

# Volunteer Policy

<b>Document Type</b>	Policy
<b>Document Version Number</b>	1.0
<b>Date of Approval</b>	July 2025
<b>Date of Issue</b>	September 2025
<b>Date of Review</b>	September 2027

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## 1. Policy Statement

At the Flying High Partnership, we value the contributions of volunteers and recognise the positive impact they have on our children's education, wellbeing, and school community. This policy outlines the Partnership's commitment to ensuring that volunteers are appropriately recruited, trained, supported, and supervised, with safeguarding and the welfare of children at the forefront of our practice.

**Terminology Note:** The legal name of the organisation is Flying High Trust. However, for the purposes of this policy and to reflect our collaborative ethos, the term Partnership is used throughout.

## 2. Scope

This policy applies to all individuals who volunteer in any capacity within the schools of the Partnership, including:

- Parent/carer volunteers
- University/college placement students
- Community members volunteering time
- Governors (when acting outside their governance role)

Volunteers must not be used as a substitute for paid staff but as an enhancement to school provision.

Employees of the Partnership who wish to volunteer outside of their normal duties are encouraged to do so, where operationally feasible. For further guidance, please refer to [Section 14](#) of this policy.

## 3. Definitions

- **Volunteer:** An individual who offers their time freely without remuneration.
- **Regulated Activity:** Activity involving close work with children which, if unsupervised, would require an enhanced DBS check with a children's barred list check.
- **Children:** For the purposes of this policy, "children" refers to any of the pupils enrolled at any school within the Partnership.
- **School:** For the purposes of this policy, "school" refers to the designated workplace where a volunteer is based. This may be a Flying High Partnership (FHP) school or a location within the Partnership's Central Team Headquarters.

## 4. Aims

- To ensure the safe recruitment and use of volunteers in line with safer recruitment principles.
- To ensure volunteers understand and follow safeguarding expectations.
- To provide clear procedures for induction, training and supervision.
- To protect children, staff and volunteers themselves.

## 5. Risk Assessment

Before a volunteer begins their placement, the School will carry out a risk assessment to determine the appropriate level of safeguarding checks, supervision, and training required based on the volunteer's role and contact with children.

- Volunteers involved in regulated activity or with unsupervised access to pupils will be subject to the full safer recruitment process, including enhanced DBS checks.
- For one-off, occasional, or supervised volunteers (e.g. parent helpers), a proportionate risk-based approach will be taken.
- The Partnership will consider any special educational needs or vulnerabilities of the pupils involved, ensuring volunteers are only asked to carry out appropriate and reasonable tasks.
- The reasons for volunteering will be discussed as part of this process to ensure suitability and purpose align with the values and needs of the school.
- The risk assessment will be documented and regularly reviewed, especially if a volunteer's role changes or becomes more regular.

If required based on the outcome of the risk assessment, the recruitment process set out in [Section 6](#) will be followed.

## 6. Recruitment

All volunteers must be known to the school or have a direct connection to a trusted member of the school community. Individuals with no prior relationship to the school will not be accepted as volunteers. This approach supports our commitment to safeguarding and helps maintain the integrity and trust of our school environment.

As part of the recruitment and risk assessment process, prospective volunteers will be asked to outline their motivation for volunteering. This ensures alignment between the volunteer's expectations and the values, needs, and culture of the Partnership.

All volunteers must complete a formal recruitment process that complies with the safer recruitment principles set out in Keeping Children Safe in Education. This process includes, but is not limited to:

- Submission of an expression of interest form
- A vouch from a known and trusted member of staff
- An informal discussion with the Headteacher or senior leader
- A risk assessment to determine the level of supervision and safeguarding checks required
- Enhanced DBS and barred list checks for those in regulated activity
- Overseas checks where applicable

### 1.1. Application Process

- Volunteers should express their willingness to volunteer, outlining their reasons for volunteering, what they expect to get from volunteering and other relevant information to support their application.
- For one-off parent helper, the request should be made via the Class Teacher, and the Headteacher must be informed.

### **1.2. Vouch**

- All volunteers must be known to the school. A member of staff who knows the volunteer personally is required to vouch for their professionalism, character, and suitability to work in a school environment.
- For parent helpers, the class teacher is expected to provide the vouch.
- For other volunteers, the staff member who knows the individual must complete the vouch.
- The vouch must be documented using the standard pro forma and retained as part of the volunteer's recruitment file.
- This vouching process forms part of the school's safer recruitment procedures and supports the risk assessment required under KCSIE.
- A vouch alone does not replace the need for DBS or other safeguarding checks where required.

