and

Abbots Farm Preschool

Volunteer Policy

September 2026

Review by September 2027

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Statement of intent

All volunteers are greatly valued at Abbots Farm Infant School and Abbots Farm Preschool. We recognise that they have a vital role to play in the life of both settings and we are grateful to the many who give so freely of their time. Volunteers at our school and Preschool bring with them a range of skills and experience that can enhance the learning opportunities of children at our school. We welcome and encourage volunteers from the local community.

Volunteer helpers support the school in a number of ways, including

- Supporting individual pupils
- Listening to pupils read
- Helping with classroom organisation
- Helping with the supervision of children on school trips or visits
- Helping with group work
- Helping with art or subjects involving other practical activities

Volunteer helpers are **not** allowed to do the following activities:

- Take responsibility for all or some of the whole class
- Change very young children or supervise them changing
- Supervise children engaged in PE or other specialist activities
- Take children off the school site without a teacher in a charge

The responsibility for the health and welfare of the children remains with the teacher in charge at all times.

The school welcomes volunteers from all backgrounds and is committed to equality, diversity and inclusion in accordance with the Equality Act 2010.

Signed by:

Headteacher Date: 15/9/26

Chair of governors Date: 15/9/26

1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- The Childcare Act 2006
- UK General Data Protection Regulation (GDPR)
- The Data Protection Act 2018
- DfE (2026) 'Keeping children safe in education 2026'
- DfE (2018) 'Disqualification under the Childcare Act 2006'

This policy operates in conjunction with the following school policies:

- Safeguarding and Child Protection Policy
- Whistleblowing Policy
- Low-level Concerns Policy
- Complaints Policy and Procedures
- Safer Recruitment Policy
- Data Protection Policy
- Staff Code of Conduct
- Health and Safety Policy
- Behaviour and Relationships Policy
- Anti-Bullying Policy
- Staff Confidentiality Policy

2. Definitions

The following definitions apply for the purposes of this policy. For the purposes of this policy:

"Volunteers" are individuals who engage in an activity which involves spending time, unpaid (except for travel and other approved expenses), doing something which aims to benefit some third party, i.e. the school, and not a close relative.

"Occasional volunteers" are individuals who only accompany staff and pupils on one-off trips that do not involve overnight stays, or who volunteer at specific one-off events, such as sports days.

"Regular volunteers" are individuals who volunteer at the school:

- Three or more times in a 30-day period
- Once a month or more

A volunteer will be engaging in **"regulated activity"** if they:

- Will be responsible, on a regular basis in school, for teaching, training, instructing, caring for or supervising children.
- Will be working on a regular basis in a specified establishment, such as a school, or in connection with the purposes of the establishment, where the work gives opportunity for contact with children.
- Engage in intimate or personal care or healthcare or any overnight activity, even if this only happens once.

3. Recruitment

Anyone who wishes to become a volunteer at the school, either on an occasional or more regular basis, will be required to submit a Volunteer Application Form to the school office.

Occasional volunteers

Occasional volunteers will be appointed at the headteacher's discretion and will not be required to go through the recruitment process.

An occasional volunteer will always be supervised by a member of staff, unless the appropriate DBS checks have been obtained.

Regular volunteers

Regular volunteers will always go through the following recruitment process:

- The individual will be asked to have an informal discussion with a member of the SLT to ensure they are suitable for the role
- The appropriate safer recruitment checks will be undertaken
- The individual will be made aware of the roles and responsibilities they will be undertaking
- References will be sought where appropriate

Safeguarding checks

Under no circumstances will a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

The school will use its professional judgement to decide what checks are required. It will consider:

- The nature of the work with children, especially if it will constitute regulated activity, including the level of supervision.
- What the school knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers.
- Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability.
- Whether the role is eligible for a DBS check, and if it is, the level of check required.

Details of the DBS checks applied for will be recorded on the school's Single Central Record.

If a volunteer will be working in regulated activity, an enhanced DBS check with children's barred list information will be required. The school will not request barred list information on a volunteer if they are supervised, as they are not considered to be engaged in regulated activity.

For volunteers who are not in regulated activity, but who have the opportunity to come into contact with pupils on a regular basis, a DBS check is still required.

