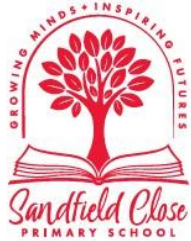


VOLUNTEER POLICY

Safe, welcoming and purposeful volunteering

Policy information	Details
Policy owner	Headteacher / School Business Manager
Safeguarding lead	Designated Safeguarding Lead (DSL)
Applies from	September 2026
Review date	September 2027, or earlier following a change in legislation or guidance
Approval body	Governing Body
Approval date	_____
Chair's signature	_____

Sandfield Close Primary School
Sandfield Close, Leicester, LE4 7RE
0116 266 0333 | www.sandfieldclose.leicester.sch.uk



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Key statutory update for September 2026

KCSIE 2026 reflects changes made by the Crime and Policing Act 2026. A volunteer who frequently teaches, trains, instructs or supervises children, works on more than three days in a 30-day period, or undertakes an overnight activity is now in regulated activity. Sandfield Close will assess every volunteer role in writing and complete the legally appropriate checks before the role begins.



1. Policy statement and aims

Sandfield Close Primary School values the time, knowledge, languages, cultural insight and experience that volunteers bring to our inclusive school community. Volunteering must always enhance pupils' education and wellbeing and must never replace the work of appropriately employed staff.

The Governing Body is committed to safeguarding and promoting the welfare of children and expects every employee, governor, volunteer, student, contractor and visitor to share this commitment. The welfare of the child is paramount.

This policy aims to:

- provide a fair, consistent and safer process for recruiting and supporting volunteers;
- define clear roles, supervision and professional boundaries;
- ensure checks are proportionate, lawful, recorded and consistent with Keeping Children Safe in Education (KCSIE) 2026;
- enable concerns to be identified, reported and managed promptly; and
- give volunteers a positive, purposeful and well-supported experience.

2. Scope and definitions

This policy applies to adults who offer unpaid help under the direction of the school, whether regularly or occasionally. It includes parents and carers, community members, former pupils aged 18 or over, students on placement, work-experience adults, former staff, PTA helpers, governors when undertaking a separate volunteer role, and volunteers supplied by another organisation.

A visitor attending a meeting, assembly, performance, sports day or similar event is not automatically a volunteer. A professional visitor or contractor is managed under the school's visitor/contractor arrangements. Governors are subject to statutory governance checks; if they separately volunteer with children, that role is assessed under this policy.

The school will not normally place a current pupil's parent or close relative in the pupil's own class where this could create confidentiality, dependency or conflict-of-interest concerns. Exceptions may be agreed following a documented assessment.

3. Principles and equality

- Volunteer opportunities are offered according to school need, suitability and capacity to supervise; there is no automatic right to a placement.
- Applicants will be treated fairly and with dignity in line with the Equality Act 2010. Reasonable adjustments will be considered.
- The school may decline, pause or end a placement where this is necessary to protect pupils, maintain effective provision or manage operational risk.
- Volunteers are not employees and the arrangement is not intended to create a contract of employment or entitlement to payment.

4. Roles and responsibilities

Role	Core responsibility
Governing Body	Approve the policy, assure itself that safeguarding arrangements are effective and ensure statutory checks for governors are completed.



Role	Core responsibility
Headteacher	Overall accountability; approves placements and any exceptions; acts as case manager for concerns or allegations unless the concern is about the Headteacher.
Designated Safeguarding Lead (DSL)	Ensures appropriate safeguarding induction, receives child-protection concerns and liaises with children's social care, police or LADO as required.
School Business Manager (SBM)	Coordinates applications, identity and DBS processes, written risk assessments, Single Central Record entries where required, induction records and placement administration.
Class teacher / placement supervisor	Plans meaningful tasks, provides day-to-day direction, maintains appropriate supervision and reports concerns promptly.
Volunteer	Follows school policies, attends required induction/training, works only within the agreed role and reports any concern immediately.

5. Applying to volunteer and selection

Prospective volunteers should contact the School Business Manager. The school will identify a genuine need and suitable supervisor before progressing an application. The normal process is:

- completed application form and role outline;
- informal or formal suitability discussion, proportionate to the role;
- identity and address checks;
- at least one suitable reference for regular roles, normally from a person who is not a relative or close friend; two references may be requested for higher-risk or placement roles;
- exploration of employment/volunteering history and any gaps where relevant;
- written role-specific safeguarding risk assessment;
- DBS, barred-list, overseas or other checks where legally permitted and appropriate;
- Headteacher approval; and
- induction and signed volunteer agreement before duties begin.

Information that is false, materially incomplete or misleading may result in the application being declined or the placement ending. Recruitment information will include the school's safeguarding commitment and, where the role is regulated activity, the statutory warning that it is an offence for a barred person to apply.

6. Safeguarding checks and regulated activity

Checks are determined by the actual duties, frequency, location and level of supervision. The school will not use a blanket approach or request a barred-list check where it is not legally entitled to do so.

Volunteer situation	Minimum Sandfield Close approach
Regular/overnight teaching, training, instructing or supervising children; more than 3 days in 30; or other regulated activity	Enhanced DBS certificate including children's barred-list information before regulated activity. Existing volunteers newly brought into regulated activity from 1 September 2026 must have barred-list status checked as set out in KCSIE 2026.
Relevant personal care or healthcare	Always regulated activity, regardless of frequency. Only specifically authorised, suitably trained and checked adults may undertake it.



Volunteer situation	Minimum Sandfield Close approach
EYFS role in regulated activity	The volunteer must not begin work in the EYFS provision until the enhanced DBS certificate including barred-list information has been received. Childcare disqualification requirements will also be considered where applicable.
Occasional role that is not regulated activity	Written risk assessment. Enhanced DBS without barred-list information or a basic check may be considered where lawful and proportionate. The volunteer must remain appropriately supervised.
One-off trip/event helper who is not in regulated activity	Role/event risk assessment, identity confirmation, briefing and supervision. A DBS check is not automatic.
Volunteer supplied by a university, charity or other organisation	Written assurance of relevant checks and safeguarding arrangements; identity checked on arrival. Sandfield Close remains responsible for deciding whether the person may undertake the proposed role.
Volunteer who has lived or worked outside the UK	Same UK checks plus further overseas checks considered appropriate and available. If evidence is unavailable, the school will document its risk assessment and decision.
No checks obtained	Never left unsupervised and never permitted to undertake regulated activity.

6.1 DBS certificates and Update Service

The applicant must present original identity documents and, where required, the original DBS certificate. A certificate is not automatically portable. If the volunteer subscribes to the DBS Update Service, the school will obtain consent, inspect the original certificate, confirm that its workforce and level match the role and complete a status check. The Update Service is free for volunteers when joined at the point of application.

6.2 Pending checks

Except where KCSIE or the EYFS prevents a start, the Headteacher may exceptionally permit strictly supervised, non-regulated activity while a check is pending, supported by a written risk assessment and all other available checks. A person must never start regulated activity unless the legally required barred-list status has been established.

6.3 Recording

The school will record the decision, checks and risk assessment securely. Required volunteer checks will be entered on the Single Central Record in line with KCSIE. Copies of DBS certificates will be handled and retained only as permitted by the DBS Code of Practice and data-protection law.

7. Induction, training and records

Before starting, every volunteer will receive proportionate induction. Regular volunteers will normally receive:

- the identity of the DSL and deputy DSLs and how to contact them;
- the Child Protection and Safeguarding Policy, staff behaviour/code of conduct, low-level concerns process and whistleblowing arrangements;
- KCSIE Part One or other proportionate information directed by the Governing Body/DSL, with understanding checked;
- Prevent awareness, online-safety expectations and the school's Acceptable Use requirements;



- site security, signing-in, visitor badge/fob arrangements and emergency procedures, including fire and evacuation/lockdown;
- behaviour, anti-bullying, equality, SEND and confidentiality expectations;
- medical/allergy awareness relevant to the setting and role; and
- role-specific instruction, supervision arrangements and reporting lines.

