



Triumph Learning Trust

Aspiration - Collaboration - Innovation

Volunteer Policy

Policy Details

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Applicable to	All Trust Employees
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Revision History

Revision	Date	Details	Approved by
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1. Introduction

The Triumph Learning Trust recognises that schools within the Trust Academy can benefit greatly from the participation of adults volunteering to help with school activities and events, both on and off school site. Volunteers can be a very welcome resource to contribute towards the learning and achievement of all our pupils. Therefore, volunteers are welcomed into school.

2. Scope of Policy

The purpose of this policy is to set out clear expectations for both volunteers and staff regarding the work undertaken by volunteers and their conduct whilst in school.

3. Responsibilities

The Trust recognises it has a statutory obligation to adopt formal policies and establish workplace procedures for dealing with [topic]. The Trust recognises that [topic] rules and procedures promote good employment relations and is committed to dealing with matters in a fair and consistent way.

Summarise responsibilities of the head teacher and/or CEO.

Summarise who has responsibility for providing advice on this policy.

Summarise other key responsibilities in the implementation of this policy.

4. Types of Volunteer

Volunteers can include:

- Parents, carers, guardians, or relatives of pupils in school.
- Governors
- School-age students on work experience
- College or university students on work placements
- Local Residents
- Staff family members
- Friends of school

5. Types of Activity

Activities undertaken by volunteers can include:

- Hearing children read
- Working with individual or small groups of children to assist them in their learning
- Accompanying off-site school visits or events
- Assisting with on-site school activities or events, such as the Summer Fete

- Sporting Events
- Assemblies

6. Safeguarding

The Trust is committed to safeguarding all pupils in its schools and expects its volunteers to share that commitment. All regular volunteers will be expected to undertake an enhanced DBS check.

The following groups of volunteers may not be expected to undertake an enhanced DBS check – where applicable, a risk assessment will be carried out for these volunteers and they will always be supervised by staff members, for the duration of the time they are volunteering:

- Students on work placements will have been checked by their college or university and these details will be checked and verified by the school, before the student can begin.
- Young students on work experience
- Occasional volunteers – for example a parent helping out on a one-off basis on a school trip.

Volunteer details will be added to the Single Central Register, in accordance with the Safeguarding.

7. Conduct of Volunteers

All volunteers are expected to observe the schools Core Values, Code of Conduct and its policies including Health and Safety, GDPR and Safeguarding. All volunteers must undergo an induction, which includes these key areas, and to sign the Volunteer Induction and Agreement in Appendix 2.

8. Expectations of Volunteers

The Trust will:

- Treat all volunteers with care and respect.
- Ensure all volunteers are given induction information and asked to sign the Induction and Agreement.
- Not expect the volunteer to undertake tasks that they are not confident to do
- Be assigned worthwhile tasks, the requirements of which have been clearly explained.
- Not expect volunteers to deal with difficult or challenging behaviours.
- Inform volunteers of any changes to the school day which may affect them, for example if the school has to close or we cancel a session.
- Treat anything volunteers tell us, confidentially.

Volunteers will:

- Follow school behaviour policy and inform staff if any inappropriate behaviour is observed.
- Expect children to behave in line with the school core values and remind them of this.
- Always refer any poor behaviour to a teacher (unless acting as the teacher in a trainee role)
- Work under the supervision of staff at all times: respect, listen to and carry out the guidance and/or instruction of staff.
- Wear appropriate clothing in accordance with the school dress code.
- Conduct themselves in a professional manner at all times.
- Operate within the schools Core Values and policies, including Safeguarding, GDPR and Health and Safety, at all times.
- Ask for assistance if there is anything they are unsure about
- Volunteers should not carry out general First Aid – there are First Aid trained staff in school.
- Volunteers must not carry out intimate care activities such as changing nappies or clothes, for PE (unless acting as the teacher in a trainee role and has read and understood the policy and procedures)
- Volunteers should familiarise themselves with the staff evacuation procedure and follow staff instruction.
- Sign in and out of school and wear a visitor badge/lanyard for the duration of their volunteering session.

9. Appendices

Appendix 1	Volunteer Application
Appendix 2	Medical Conditions
Appendix 3	Checks and Procedures
Appendix 4	Volunteers with no DBS
Appendix 5	School Age Work Experience – First Day Induction

Appendix 1 – Volunteer Application/Details

Name	
Address	
Mobile number	
Email address	

Next of Kin name	
Next of Kin contact number	

Type of Volunteer <i>(ie parent/student/work placement etc)</i>	
Reason for volunteering/How I would like to help out in a volunteer role	
Organisation/school/university	
Contact details of organisation	
Start Date	
End Date	
Working Pattern <i>(state which days of the week and times)</i>	

Appendix 2 – Medical Conditions

Any medical conditions the school should be aware of? <i>(If yes, we will ask you for details if your application is approved)</i>	Is a PEEP required?
Approved by the head Teacher	Signed:

Volunteer Induction and Agreement

Please read and sign this document

I confirm that the school has carried out an induction with me and given me information in the following areas:

- ☐ **Safeguarding** – I have been made aware of the Child Protection and Safeguarding policy and the Keeping Children Safe in Education document and I understand that I should inform a member of staff if I observe or hear anything that concerns me in school.
- ☐ **Health and Safety** – I have been made aware of the Health and Safety policy and my obligations to work with due regard to the safety of both myself and others, at all times.
- ☐ **Fire Evacuation procedures** – I have been made aware of the school evacuation procedure and Assembly point.
- ☐ **GDPR** – I have been made aware of the Data Protection policy and Privacy Notices and that I may come into contact with sensitive or confidential information concerning parents, children or staff. I understand the importance of keeping this information confidential and agree that I will treat this information with complete confidentiality.
- ☐ **Code of Conduct** – I have been made aware of the School Code of Conduct and agree to abide by its principles.
- ☐ **First Aid/Accident Reporting** – I am aware I may be asked to complete an accident form for incidents I have witnessed. I understand that I should not carry out any general First Aid treatment.
- ☐ **Online Safety / Acceptable Use Policy** - I have made aware of the Online Safety / Acceptable Use policy and agree to abide by it's terms.
- ☐ **Volunteer Policy** - I have been given a copy of the Volunteer Policy and have read and understand the school's expectations of me and their obligations to me.

Signed

Print Name:

Date:

Email copies of the following policies to the volunteer:

Appendix 3 – Checks and Procedures

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Data Protection/GDPR Policy
- Staff Code of Conduct
- Online Safety / Acceptable Use Policy
- Volunteer Policy

Checks and Procedures

For all requests for volunteer/work placements:

- Complete the Application form in Appendix 1
- Head teacher to approve the application
- Form to be given to HR so that the necessary checks can be completed
- HR informs management of the start date so that an induction can be arranged
- Induction carried out on first day (or as soon as reasonably possible) and paperwork emailed to HR for filing.
- In the case of school-age children on work experience, remind staff that they need to be careful not to discuss confidential information around the child.

Checks on Volunteers:

- Identification
- DBS – one of the following must be in place before the volunteer starts:
 - DBS obtained directly by the school
 - DBS confirmation obtained from the organisation/college/University
 - Risk Assessment carried out where DBS is not appropriate (for example a parent volunteering to help out on a trip for one day).
- Photo Consent (where applicable)
- Details entered onto SCR Tracker
- Right to Work: Visitors to the UK, without the right to work, can only volunteer for a maximum of 30 days in any one term. Where checks cannot be verified (ie through the organisation/college/university etc.), the Trust must consider if the volunteer has the Right to Work, if the number of days that the volunteer will do, exceeds 30 in any one term.

Appendix 4- Volunteers with no DBS

Only volunteers on very short placements (one day or less), or school-age children on work experience or where there is an immediate need (and a DBS has been requested) should be considered, where there is no DBS in place. Where volunteers have no DBS, they must be issued with a red lanyard and always supervised by staff members, whenever they are in school.

Name of volunteer	
Is the volunteer known to school staff (ie a parent) If no, may need to consider DBS checks before allowing into school on any basis, even short term.	
How long is the volunteer going to attend the school? For very short term placements, it may not be feasible to carry out a DBS check.	
If the volunteer is starting before the DBS is received, state why this is necessary	
Has a DBS been requested? If yes, enter date of request	
If no, state why this is the case	
How will the volunteer be supervised whilst in school?	<ul style="list-style-type: none"> • Sign in and out on the visitor management system each day they are in school • Wear a red lanyard at all times • Be collected by a designated staff member • Designated staff member will ensure the volunteer is supervised at all times.

<p>Names of designated staff who will take responsibility for ensuring volunteer is supervised at all times.</p>	
<p>Approval given to allow volunteer to carry out supervised volunteer activities in school (head teacher)</p>	<p>Signed (head teacher or acting):</p>

Appendix 5 - School Age Work Experience – First Day Induction

School Age Children on Work Experience – First Day Induction

Student's Name:

Next of Kin details.....

.....

Given visitor leaflet

Risk assessment completed

Placement dates:

Health and Safety - General	<ul style="list-style-type: none"> • Responsibility for self and others • Reporting issues or concerns Housekeeping: clear walkways and trip hazards • Spillages 	
Fire Safety	<ul style="list-style-type: none"> • Evacuation procedure and Assembly point • Never attempt to use firefighting equipment 	
Personal Safety	<ul style="list-style-type: none"> • Any concerns re ability to evacuate building safely in emergency? 	
First Aid	<ul style="list-style-type: none"> • Location of boxes, first aid area 	
GDPR	<ul style="list-style-type: none"> • Explain how staff personal data is used and email Staff Privacy Notice 	
Absence and Sickness Reporting	<ul style="list-style-type: none"> • Advise student to ring school number if going to be absent 	
Use of mobile phones / Internet and Emails	<ul style="list-style-type: none"> • Explain policy 	
Code of Conduct	<ul style="list-style-type: none"> • Discuss code of conduct 	
School facilities	<ul style="list-style-type: none"> • Toilets, staff room 	

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Person conducting Induction Position.....

Signature Date

Student Name

Student Signature Date