



Pinewood Infant School & Foundation Unit Volunteer Policy

Approved by: Governing Body

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Pinewood Infant School & Foundation Unit Volunteer Policy

1. Purpose of the Policy

This policy sets out the framework for the safe, effective, and consistent involvement of volunteers within school. It applies to all volunteers working:

- **In school** (e.g. classrooms, libraries, extracurricular activities)

- **Out of school** (e.g. educational visits, residential trips, sporting events)

This policy ensures that volunteering activities support pupils' learning and wellbeing while maintaining robust safeguarding arrangements in line with statutory guidance.

2. Scope

This policy applies to:

- Parents, carers, and family members
- Community volunteers
- Student volunteers (aged 16+)
- Governors or trustees volunteering outside their governance role
- Volunteers supporting school trips, residential visits, or off-site activities

It does **not** apply to:

- Paid staff
- Supply staff or agency workers
- Contractors (covered by separate procedures)

3. Principles

The school is committed to:

- Safeguarding and promoting the welfare of children
- Ensuring volunteers are suitable, supported, and supervised
- Valuing volunteers as a positive contribution to school life
- Maintaining clear boundaries and professional conduct

4. Roles and Responsibilities

4.1 Governing Body / Proprietor

- Approves and monitors the implementation of this policy
- Ensures safeguarding arrangements for volunteers are effective

4.2 Headteacher

- Overall responsibility for volunteers in the school
- Ensures appropriate safeguarding checks are completed
- Decides the level of supervision required for each volunteer

4.3 Designated Safeguarding Lead (DSL)

The school's **Designated Safeguarding Lead (DSL)** is:

Rachel Otter

Email: head@pinewood.notts.sch.uk

The **Deputy Designated Safeguarding Lead (DDSL)** is:

Dave Armstrong-Jones

Email: darmstrongjones@pinewood.notts.sch.uk

The **Safeguarding Governor** is:

Rachel Makey

Email: rachelmakey@pinewood.notts.sch.uk

The DSL and DDSL:

- Oversee all safeguarding arrangements relating to volunteers
- Ensure volunteers receive safeguarding information and training
- Act as the primary points of contact for safeguarding concerns

All safeguarding concerns raised will be treated with the **highest levels of confidentiality**, shared only on a **need-to-know basis** in line with safeguarding procedures. **No volunteer should withhold safeguarding concerns under any circumstances.** Any concern, no matter how small it may seem, must be reported immediately to the DSL or DDSL.

4.4 Staff Members

- Provide day-to-day supervision of volunteers
- Ensure volunteers understand their role and boundaries
- Report any concerns regarding a volunteer's conduct

4.5 Volunteers

- Follow school policies and procedures
- Act in a professional manner at all times
- Report safeguarding concerns immediately

5. Recruitment and Selection of Volunteers

5.1 Application Process

All volunteers must:

- Complete an **online** volunteer application form
- Provide appropriate identification (**for those supporting in activities deemed as regulated activity**)
- Provide references where required

5.2 Safeguarding Checks

Safeguarding checks are proportionate to the role and level of contact with pupils and may include:

- Enhanced DBS check **with barred list check** where the volunteer will be engaged in **regulated activity**
- Regulated Activity**

Some volunteers may support pupils in activities that meet the definition of *regulated activity*, for example:

- Teaching, training, instructing, caring for, or supervising pupils frequently, intensively, or overnight
- Being **solely** responsible for pupils, including on school trips or residential visits

Where a volunteer is undertaking regulated activity, the school will ensure that:

- An **Enhanced DBS check including a check against the barred lists** is completed
- The DBS check is **received and verified before the volunteer starts** the regulated activity
- The volunteer is not permitted to undertake regulated activity until all required checks are satisfactorily completed

The school maintains a **Single Central Record (SCR)** that includes details of all volunteers.

5.3 Other Considerations

The school will assess and determine:

- The level of supervision required
- Whether a DBS check is needed
- Suitability for out-of-school activities

6. Induction and Training

All volunteers will receive an induction that includes:

- Safeguarding and child protection procedures
- Code of conduct for volunteers
- Health and safety arrangements
- Behaviour management expectations

Volunteers supporting school trips or residential visits will receive additional briefings specific to the activity.

7. Safeguarding and Child Protection

7.1 Safeguarding Expectations

Volunteers must:

- Treat all pupils with respect and dignity
- Maintain appropriate professional boundaries
- Avoid being alone with a child unless authorised and supervised
- Never initiate physical contact except where appropriate and agreed

7.2 Reporting Concerns

Volunteers must report **immediately** to the DSL or DDSL:

- Any concern about a child's welfare
- Any disclosure made by a child
- Any concern about the behaviour of a staff member or volunteer

Safeguarding concerns will:

- Be handled with the **highest levels of confidentiality**
- Be recorded and managed in line with safeguarding procedures
- Never be ignored or delayed

There are no circumstances under which safeguarding concerns should be withheld. If in doubt, concerns must always be shared.

7.3 Allegations Against Volunteers

Any allegation against a volunteer will be managed in line with the school's safeguarding and allegations procedures, including referral to the Local Authority Designated Officer (LADO) where required.

8. Code of Conduct

Volunteers are expected to:

- Follow school policies at all times
- Maintain confidentiality
- Use appropriate language and behaviour
- Refrain from using personal mobile phones while working with pupils
- Not engage with pupils via personal social media accounts

8.1 Conduct Outside of School and Reputational Risk

The school recognises that volunteers may also interact within the wider community and online spaces. Volunteers must understand that their behaviour **outside of school** can impact on the school's reputation and the trust placed in them.

The school reserves the right to **review and revoke a volunteer's agreement** where future behaviour, whether inside or outside of school, is deemed to:

- Bring the school into disrepute
- Undermine confidence in the volunteer's suitability to work with children
- Conflict with the school's values or safeguarding expectations

This includes, but is not limited to:

- Inappropriate, offensive, or discriminatory behaviour within the local community
- Inappropriate use of **online platforms or social media**, including posts, comments, images, or interactions that could reasonably be associated with the school
- Behaviour that raises safeguarding concerns or questions about professional boundaries

Any concerns regarding conduct outside of school will be considered carefully and proportionately, with safeguarding as the overriding priority. A breach of the code of conduct may result in the immediate withdrawal of volunteering privileges.

9. Supervision and Deployment

- Volunteers are not responsible for the assessment, discipline, or unsupervised care of pupils
- Volunteers will work under the direction of a named member of staff
- The level of supervision will reflect the volunteer's role and experience

10. Volunteers on School Trips and Out-of-School Activities

10.1 Planning and Approval

All educational visits and trips are organised and arranged in line with Nottinghamshire County Council's Educational Visits Guidance. All visits are recorded on the Evolve educational visits management system in a timely manner.

Visits require appropriate sign-off through Evolve by either:

- The Headteacher, or
- The Local Authority, depending on the level and type of visit

At least one member of staff involved in organising visits is trained in educational visits coordination. This training is refreshed every three years to ensure compliance with current guidance and best practice.

For all trips, excursions and residential risk assessments are completed in line with the requirements of each visit. Provider assurance checks are completed when necessary. School will also contact any host venue to obtain specific risk assessments that need to be followed, if required.

10.2 First Aid Arrangements on Visits

All external excursions will have appropriate first aid provision in place. At least one suitably trained first aider will attend each visit.

The level of first aid training provided will be proportionate to:

- The nature and duration of the visit
- The age and needs of the pupils
- Any identified medical or additional needs

First aid arrangements, including the name(s) of attending first aider(s), will be recorded as part of the visit planning documentation. All volunteers will be informed of who these people are before the trip commences.

10.3 Role of Volunteers on Trips

- All volunteers on trips must be approved by the Headteacher
- Volunteer roles and responsibilities are clearly defined as part of the visit planning process
- Risk assessments will include consideration of volunteer deployment, supervision, and first aid support
- Volunteers must understand emergency and safeguarding procedures

10.4 Safeguarding on Trips

- Volunteers must never be left in sole charge of pupils unless explicitly authorised and appropriately vetted
- Volunteers undertaking regulated activity must have an Enhanced DBS including barred list checks completed prior to the visit
- Appropriate supervision ratios are maintained at all times
- Clear boundaries must be maintained during travel and activities

11. Health and Safety

Volunteers must:

- Follow school health and safety policies
- Be informed of emergency procedures
- Report accidents or hazards immediately

The school buys into the DFE RPA insurance and is appropriately covered for considered eventualities.

