



School's Voluntary Helper's Policy

Reviewed: September 2026
Review date: September 2029

Policy for Voluntary Helpers in School

Who May Volunteer

Voluntary helpers may include parents, governors and other members of the community. People may write to the head teacher asking for a volunteer placement or they may wish to speak to another member of staff who makes the request on their behalf.

Wherever possible parent volunteers are placed in a class that is not their own child's setting.

The Role of Volunteers

The school will regularly use voluntary helpers to enhance the curriculum (e.g. presenting an assembly), to provide support for staff and children in a range of activities (e.g. listening to children read) and to support out-of-school activities (accompanying children on a visit).

Managing & Supporting Volunteers in School

The Assistant Headteacher is responsible for overseeing the induction and organisation of volunteers in school.

- Volunteers in school should ask permission before proceeding. For example they may ask a member of staff who would then approach the senior leadership team. They should then complete an application form.
- An Induction Record containing relevant policies and protocols is shown to all volunteers on their first day and volunteers are asked to sign to show that they have had induction training. This includes the Confidentiality Policy and Safeguarding Policy. This is extremely important so that a voluntary helper knows what to do and who to go to if they have concerns about any child.
- At all times voluntary helpers should be clear as to what is expected of them. They will be expected to understand and work within all school policies, in particular, safeguarding, confidentiality, equal opportunities and behaviour and discipline.
- Volunteers will be asked to complete an application form and will sign to say they have read and agree to the given policies and procedures in school. The assistant head teacher will keep a record of all volunteers in school.

Regulated Activity & Enhanced DBS checks

September 2026, keeping children safe in education states that being supervised by a teacher no longer stops a regular volunteer role from being classified as a regulated activity. However, time thresholds still apply.

Volunteers undertaking one-off or occasional roles—such as helping on a single school visit—do not meet the statutory frequency thresholds for "regulated activity," as their service does not exceed three days in any 30-day period. Consequently, a mandatory Enhanced DBS check with Children's Barred List information is not legally required. To maintain the highest standard of safeguarding during these instances, the school requires that all such one-off volunteers are strictly supervised at all times by a designated, DBS-checked member of staff. Under no circumstances will a non-DBS-checked volunteer be left alone with pupils or permitted to escort children to facilities unsupervised.

An activity only becomes a regulated activity requiring an Enhanced DBS check with barred list information if the volunteer does it:

- On more than 3 days in any 30-day period.
- Overnight (between 2:00 AM and 6:00 AM).

School discretion / eligibility: Even if it is not a legal *regulated* activity requiring a barred list check, school may still choose to ask for a standard or an enhanced DBS check without the barred list if the role is eligible under DBS rules and school policy.

- If volunteers are recruited by another organisation to work in our setting, we must obtain written assurance that the person has been properly recruited and vetted, and obtain an agreement in respect of supervision and support for the volunteer.
- Voluntary helpers will be required to work within the school's health and safety policy and LA guidelines. They will sign in and sign out on the electronic system and wear a 'Visitor' badge at all times which must be collected from the school office.
- The recruitment and use of voluntary helpers will be carried out with attention to the school's Equal Opportunities Policy.

What Volunteers are not asked to do (this list is not exclusive)

Voluntary helpers will not be used to carry out tasks which are the professional responsibility of school staff for example:

- Marking children's work
- Undertaking break duties
- Attending professional development meetings
- Administering first aid
- Using CPOMs
- Telephoning parents & carers
- Undertaking personal/intimate care
- Accompanying pupils to the toilets

SUITABILITY FOR VOLUNTEER WORK

Please tell us about yourself including what skills you can bring to the school, why you want to volunteer and what you can offer our School and the pupils here.

Which days / times of the week are you offering to volunteer in school and when could you begin?

Please tick all appropriate

Monday mornings	Monday afternoons or after school	Tuesday mornings	Tuesday afternoons or after school	Wednesday mornings	Wednesday afternoons or after school	Thursday mornings	Thursday afternoons or after school	Friday mornings	Friday afternoons or after school

My proposed start date (when I am free from)	Insert date here e.g. <i>January 2022</i>				
How long I can volunteer for	A half term (approx. 6 weeks)	A term (approx. 12 weeks)	The academic year	Indefinitely (as things stand)	Other – please detail

Are you a parent or carer or sibling of a child in our school?	Yes / No
If yes, what is the name of this child? (we do not place parents in the same class as their child, for example)	

If you are to be recommended for volunteer work at our school you will be subject to a Criminal Records Bureau check. This will be an **enhanced** disclosure.

You must, therefore, disclose any convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions or criminal investigations.

Any information given will be completely confidential and will be considered only in relation to an application for volunteer work at ***Dobcroft Junior School***

I have read the above statement, and:

I have no convictions to declare

☐

I have convictions to declare

☐

REFERENCES - Please give the names and addresses of two people to whom we may write for references. The referees can either be employer or personal

REFEREE (1)
(employer)

REFEREE (2)
(employer / personal)* delete as appropriate

Name

Name

Address

Address

Tel No:

Tel No:

Email address:

Email address:

DECLARATION

The information on this form is true and correct.

Signature:	Date: