



Rosehill Infant and Nursery School

Volunteer/ Student Policy

Signed by:

_____ Headteacher Date: _____

_____ Chair of governors Date: _____

Review: January 2027

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Statement of intent

At Rosehill Infant & Nursery School, we recognise and value the effort taken by volunteers/students who contribute towards our school.

This policy sets out the practices and procedures which will be followed when appointing, managing and supervising volunteers, as well as a code of conduct which all volunteers/students are required to comply with.

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 (2024) 'Keeping children safe in education 2022'
- DfE (2018) 'Disqualification under the Childcare Act 2006'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Allegations of Abuse Against Staff Policy
- Complaints Procedures Policy
- Safer Recruitment Policy
- Data Protection Policy
- Staff Code of Conduct

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**
- **On an overnight stay.**

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.

- “**Students**” are individuals who have an unpaid placement at the school to gain work experience or are working towards a teaching or child care qualification.

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 Head Teacher/School Business Manager.

Occasional volunteers

Occasional volunteers/students will be appointed at the headteacher’s discretion and will not be required to go through the recruitment process. A written risk assessment will be conducted to determine what checks, if any, are required.

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

Regular volunteers/students

Regular volunteers/students 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/student on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

The school will conduct a risk assessment and use its professional judgement to decide what checks are required. The risk assessment 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/student, including formal or informal information offered by staff, parents and other volunteers/students.
- Whether the volunteer/student 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 risk assessment will be recorded and any DBS checks applied for will be recorded on the school’s Single Central Record.

If a volunteer/student 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/students who are not in regulated activity, but who have the opportunity to come into contact with pupils on a regular basis, it is at the discretion of the school to decide whether or not a DBS check is required.

Volunteers/students will be re-checked even if they have already had a DBS check from a different company /source; A new DBS check will be carried out, at the level appropriate to the role.

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

4. Supervision

If a volunteer/student is required to be supervised when undertaking an activity, who would otherwise be in regulated activity if not supervised, the school will ensure that:

- There is supervision by an individual who is in regulated activity.
- The supervision is regular and day-to-day.
- The supervision is reasonable in all the circumstances to ensure the protection of the pupils.

When determining what supervision is reasonable so that the volunteer/student would not be in regulated activity, the school will take the following factors into consideration:

- The ages of the pupils, including whether there is a large gap in their ages
- The number of pupils that the volunteer/student is working with
- Whether or not there are other staff members present during the activity
- The nature of the volunteer's/student's work and the opportunity for contact with pupils
- How vulnerable the pupils are
- How many volunteers/students would be supervised by each member of supervising staff

5. Induction

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

- Child Protection and Safeguarding Policy
- Allegations of Abuse Against Staff Policy
- Equity and Diversity Policy
- Health and Safety Policy
- Fire Safety Policy
- Behaviour Policy
- Anti-bullying Policy
- Whistleblowing Policy
- Disciplinary Policy
- Complaints Procedures Policy

- Allegations of Abuse Against Staff Policy
- Online Safety Policy
- Data Protection Policy
- Social media policy
- Staff and volunteer confidentiality policy (Students to adhere to this also)

The above policies are available on the school web-site www.rosehillinfants.co.uk

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

All volunteers/students 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

Volunteers/students will be provided with safeguarding information as determined by Head teacher/DSL using a proportionate, risk-based approach.

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

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

- Volunteers/students will sign in and out of the building at the school office
- Volunteers/students will wear a visitor's badge at all times. Red lanyard for a volunteer without a DBS (this signals all staff to the knowledge that supervision is required at all times) Green lanyard, a satisfactory DBS check has been carried out and passed.
- The head teacher will be made aware of where the volunteer/student is working

Volunteers/students will be made aware that they must report any safeguarding concerns in line with the school's Child Protection and Safeguarding Policy. The identity of the school's DSL and any deputies will be made known to all volunteers.

Any safeguarding concerns or allegations raised regarding a volunteer will be dealt with in line with the Allegations of Abuse Against Staff Policy.

7. Health and safety

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

Volunteers/students 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.

If a volunteer/student notices any potential hazard which may put another individual at risk of harm, they will report this immediately to the Head Teacher/School Business Manager.

8. Absence

Volunteers/students are required to inform the Head Teacher/school office by 8:00am on the day they were due to attend if they are unable to attend.

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

If a volunteer/student 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.

9. Confidentiality

The school will take the stance that all information about individual pupils is private and should only be shared with other professionals who have a legitimate need to know.

Under no circumstances will personal information about pupils, staff members or the school be passed on indiscriminately.

Under no circumstances will information regarding the school's finances be shared with anyone, other than those with a legitimate need to know.

If volunteers/students share unsuitable or misrepresented information, the school holds the right to take the appropriate civil, legal or disciplinary action.

All volunteers/students will report safeguarding concerns to the DSL as soon as possible and in an appropriate setting.

All data will be processed and held in line with the school's Data Protection Policy. In the event of information and data being shared with external or inappropriate parties, the situation will be dealt with in accordance with the Data Protection Policy.

The DSL will recognise and assure staff members with concerns about a safeguarding issue that the Data Protection Act 2018 and the UK GDPR do not prevent the sharing of information for the purposes of keeping children safe and promoting their welfare.

Volunteers/students who manage or have access to the school's data will always uphold the school's obligation to process personal information fairly and lawfully, and keep the information they hold safe and secure.

The school will be open and honest with all individuals about how and why data is shared, unless it is unsafe to do so.

Only information that is necessary for the purpose it is being shared for will be shared.

All decisions and reasons for sharing data will be recorded by the DPO.

10. Complaints

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

11. Monitoring and review

The headteacher will review this policy on a **two year** basis and will communicate any changes to all members of staff, existing volunteers and relevant stakeholders.

The next review date for this policy is January 2027

Volunteer/Student code of conduct

All volunteers/students 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 Child Protection and Safeguarding Policy, Health and Safety Policy, Data Protection Policy, Anti-bullying Policy, and Behaviour 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.

Volunteers/students 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 without the prior permission of the head teacher.
- 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 head teacher, e.g. giving an outgrown sports kit, football boots or uniform to a pupil.

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

Signed: _____

Date: _____

Volunteer/Student agreement form

This agreement form must be completed before you undertake any volunteer work at Rosehill Nursery & Infant School. 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 www.rosehillinfants.co.uk 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 one month):	

Please tick the appropriate box once you have read and understood the following documents:

Behaviour Policy	
Anti-bullying Policy	
Child Protection and Safeguarding Policy	
Health and Safety Policy	
Staff Equality, Equity, Diversity and Inclusion Policy	
Data and Cyber-security Breach Prevention and Management Plan	
Data Protection Policy	
Staff ICT and Electronic Devices Policy	
Online Safety Policy	
Social Media Policy	
Fire Safety Policy	
Allegations of Abuse Against Staff Policy	
Low-level Safeguarding Concerns Policy	
Whistleblowing Policy	
Disciplinary Policy and Procedure	
Complaints Procedures Policy	
Staff Confidentiality Policy	
Photography and Images Policy	

I understand that I am a volunteer and will therefore not receive payment for my duties, other than agreed travel and other out-of-pocket expenses:

Signature of volunteer:		Date:	
Signature of supervisor:		Date:	

Volunteer/student application form

This application form must be completed before you undertake any volunteer work at Rosehill Infant & Nursery School. 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:

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

Is your application in connection to an educational course? (please circle)	Yes/No
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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 (**8:30**am – **3:30**pm)
- 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: