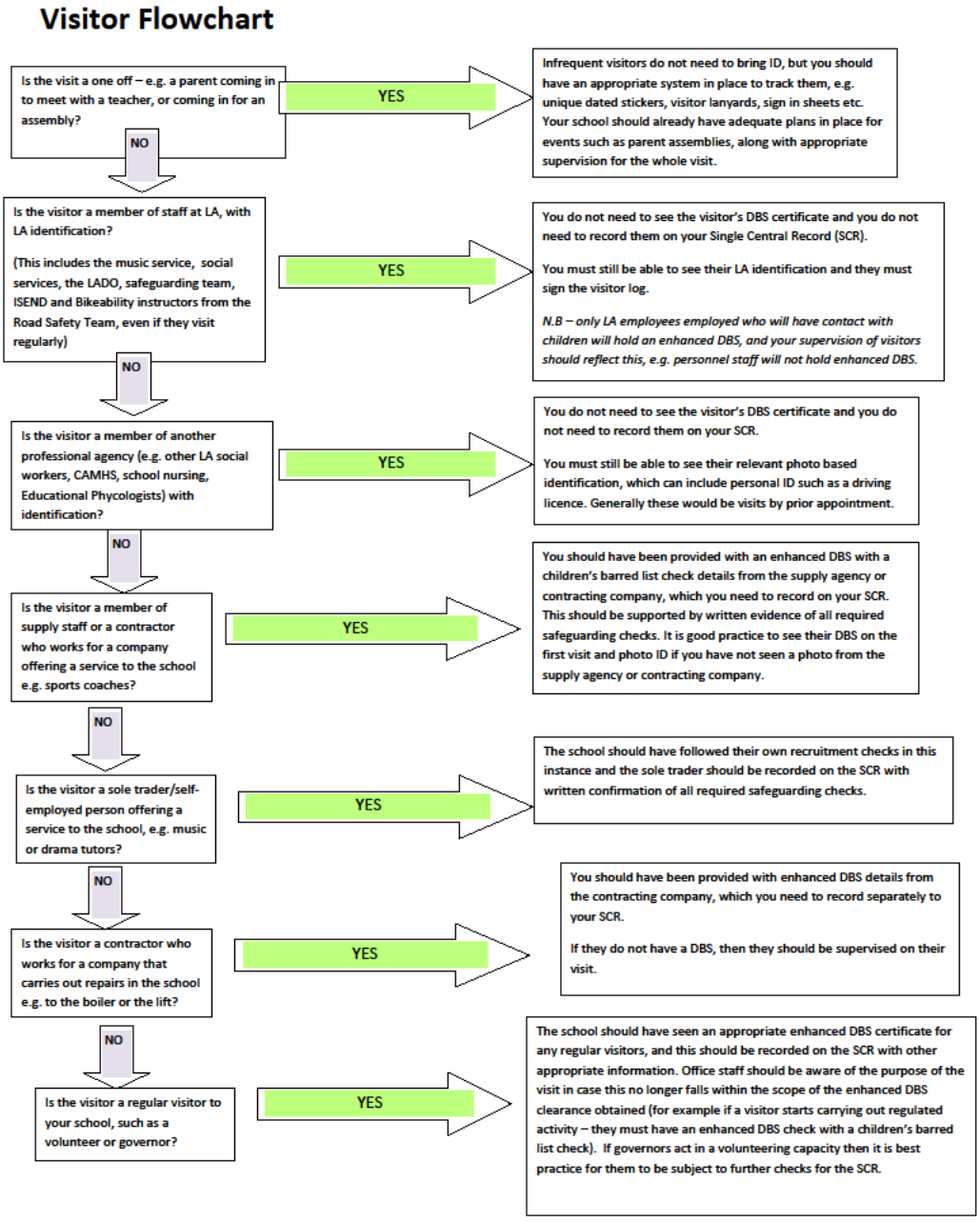
11. Linked Policies

- Safeguarding & Child Protection Policy
- Health and Safety Policy
- Behaviour for Learning Policy
- Anti-Bullying Policy

12. Monitoring and Review

This policy has been approved by the Board of Trustees and will be reviewed every 3 years.

Appendix 1: Visitor Flow Chart



This is not full guidance and is intended as an aide memoir only- It is the responsibility of the school to ensure their safeguarding procedures are robust and in line with Keeping Children Safe in Education (September 2022)

Appendix 2: Volunteer Application Form

Please complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

Data Protection Notice
Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted by law: • You've given us your consent • We must process it to comply with our legal obligations You'll find more information on how we use your personal data in our privacy notice for staff, governors and volunteers which is available from the Policies tab on the website: Policies - Sedlescombe CE Primary School

Personal Details	
Name:	
Date of birth:	
Gender:	
Telephone number:	
Email address:	
Home address:	

Disclosure and Barring Service (DBS) Information

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust's privacy notice.

Are you registered for the DBS update service? **(please circle)**	**Yes** **No**
Date of check:	
Certificate number:	

Availability

	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
AM					
PM					
Before school					
After school					
Lunchtimes					
How many hours per week/month can you volunteer? **Can you commit to at least 1 term?**					

Experience and Qualifications

Do you have experience working as a volunteer, especially with children? **If yes, please include details in the box below.**
Why would you like to volunteer at Sedlescombe CE Primary School
Do you have any skills, employment experience or hobbies you would like to share with the school? (For example, spoken languages, sports, scouting, etc.)

Do you have any relevant qualifications?