The school may require refresher training or further briefings. Refusal or repeated failure to complete required training may prevent or end a placement.

8. Code of conduct and professional boundaries

Volunteers are trusted adults and must maintain consistently safe, respectful and professional conduct. They must:

- treat every pupil fairly and respectfully and uphold the school's behaviour expectations;
- follow staff instructions and remain within the agreed role;
- use calm, appropriate language and model positive conduct;
- avoid favouritism, gifts, secrets, promises of confidentiality or exclusive relationships;
- never exchange private contact details, connect with pupils through social media, communicate privately online or arrange contact outside school;
- never photograph, film or audio-record pupils or access pupil records unless expressly authorised for the role using school systems;
- not use personal phones or smart devices around pupils except in a genuine emergency or as specifically authorised;
- not transport a pupil in a private vehicle unless formally authorised following risk assessment and required checks;
- never use physical contact as punishment, initiate unnecessary contact or undertake personal/intimate care unless specifically authorised, trained and checked;
- not be under the influence of alcohol, illegal drugs or any substance that makes them unsafe; and
- declare any relationship, interest or change in circumstances that could affect suitability or create a conflict.

Volunteers should work in open and observable spaces wherever possible. Any accidental boundary issue, pupil-initiated contact, concerning interaction or situation that could be misunderstood must be reported promptly to the supervisor or DSL and recorded as directed.

9. Safeguarding, reporting and whistleblowing

9.1 Concern about a child

If a child discloses abuse or a volunteer notices a safeguarding concern, the volunteer must:

- listen calmly; do not investigate, interrogate or ask leading questions;
- never promise secrecy; explain that the information must be shared with people who can help;
- make an accurate, factual record using the child's own words as soon as possible;
- report immediately to the DSL or a deputy DSL and follow the school's safeguarding procedure; and
- if a child is in immediate danger, ensure urgent help is obtained. If the DSL is unavailable, the concern must still be acted upon without delay.

Volunteers must not contact parents/carers, investigate, retain safeguarding notes personally or discuss the matter with anyone who does not need to know.



9.2 Concern about an adult

Any concern or allegation, however small, about an employee, supply worker, trainee, volunteer, contractor or other adult must be reported in accordance with the school's allegations and low-level concerns procedures. Concerns about the Headteacher must be reported to the Chair of Governors. Concerns about the Chair should be reported through the route set out in the Child Protection and Safeguarding Policy. The Headteacher/Chair will consider consultation or referral to the Local Authority Designated Officer (LADO).

9.3 Whistleblowing

All volunteers must feel able to report unsafe practice or failures in safeguarding. Concerns will be taken seriously. Where internal reporting is not possible or the response is inadequate, the volunteer may use the external routes identified in the school's whistleblowing arrangements, including the NSPCC Whistleblowing Advice Line.

10. Supervision and permitted activities

The named supervisor retains responsibility for pupils, the task and behaviour management. The level of supervision will match the written risk assessment and may be reviewed at any time.

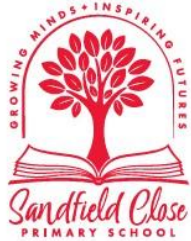
Volunteers may, when authorized	Volunteers must not
hear pupils read; support pre-planned classroom activities; help prepare resources; support clubs; assist with displays, gardening or administrative tasks; accompany educational visits within the agreed risk assessment.	teach or take sole responsibility for a class; independently assess or make decisions about pupils; administer sanctions; access safeguarding records; provide unsupervised 1:1 support unless the role and checks expressly allow it; administer medication or first aid unless trained and authorised; undertake intimate care unless specifically approved.
raise questions and seek clarification whenever unsure.	change the task, move to another area, take a pupil off site or leave the premises with a pupil without explicit staff authority.

A volunteer must never be used to cover staff absence or staffing ratios unless separately employed and appropriately qualified/checked under the relevant arrangements.