Volunteers new to school will be re-checked if they have already had a DBS check; The suitability of regular volunteers will be reviewed annually. Additional DBS checks may be obtained where concerns arise or where a volunteer has not attended school for a significant period.

All checks will be conducted in line with the school's Safer Recruitment Policy.

4. Supervision

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the Teacher as to how an activity is carried out / what the expected outcome of an activity is. Volunteers are encouraged to seek further advice / guidance from the Teacher in the event of any query / problem regarding children's understanding of a task or behaviour.

5. Induction

Volunteers will be required to read and agree to the Volunteer Code of Conduct before starting their role at the school.

All volunteers will be required to make themselves familiar with school procedures as part of their induction, including the following:

- Safeguarding and Child Protection Policy
- Low-level Safeguarding Concerns Policy
- Whistleblowing Policy
- Health and Safety Arrangements
- Behaviour and Relationships Policy
- Anti-bullying Policy
- Complaints Policy and Procedures
- Data Protection Policy
- Staff Confidentiality Policy

Volunteers will be provided with access to the above documents via the school website before their induction.

Volunteers will be required to read Part 1 of 'Keeping children safe in education' as part of their induction.

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.

6. Safeguarding

All volunteers will receive safeguarding induction appropriate to their role, including:

- child protection procedures
- online safety
- child-on-child abuse
- low-level concerns
- whistleblowing procedures
- professional boundaries

Regular volunteers will receive annual safeguarding updates.

The school will ensure that activities are planned properly and safely, and that volunteers are informed of these plans. The school will ensure that volunteers have access to a member of school staff, should they wish to discuss difficulties or report on issues that may arise.

All volunteers are required to be identified and located at all times. For this reason, the following process will be adhered to:

- Volunteers will sign in and out of the building at the school office
- Volunteers will wear a visitor's badge at all times
- The headteacher will be made aware of where the volunteer is working

Volunteers will be made aware that they must report any safeguarding concerns in line with the school's Safeguarding and Child Protection Policy. Our Designated Safeguarding Lead (DSL) is Mrs Lovejoy and our Deputy Designated Safeguarding Leads (DDSLs) are Miss Bull, Miss Hetherington, and Mrs Hope.

Any safeguarding concerns or allegations raised regarding a volunteer will be dealt with in line with the Low-level Safeguarding Concerns Policy and/or the Whistleblowing Policy.

Volunteers must report any low-level concerns about the behaviour of adults working with children, including staff, volunteers, contractors or visitors. Concerns will be managed in accordance with the school's Low-Level Concerns Policy.

Volunteers should be aware that children can abuse other children, both online and offline, and must report any concerns immediately to the DSL or Deputy DSL.
All volunteers must deposit their handbags and mobile telephones in a locker whilst on site. A key will be provided by a member of the School Office team. This key **must** be returned to the school office immediately the bag/telephone has been locked away. The key will be provided to you, at the end of your session. The specified Locker is situated in the Disabled Toilets and is in the lowest row of lockers, clearly labelled. Volunteers must not use mobile phones whilst supervising children. Phones must remain stored securely unless authorised by the trip leader in an emergency.

Volunteers are not permitted to wear or use smart glasses, smart watches, body-worn devices or any other technology with recording, photographic, video, internet, communication or transmission capabilities whilst on school premises or during school activities. Such devices must be stored securely alongside mobile phones and personal belongings. Alternative non-smart eyewear and watches may be worn where required. Any exception must be authorised in advance by the Headteacher.

7. Online Safety and AI

Volunteers are required to adhere to the school's Online Safety Policy and all procedures relating to the safe and appropriate use of technology.

The school uses filtering and monitoring systems to help safeguard children online. Volunteers must comply with these arrangements and use technology appropriately at all times.

Volunteers must not communicate with pupils through personal devices, social media accounts or online platforms.

Volunteers must not upload, store, process or share any pupil information, photographs, videos or work using personal devices, artificial intelligence tools, applications or online platforms.

Any concerns relating to online safety, cyberbullying, inappropriate online behaviour, AI-generated content, deepfakes or other digital safeguarding issues must be reported immediately to the Designated Safeguarding Lead (DSL) or a Deputy Designated Safeguarding Lead (DDSL).

8. Health and safety

Volunteers will be required to read the Health and Safety Policy prior to undertaking any activity on behalf of the school.

Volunteers will ensure that they are familiar with emergency procedures, e.g. evacuation, and of any health and safety procedures relating to the activity they will be undertaking, e.g. whilst in a cookery class.

Information regarding fire evacuation procedures will be provided to volunteers when signing in; notices on fire evacuation are also located in every room of the school. A colour-coded plan shows the exit route from the building. In case of fire a continuous bell will be heard. Our main concern is to preserve life; therefore, the building MUST be evacuated immediately. Children must walk in a quiet, orderly manner to their delegated assembly point in the playground, where a roll call will be taken. If you are working away from the rest of the class you MUST exit the school via the nearest fire exit.

Mrs Clarke, Miss Picton, Mrs Townsend and Mrs Hope are qualified First Aiders. All staff are qualified in basic paediatric first aid. Accidents are recorded in the year group first aid file. More serious accidents need reporting to the headteacher immediately for reporting to Warwickshire County Council. The class teacher will inform the volunteer if a child in their care has a medical condition which requires special understanding or treatment.

If a volunteer notices any potential hazard which may put another individual at risk of harm, they will report this immediately to the class teacher or a senior member of staff.

9. Behaviour

We aim to adopt a positive approach to behaviour, fostering an awareness of the needs of others and praising good effort. We promote behaving safely, being responsible and communicating. Our children are encouraged to respect and be polite to adults. Children who are well behaved should be praised and, in contrast, any negative behaviour should be reported to the class teacher. Volunteers should not discuss children's behaviour outside of school. The class teacher or the Headteacher will speak to a child's parents if the behaviour becomes unacceptable.

Insist that you are addressed by your surname, even if some children call you by your first name out of school. It is important that volunteers are warm and friendly towards the children, however, all adults have to be very careful – for some children an over-zealous cuddle or pat on the head could be misconstrued.

We are teaching the children to become independent learners. Teachers would like volunteers to be supportive of the child, guide them verbally or show them what to do by your own example. Please be patient, don't 'do' it for the child, help them to have the confidence to try it for themselves.

10. Absence

Volunteers are required to inform the school office by 8:15am on the day they were due to attend if they are unable to attend at the agreed time.

Failure to inform the school on more than three instances may result in the volunteer being unable to attend the school on any further occasions.

If a volunteer is called away in the event of an emergency while volunteering, they will inform the class teacher or senior leader, and will sign out of the building before leaving the premises.

11. Confidentiality

All volunteers will be required to act in line with the Staff Confidentiality Policy.

Volunteers will not be permitted to discuss any confidential information regarding a pupil or member of staff with any other individual.

A passing comment between teacher and colleagues or an overheard conversation, which is later repeated outside the classroom by a volunteer, can have serious repercussions. No discussions or overheard conversations should be repeated. Any concerns that Volunteers have about the children they work with / come into contact with should be voiced with the Class Teacher and NOT with the parents of the child /persons outside school. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Trust between teachers and volunteers can be irreparably damaged if the rule about confidentiality is broken. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher.

Any volunteer who breaches the confidentiality rules will be asked to leave the premises and will not be able to return to undertake any further activity.

There may be instances where a volunteer is required to pass information to a member of staff, such as if they notice a pupil being bullied or subjected to harm. Volunteers will report any concerns to a member of staff and are instructed not to notify the parents.

12. Complaints

Any complaints made in relation to a volunteer or by a volunteer will be managed in line with the school's Complaints Policy and Procedures.

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 in the Complaints Policy (available on the school website).

13. Monitoring and review

The **headteacher** and **governing body** will review this policy on an **annual** basis and will communicate any changes to all members of staff, existing volunteers and relevant stakeholders.

All volunteers will be required to read this policy prior to their attendance at the school.

The next review date for this policy is **September 2027**.

Volunteer code of conduct

All volunteers are expected to maintain high standards of behaviour and conduct when undertaking any activity at the school.

Volunteers will:

- Observe the high standards of behaviour and ethical conduct mandated by the school.
- Respect other volunteers, members of staff and pupils, and make them feel valued.
- Be approachable, pleasant and positive role models for pupils.
- Adhere to all school policies, including the Safeguarding and Child Protection Policy, Health and Safety Policy, Data Protection Policy, Anti-bullying Policy, and Behaviour and Relationships Policy.
- Maintain confidentiality of personal information at all times, unless there is a need to report an issue to a member of staff.
- Treat all pupils and members of staff equally.
- Report any incident of challenging behaviour to the class teacher or a senior member of staff immediately.
- Dress appropriately and behave in a manner which promotes healthy and safe working practices.
- Accept and follow directions from the supervisor and seek guidance through clarification where uncertain of tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report any potential hazards in the workplace to the supervisor.
- Make proper use of the resources.
- Conduct work in a cooperative manner.
- Turn off mobile phones while on school premises and store bags in a locker.
- Maintain professional online boundaries
- Never communicate with pupils through personal social media
- Never search for or access information about pupils for personal reasons
- Never share school-related information online without permission.

Volunteers will not:

- Discipline pupils; if there are any problems, the class teacher or a senior member of staff will be informed immediately, and they will manage the situation.
- Shout at, hit, threaten or handle a pupil.
- Take photographs in school.
- Develop ‘personal’ or sexual relationships with pupils.
- Work with pupils when not in the proper physical or emotional state to do so, e.g. under medication which causes drowsiness, or under extreme stress which may impair judgement.
- Behave in an illegal, improper or unsafe manner, e.g. smoking or drinking alcohol.
- Share personal contact details with pupils or make personal arrangements to meet pupils outside school.
- Express any extremist or discriminatory views, or any views that would offend others.
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
- Behave in a manner which may bring the school into disrepute when representing the school.
- Give or receive (other than ‘token’) gifts, unless arranged through the headteacher, e.g. giving an outgrown sports kit, football boots or uniform to a pupil.
- Wear or use smart watches, smart glasses or other devices capable of recording, photographing, transmitting or storing information whilst undertaking volunteer duties.

I, _____, have read the code of conduct and agree to abide by the rules outlined in this policy.

Signed: _____ **Date: _____**

Volunteer Agreement Form

This agreement form must be completed before you undertake any volunteer work at Abbots Farm Infant School or Abbots Farm Preschool. In the first section, please write each piece of information in the relevant box on the right. In the second section, please tick each box on the right once you have read the corresponding policy – these policies can be accessed via the school website. Please sign and date the first row of the third section.

Name:	
Name of staff member to whom you will report:	
Number of times that you will volunteer in the school:	
Dates that you will volunteer between (to be reviewed after half a term):	

Please tick the appropriate box once you have read and understood the following documents:	
Behaviour and Relationships Policy	
Anti-bullying Policy	
Safeguarding and Child Protection Policy	
Health and Safety Arrangements	
Data Protection Policy	
Low-level Concerns Policy	
Whistleblowing Policy	
Staff Code of Conduct	
Online Safety Policy	

I understand that I am a volunteer and will therefore not receive payment for my duties:			
Signature of volunteer:		**Date:**	
Signature of supervisor:		**Date:**	

Volunteer application form

This application form must be completed before you undertake any volunteer work at Abbots Farm Infant School or Abbots Farm Preschool. In the first section, please write each piece of information in the relevant box. In the second section, please circle whether your application is in connection to an educational course and, if so, fill out the table that follows. In the third section, please fill out your availability. Please sign and date the fourth section in the boxes on the right.

Please give details of why you wish to volunteer and the activities you want to undertake:

Name:		**Date of birth:**	
Postcode:		**Telephone:**	
Address:			

Is your application in connection to an educational course? (please circle)	**Yes/No**
If you answered 'yes' to the above, please fill out the table below:	

Name of educational school/college/university:		**Postcode:**	
Address:			

Course details:			
Qualification:		**Length of course:**	
Link tutor:		**Telephone:**	

Please fill out the sections below, providing accurate details of when and how long you are available for:	
I wish to work on the following school days (please tick): ☐ **Monday** ☐ **Tuesday** ☐ **Wednesday** ☐ **Thursday** ☐ **Friday**	**I wish to work (please tick):** ☐ **A full day (8:45am – 3:15pm)** ☐ **Mornings** ☐ **Afternoons**
Please list any other requirements in terms of availability (e.g. specific times):	
If accepted, I understand that I will need to attend an induction meeting and will need to be aware of, and follow, all school policies:	
Signature of volunteer:	
Date:	