Have you ever been employed as a teacher in the UK? If yes, please provide your date of birth and your Teacher Reference Number	
Yes or No	
Date of Birth	
Teacher Reference Number	

Preferences	
What age group would you prefer to work with?	
Would you prefer to work 1-to-1 or with a small group?	

Disability and Accessibility

The Trust is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to adjust arrangements to assist you, please state the arrangements you require:

As part of our duty to safeguard pupils, we need to check whether you are barred from working with children, or whether you have convictions that would make you unsuitable to work or volunteer with children or in the role you've applied for.

Please complete the following as accurately as possible.

Note: you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you're not sure whether one of your convictions is 'protected', you can check here.
If you accidentally provide information about 'protected' convictions or cautions, we won't take this into account.

How we'll use this information

We'll use the information in this form to:

- Identify whether you may be ineligible for a volunteer role based on barring, a section 128 direction or childcare disqualification requirements
- Inform our conversations with you about any relevant details during the recruitment process

If we offer you a position, we'll compare the information you've provided in this self-declaration with the information in your formal DBS check so that we only make decisions based on the most accurate information possible.

Self-Declaration	
The role you've applied for is 'regulated activity', so it is eligible for a barred list check. Are you barred from working in regulated activity with children (i.e., are you included on the Disclosure and Barring Service Children's Barred List)?	☐ **Yes** ☐ **No**
Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	☐ **Yes** ☐ **No**
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	☐ **Yes** ☐ **No**
Have you committed an offence overseas which would have resulted in disqualification if it had occurred in the UK?	☐ **Yes** ☐ **No**

Have any orders relating to the care of children, as set out in schedule 1 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, been made in respect of you? This includes, but is not limited to: • Orders disqualifying you from caring for children • Orders disqualifying you from private fostering • Any refusal of an application for you to be registered in relation to a children's home • Care/child protection orders issued in respect of a child in your care	☐ **Yes** ☐ **No**
Have you been convicted of committing, or been given a caution, reprimand or warning since 6 April 2007 for any offences set out in regulation 4 and schedules 2 and 3 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018? This includes, but is not limited to: • Any offence against or involving a child • Any sexual offence • Any violent offence, i.e. murder, manslaughter, kidnapping, false imprisonment, actual bodily harm (ABH), or grievous bodily harm (GBH)	☐ **Yes** ☐ **No**
Do the police or children's social care have your name and/or information on file for any reason?	☐ **Yes** ☐ **No**
If you answered 'yes' to any of the questions above, please provide further information.	

I confirm that the information above is accurate to the best of my knowledge, and that I will make the Trust aware of any changes in my circumstances that may affect the answers I've provided above, or my suitability for the post.

Completed by	
Signature	
Name	
Date	

References	
Your placement as a volunteer will be subject to satisfactory references. **Please give the details of 2 referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc.).**	
First Reference Contact Details	
Name:	
Relationship to you:	
Address:	
Telephone number:	
Email address:	
Second Reference Contact Details	
Name:	
Relationship to you:	
Address:	
Telephone number:	
Email address:	

Appendix 3:
Code of Conduct for Volunteers

By signing this form, volunteers agree to the following:

1. School Rules and Policies

Volunteers will follow all school rules and policies, including those on:

- Safeguarding & Child Protection
- Health and Safety
- ICT and Acceptable use
- Online Safety
- Mobile phones
- Data Protection
- Equality Policy and Objectives
- Whistleblowing
- Behaviour for Learning

Copies of the school policies are available online or from the school office

2. Professional Conduct

2.1. Volunteers must accept and follow instructions provided by staff and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the school's volunteer coordinator, Mrs. Caroline Harvey (Headteacher)

2.2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's Behaviour for Learning policy or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.

2.3. Volunteers must always conduct themselves in a professional manner.

This includes:

- Dressing in a way that is professional and appropriate to the work they are doing
- Refraining from using inappropriate language
- Setting an example for pupils by acting in a way that reflects the school's ethos and values
- Behaving in a way that is appropriate for the role they are undertaking
- Ensuring that comments, including those made on social media, do not bring the school into disrepute

2.4. Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged at the end of term or as a way of saying "thank you".

2.5. Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.

2.6. Parent volunteers with children at the school must not act in a way that favours their own child and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.

2.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

3. Safeguarding

3.1. Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.

3.2. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL. The DSL is Mrs. Caroline Harvey, and the deputies are Mrs. Ellen Kennally and Miss Tara Tompson.

3.3. Volunteers should refrain from physical contact with pupils and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.

3.4. Volunteers must alert the DSL if a pupil develops an infatuation with them, and must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:

3.4.1. Exchanging contact information

3.4.2. Making contact with pupils outside of school, including on social media

3.4.3. Arranging to meet pupils outside of school

3.5. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor and only on school equipment

4. Health and Safety

4.1. Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.

4.2. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.

4.3. Volunteers must sign in and sign out at the beginning and end of every visit, and must always wear a visitor badge.

5. Confidentiality

5.1. Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the headteacher.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

Please sign and date below:

Volunteer signature: _____

Name: _____

Date: _____

Appendix 4:
Requesting a Volunteer (information for staff)

If you'd like assistance from a regular volunteer in your classroom, or for a specific activity or trip, fill out the form below and submit it to the volunteer

Volunteer Request Form

Activity Details	
Year group/class	
Activity details	
Date(s) and time(s)	
Is this activity … (circle one)	• **One-off** • **Daily** • **Weekly** • **Other** • **If other, please explain:**
Will there be any costs for the volunteer (such as entry fees to museums, materials, or travel)?	
Volunteer Details	
How many volunteers do you need?	
Do you need your volunteers to have any specific skills or experience?	