11. Confidentiality, data protection and online safety

Information about pupils, families and staff is confidential. Volunteers may only access the minimum information necessary for their role and must not discuss school matters outside the authorised team, including with their own family, other parents or on social media. Safeguarding information must always be reported to the DSL and is not withheld on grounds of confidentiality.

- Paperwork must remain on site and be returned securely.
- Personal email, cloud storage, messaging apps, removable media and personal devices must not be used for school information.
- Passwords and access cards/fobs must not be shared.
- Accidental disclosure, loss of information or suspected cyber incident must be reported immediately to the SBM or Headteacher.
- The school's privacy notice explains how volunteer information is used, shared, retained and protected.



12. Health, safety, medical needs and emergencies

The school will provide relevant information, instruction and supervision under its Health and Safety Policy. Volunteers must take reasonable care of themselves and others, follow risk controls, use equipment only when authorised and report hazards, accidents, near misses, injuries or security concerns immediately.

Volunteers must sign in and out using the school's visitor system, wear the issued identification and return any badge/fob before leaving. They must follow fire, evacuation and invacuation/lockdown instructions and must not re-enter or leave an assembly point unless directed.

Information about a pupil's medical need or allergy will be shared only where necessary for the task. Volunteers must follow the pupil's plan and staff direction. They must not give food, medication or first aid unless the role expressly requires it and they are trained and authorised. In an emergency they should summon a member of staff/first aider immediately and call 999 where directed or where delay would place someone at risk.

13. Educational visits and off-site activities

The Educational Visits Coordinator (EVC) and visit leader determine whether a volunteer is suitable and what checks, briefing and supervision are required. Volunteers must read the visit risk assessment, remain with the allocated group, follow headcounts and emergency arrangements, and immediately report a missing pupil, medical issue, behaviour concern or safeguarding concern. They must not make independent itinerary changes or take sole charge beyond the agreed plan.

For residential/overnight activities, the role will be treated in accordance with regulated-activity requirements. Sleeping, changing, toileting and personal-care arrangements must preserve dignity and follow the visit plan and safeguarding procedures.

14. Concerns, allegations and complaints

14.1 Concern about a volunteer

The school will respond promptly and fairly to conduct, performance or suitability concerns. Safeguarding concerns will be managed under KCSIE 2026 and the school's Child Protection and Safeguarding Policy, including liaison with the LADO, children's social care, police and/or DBS where required. The school may alter duties or suspend attendance while enquiries take place; this is a neutral safeguarding measure.

14.2 Complaint by a volunteer

A volunteer should first raise a non-safeguarding concern with the named supervisor or SBM. If unresolved, it may be referred to the Headteacher. The school's complaints procedure may be used where applicable, but a volunteer placement is not employment and employment grievance procedures do not apply.

15. Ending a placement, references and expenses

A placement may end at the agreed date, by mutual agreement or at any time by either party. The Headteacher may end or pause a placement where there are safeguarding, conduct, attendance, confidentiality, performance, supervision-capacity or operational concerns. The school will give an appropriate explanation where it is lawful and safe to do so, but may need to protect confidential information or an active investigation.

Only the Headteacher or SBM may provide a school reference. Any reference will be factual, fair and based on documented knowledge of the placement. Volunteers must obtain agreement before naming the school as a referee. Expenses are not normally paid unless agreed in writing in advance and supported by receipts; payment of genuine expenses does not create employment status.



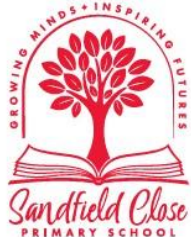
16. Monitoring, review and related policies

The SBM will maintain a central record of active volunteers and review regular placements at least termly with supervisors. The DSL and Headteacher will monitor safeguarding practice, training and concerns. The Governing Body will review this policy annually and sooner if legislation, KCSIE, local safeguarding arrangements or school practice changes.