12. Confidentiality and Data Protection

- Volunteers must not share personal information about pupils or staff
- Information gained through volunteering must be treated as confidential
- Data protection requirements must be followed at all times

13. Equality and Inclusion

The school welcomes volunteers from diverse backgrounds and is committed to equality of opportunity. Reasonable adjustments will be made to support volunteers where possible.

14. Complaints and Concerns

Volunteers should raise concerns through:

- The supervising member of staff

- The Headteacher
- The school's whistleblowing procedure

15. Review of the Policy

This policy will be reviewed annually or earlier if:

- Safeguarding guidance changes
- There is a significant incident involving a volunteer

Appendix A: Pinewood Infant School & Foundation Unit - Volunteer Agreement

School Volunteer Agreement

Thank you for offering your time and support to the school. This agreement outlines the expectations and responsibilities of volunteers and helps to ensure a safe and positive experience for everyone.

1. Commitment

As a volunteer, I agree to:

- Support the aims and values of the school
- Carry out my role to the best of my ability
- Follow instructions and guidance from school staff
- Notify the school if I am unable to attend as agreed

2. Safeguarding and Child Protection

I understand that:

- The welfare of children is paramount
- I have a responsibility to safeguard and promote the welfare of all pupils
- I must report any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL) or a member of staff
- I must follow the school's safeguarding and child protection policies at all times

I agree to:

- Maintain appropriate professional boundaries with pupils
- Never be alone with a child unless authorised and supervised
- Avoid physical contact except where appropriate and in line with school guidance
- Never exchange personal contact details or communicate with pupils outside of my volunteering role

3. Code of Conduct

I agree to:

- Treat all pupils, staff, and other volunteers with respect
- Use appropriate language and behaviour at all times
- Maintain confidentiality and not share sensitive information
- Refrain from using personal mobile phones while volunteering, unless authorised
- Not take photographs or videos of pupils unless expressly permitted by the school
- Follow all appropriate safeguarding policies, including the schools Acceptable Use Policy

I understand that:

- My conduct both **in and out of school** may impact on the school's reputation
- Inappropriate behaviour within the community or on **online platforms, including social media**, may result in my volunteering agreement being reviewed or revoked

4. Health and Safety and First Aid

I understand that:

- Appropriate health and safety and first aid arrangements are in place for all activities, including off-site visits

- Trained first aiders will be identified for school trips and external excursions

I agree to:

- Follow health and safety instructions given by the trip leader or school staff
- Act promptly in an emergency and seek support from a trained first aider

5. Equality and Inclusion

I agree to:

- Support the school's commitment to equality, diversity, and inclusion
- Treat everyone fairly and without discrimination

6. School Trips and Off-Site Activities (if applicable)

If supporting an off-site activity or school trip, I agree to:

- Follow the instructions of the trip leader at all times
- Adhere to supervision, safeguarding, and first aid arrangements
- Maintain appropriate boundaries during travel and overnight stays

7. Data Protection and Confidentiality

I understand that:

- Any information I access during volunteering is confidential
- Personal data must be handled in line with data protection legislation
- Confidentiality continues even after my volunteering ends

8. Ending the Volunteering Arrangement

I understand that:

- Volunteering is voluntary and unpaid
- The school may end the volunteering arrangement at any time if concerns arise
- I may withdraw from volunteering by giving reasonable notice

Declaration

I confirm that I have read, understood, and agree to comply with the School Volunteer Policy and this Volunteer Agreement.

Volunteer Name: _____

Signature: _____

Date: _____

School Representative: _____

Signature: _____

Date: _____

Appendix B: First Aider Information for Parents (School Trips)

For each external excursion, the school will identify at least one trained first aider attending the visit.

This information may be shared with parents/carers as part of the trip information and consent process.

Name of Trip: _____

Date(s) of Visit: _____

Trained First Aider(s) Attending: - Name: _____

Qualification (e.g. First Aid at Work / Paediatric First Aid): _____

(Additional names may be added if more than one first aider is attending.)

The school ensures that first aid provision is appropriate to the nature of the visit and the needs of the pupils attending.