### **1.3. Discussion**

- An informal discussion will be conducted by the Headteacher or designated senior leader to assess the volunteer's suitability, motivation, and understanding of child protection expectations.

### **1.4. Risk Assessment**

- A formal risk assessment must be completed in accordance with Section 5 of this policy. This assessment will determine the level of supervision required and whether the volunteer's role constitutes regulated activity, thereby informing the necessary safeguarding checks.

### **1.5. DBS and Safeguarding Checks**

- Volunteers involved in regulated activity will be subject to an enhanced DBS check with children's barred list information.
- The Partnership will carry out a risk assessment for volunteers not engaged in regulated activity and will ensure appropriate supervision is in place.
- Where applicable, overseas checks will also be undertaken for individuals who have lived or worked outside the UK, in line with KCSIE.

## 7. Induction and Training

All volunteers who are required to undergo the full recruitment process following the risk assessment (see [Section 5](#)) must complete a formal induction before starting their role. This induction will include:

- Introduction to school routines, roles and expectations
- Safeguarding and Child Protection procedures
  - Reading and understanding Part 1 (or Annex A) of KCSIE
  - Understanding how to report concerns
- Code of Conduct for Adults
- Health & Safety procedures
- Acceptable Use of ICT and Social Media policy (if applicable for the volunteer role)

Training requirements will be determined by the Headteacher, or the appropriate member of staff based on the nature of the work the volunteer will be doing.

Volunteers must sign an acknowledgment form to confirm their understanding of safeguarding and behaviour expectations.

## 9. Supervision

This applies to all volunteers regardless of their role or level of involvement.

Volunteers must be:

- Volunteers must be supervised at all times. Even when a DBS check is in place, appropriate supervision should be maintained regardless of the level of check.
- Assigned a named supervisor, usually a senior staff member.
- Volunteers should never be left alone with pupils unless cleared to do so.

## 10. Insurance

The School/Partnership will ensure that all volunteering activities are covered by the school's insurance policy.

No volunteer should undertake any task unless the Business Lead or a member of the Central Team has confirmed that it is covered under existing employer's and public liability insurance.

## 11. Data Protection and Confidentiality

This applies to all volunteers regardless of their role or level of involvement.

We are committed to protecting the personal data of pupils, staff, volunteers, and others, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

All volunteers must:

- Adhere to the Partnership's Data Protection Policy, which will be shared during induction.
- Ensure that any personal data they access during their role (including names, addresses, contact details, educational or medical information, safeguarding data, etc.) is treated as strictly confidential.
- Never share, copy, store, or remove personal information from the school premises without permission and a clear operational need.
- Immediately report any actual or suspected data breach to their supervisor or the Partnership's Data Protection Officer (DPO).
- Understand that unauthorised disclosure of personal or sensitive data may result in the termination of the volunteering arrangement and, in some cases, legal action.

All volunteers will be required to read and sign a Volunteer Agreement as part of their onboarding.

## **12. Safeguarding and Allegations**

This applies to all volunteers regardless of their role or level of involvement.

- All safeguarding concerns must be reported immediately to the Designated Safeguarding Lead (DSL).
- Any allegation or concern about a volunteer will be managed in line with the Partnership's Safeguarding and Child Protection Policy and Allegations Against Staff and Volunteers procedures, following guidance in KCSIE and Working Together to Safeguard Children.

## **13. Exit or Termination of Volunteering**

This applies to all volunteers regardless of their role or level of involvement.

- Volunteers may withdraw at any time.
- The Partnership reserves the right to end the volunteering arrangement at any time without prior notice if it is deemed necessary for safeguarding or operational reasons.

## **14. Volunteering by Employees**

We recognise that many of our employees are passionate about giving back to their communities through volunteering. We support and encourage this, where operationally feasible.

If you wish to volunteer during your normal working hours, please refer to the Special Leave Policy for guidance on requesting time off. Approval will be subject to business needs and line manager discretion.

In addition, if the organisation you are volunteering with could present a conflict of interest (or if there is any uncertainty), you may be required to complete a Business Interest Declaration Form. This helps ensure transparency and protects both you and the organisation.

If you're unsure whether your volunteering activity requires approval or disclosure, please speak with your line manager or a member of the HR team.

