



St Cecilia's Catholic Primary School

Volunteer Policy

2026–27

Signed by:

G. Hurst

Headteacher

Date: September 2026

Chair of governors

Date:

Contents:

Statement of intent

1. [Legal framework](#)
2. [Definitions](#)
3. [Recruitment](#)
4. [Supervision](#)
5. [Induction](#)
6. [Safeguarding](#)
7. [Health and safety](#)
8. [Absence](#)
9. [Confidentiality](#)
10. [Complaints](#)
11. [Monitoring and review](#)

Appendices

- A. [Volunteer Agreement Form](#)

Statement of intent

At **St Cecilia's Catholic Primary School**, we recognise and value the effort taken by volunteers 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 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
- Data (Use and Access) Act 2025
- DfE (2023) 'Keeping children safe in education 2023'
- 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
- Low-level Safeguarding Concerns 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:

- More than three days in any 30-day period

- Regular/frequent volunteering is not determined simply by attending once a month; the regulated activity period condition is more than 3 days in any 30-day period, or qualifying overnight activity.
- **On an overnight stay.**

A volunteer will be engaging in “regulated activity” if they undertake the relevant activities frequently (including on more than three days in any 30-day period) or overnight. The previous supervision exemption no longer applies from 1 September 2026.

- Will be responsible, on a regular basis in school, for teaching, training, instructing, caring for or supervising children.
- Will be teaching, training, instructing, caring for or supervising children frequently, including on more than three days in any 30-day period, or overnight. This applies whether or not the volunteer is supervised.
- Engage in relevant personal care or healthcare (where the regulated activity criteria are met), or undertake overnight activity where the regulated activity criteria are met.

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 may be appointed at the headteacher’s discretion. A written risk assessment will be completed to determine what checks, if any, are appropriate. Occasional attendance does not by itself mean that a volunteer is in regulated activity.

An occasional volunteer on whom no checks have been obtained must not be left unsupervised or allowed to undertake regulated activity. Supervision remains an important safeguarding measure, but from 1 September 2026 supervision no longer removes an otherwise qualifying activity from the definition of regulated activity.

Regular volunteers

Regular volunteers will go through the school’s safer recruitment process. The frequency and nature of the proposed activity will be considered as part of the written risk assessment.

- 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 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, 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 risk assessment will be recorded and any DBS checks applied for will be recorded on the school's Single Central Record.

Where a volunteer is engaging in regulated activity with children, the school will obtain an Enhanced DBS check with Children's Barred List information. From 1 September 2026, the supervision exemption has been removed. Therefore, a volunteer who undertakes specified activities with children on more than 3 days in any 30-day period, or undertakes qualifying overnight activity, is in regulated activity even where they are supervised by a member of school staff.

For volunteers who are not in regulated activity, the school will use the written risk assessment and professional judgement to determine whether another level of DBS check is appropriate, such as an enhanced DBS check without barred list information or a basic DBS check.

A volunteer will not routinely be re-checked solely because they already hold a DBS certificate. However, the school will obtain the appropriate new check where required because the volunteer's role has changed into regulated activity, where there has been a break in service of 12 weeks or more, or where safeguarding concerns or other circumstances require a new check.

Where a volunteer meets the period condition through volunteering at more than one setting, the school will work with the other setting(s) to decide who should apply for the enhanced DBS check with children's barred list information. The volunteer should provide the relevant check information to each setting.

Volunteers may choose to join the DBS Update Service when an enhanced DBS check is applied for. This is free for volunteers and may support portability of the check across education settings.

Existing volunteers who become subject to regulated activity from 1 September 2026 because of the change in the law will have their children's barred list status checked before undertaking regulated activity. Where appropriate, the school may obtain a standalone children's barred list check while awaiting the enhanced DBS certificate, subject to the current DfE/DBS guidance.

Where the school is subject to the EYFS framework, volunteers must not begin working in the relevant EYFS setting until the school has received the volunteer's enhanced DBS certificate including barred list information.

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

4. Supervision

Supervision remains an important safeguarding measure for volunteers. However, from 1 September 2026, the supervision exemption has been removed from the legal definition of regulated activity with children.

Where a volunteer is not in regulated activity, the school will still determine what supervision is reasonable and proportionate to the activity and the needs of the pupils.

Supervision arrangements will take account of the nature of the activity, the number and ages of pupils, the vulnerability of pupils, the number of volunteers, the staff available and the opportunity for contact with children.

Supervision must not be used to remove a volunteer from regulated activity. Where the role is regulated activity, the volunteer must have the appropriate Enhanced DBS check with Children's Barred List information.

5. Induction

Volunteers will be required to read and agree to the Volunteer Code of Conduct and Staff 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:

- Child Protection and Safeguarding Policy
- Allegations of Abuse Against Staff Policy
- Low-level Safeguarding Concerns Policy
- Staff Equality, Equity, Diversity and Inclusion Policy
- Health and Safety Policy
- Fire Safety Policy
- Behaviour Policy
- Anti-bullying Policy
- Whistleblowing Policy
- Disciplinary Policy and Procedure

- Complaints Procedures Policy
- Allegations of Abuse Against Staff Policy
- Online Safety Policy
- Data Protection Policy
- Data and Cyber-Security Breach Prevention and Management Plan
- Social Media Policy
- Staff ICT and Electronic Devices Policy
- Staff Confidentiality Policy
- Photography and Images Policy

Volunteers will be provided with access to the above documents upon their induction.

Volunteers will be required to read Part 1 of 'Keeping children safe in education 2026' 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

Volunteers will be provided with safeguarding information as determined by the governing board, using a proportionate, risk-based approach.

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, poor or unsafe practice, or potential failures in safeguarding provision in line with the school's Child Protection and Safeguarding Policy and relevant whistleblowing arrangements. 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 Low-level Safeguarding Concerns Policy and/or the Allegations of Abuse Against Staff Policy, consistent with Part 4 of Keeping children safe in education 2026.

7. 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.

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.

8. Absence

Volunteers are required to inform the junior school office between 7:30 - 8:00am 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.

9. 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.

Information will be shared with volunteers on a need-to-know basis, and they will not have access to the school's records unless access is required to fulfil their role.

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.

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 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.

Appendix A – Volunteer Agreement Form

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	