## 15. Monitoring and Review

This policy will be reviewed every three years or in response to changes in statutory guidance. Monitoring of volunteer compliance and practice will be the responsibility of the Headteacher of each school.

### Version Control and Amendment Log

Version Number	Type of Change	Date	Description of Change(s)
1.0	New Policy		New Policy

## Appendix A: Volunteer Expression of Interest Form

### Personal Details

<b>Full Name</b>			
<b>Phone Number</b>		<b>Email</b>	
<b>Address</b>			
		<b>Postcode</b>	

### Availability

*Please indicate your availability:*

<b>Days</b>	
<b>Times</b>	

### Reasons for Volunteering

*Why do you want to volunteer with us?*

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### Relevant Experience

*Please describe any relevant experience you have:*

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### Declaration

*I declare that the information provided is true and accurate to the best of my knowledge.*

<b>Signature</b>		<b>Date</b>	
<b>Volunteer Name</b>			

## **Appendix B: Volunteer Agreement and Safeguarding Declaration**

This agreement outlines the expectations for all volunteers working in schools within Flying High Trust (legally registered as Flying High Trust). It includes key commitments related to conduct, safeguarding, confidentiality, and data protection, and must be signed before a volunteer can begin their role.

### **1. Volunteer Agreement**

As a volunteer, I agree to:

- Support the values, ethos, and policies of Flying High Partnership.
- Follow instructions given by staff and work under their supervision.
- Communicate promptly if I am unable to attend or need to change my availability.
- Behave in a professional and respectful manner at all times.
- Maintain appropriate boundaries with pupils and avoid any behaviour that could be misinterpreted.
- Abide by all Partnership and school policies relevant to my role, including behaviour, health and safety, use of technology, and safeguarding.
- Not incur any expenses without prior approval.

### **2. Safeguarding Acknowledgement**

I confirm that I have received, read, and understood the following safeguarding materials:

- The Volunteer Policy
- The Code of Conduct
- The Safeguarding and Child Protection Policy
- Part 1 or Annex A of the current *Keeping Children Safe in Education (KCSIE)* guidance (as directed based on my role)

I understand my safeguarding responsibilities and agree to:

- Immediately report any concerns about the welfare of a pupil to the Designated Safeguarding Lead (DSL).
- Avoid any unsupervised contact with children unless explicitly authorised and appropriate safeguarding checks are in place.
- Adhere to the Prevent Duty and report any concerns about extremism or radicalisation.

### **3. Training Requirements**

I understand that I may be required to complete relevant training before or during my time as a volunteer.

I agree to undertake all necessary training as directed and understand that failure to do so may impact my ability to volunteer.

#### 4. Confidentiality Agreement

I understand that I may have access to confidential or sensitive information during the course of my volunteering. I agree that:

- I will not disclose, discuss, or share any personal information about pupils, families, staff, or the school environment outside of the school.
- I will not remove, copy, or store any confidential information unless specifically authorised.
- I will maintain confidentiality during and after my time volunteering.
- I will report any actual or suspected data breaches immediately to the school's Data Protection Officer or designated contact.

I understand that any breach of confidentiality may lead to the immediate termination of my volunteering role and referral to external agencies if required.

#### 5. Data Protection Notice

The Partnership processes personal data in accordance with the UK GDPR and Data Protection Act 2018. Personal information collected during your application and volunteering is only used for safeguarding, identification, and compliance purposes.

#### 6. Declaration and Signatures

I confirm that:

- I have read and understood this agreement and the associated policies.
- I understand and accept the expectations and responsibilities of my role as a volunteer.
- I agree to uphold all safeguarding and confidentiality requirements outlined above.

#### Volunteer

Signature		Date	
Volunteer Name			

#### School Representative

Signature		Date	
Representative Name			
Position			

### Appendix C: Volunteer Vouch Pro Forma

This form must be completed by a member of staff who knows the volunteer personally. It is part of our safer recruitment procedures and supports the risk assessment required under Keeping Children Safe in Education.

<b>Volunteer Name:</b>	
<b>Staff Member Vouching:</b>	
<b>Relationship to Volunteer:</b>	

Please provide a brief explanation of why you believe this volunteer is suitable to work in a school environment, highlighting their professionalism and character.

<b>Signature:</b>		<b>Date:</b>	
<b>Print Name:</b>			

## Appendix D: Volunteer Flow Chart