This policy should be read with the school's: Child Protection and Safeguarding Policy; Staff Behaviour/Code of Conduct; Low-Level Concerns arrangements; Safer Recruitment Policy; Whistleblowing Policy; Visitors and Site Security procedures; Health and Safety Policy; Educational Visits Policy; Behaviour Policy; Equality Policy; SEND Policy; Online Safety and Acceptable Use Policies; Data Protection Policy and privacy notices; First Aid and Supporting Pupils with Medical Conditions policies; Allergy and Anaphylaxis Policy; and Complaints Policy.

Key references

- Department for Education, Keeping Children Safe in Education 2026 (in force from 1 September 2026).
- Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012 and Crime and Policing Act 2026.
- School Staffing (England) Regulations 2009; School Governance (Constitution) (England) Regulations 2012, as amended.
- Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2018.
- Working Together to Safeguard Children; Prevent duty guidance; DBS Code of Practice; UK GDPR and Data Protection Act 2018.
- Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings.



Appendix A: Volunteer application form

Please complete all sections. Information will be processed securely in accordance with the school's privacy notice.

Applicant details	Response
Full name (including title)	
All previous names	
Date of birth	
Home address and postcode	
Telephone	
Email	
Emergency contact name/number	
Relationship to the school, if any	

Placement information	Response
Why would you like to volunteer at Sandfield Close?	
Relevant skills, languages, experience or qualifications	
Preferred activities/year groups	
Days/times available and proposed start/end dates	
Course/provider and tutor details, if applicable	
Support or reasonable adjustments requested	

Safeguarding and suitability declaration

Please answer honestly. A declaration does not automatically prevent volunteering; the school will assess relevance, risk and legal requirements. Where the role is regulated activity, it is an offence for a person barred from regulated activity with children to apply.

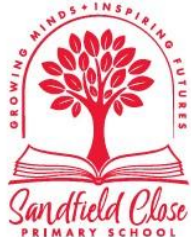
Are you barred from regulated activity with children? Yes / No

Are you disqualified from childcare or subject to any restriction relevant to this role? Yes / No

Have you received any caution, conviction, police investigation, safeguarding allegation, professional sanction or restriction that may be relevant? Yes / No

Have you lived or worked outside the UK for six months or more in the last five years? Yes / No

Is there any other information that may affect your suitability or create a conflict of interest? Yes / No

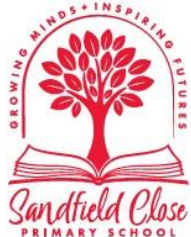


If yes to any relevant question, provide details on a separate confidential sheet for the Headteacher/SBM.

Referee (not a relative/close friend)	Details
Name and position	
Organisation and relationship to you	
Email and telephone	
How long they have known you	

I confirm that the information supplied is complete and accurate. I consent to the school seeking references and undertaking lawful, proportionate safeguarding checks. I will promptly disclose any change that may affect my suitability.

Signed: _____ Date: _____



Appendix B: Volunteer role and safeguarding risk assessment

Assessment field	Details
Volunteer / proposed role	
Supervisor / location	
Start/end date and frequency	
Specific duties	
Contact with children: nature, frequency and opportunity	
Will the role involve teaching, training, instructing, caring for or supervising?	
Will the role occur more than 3 days in 30, frequently or overnight?	
Any personal care, healthcare, driving solely for children or other regulated activity?	
EYFS / wraparound childcare implications	
Level and method of supervision	
What is known about the volunteer; references/informal information	
Other work/volunteering and available referees	
Overseas history / additional checks	
Conflicts, vulnerabilities or specific risks	
Required DBS level and legal basis	
Other controls, training or restrictions	

Decision	Record
Regulated activity?	Yes / No Rationale:
Checks completed	Identity / References / DBS / Barred list / Overseas / Other
SCR entry required/completed	
Permitted to start	Yes / No Date:
Review date	
Headteacher/SBM approval	Name: Signature: Date:



SANDFIELD CLOSE PRIMARY SCHOOL

Volunteer Policy



Appendix C: Volunteer agreement

This agreement describes mutual expectations. It is not a contract of employment.

Sandfield Close Primary School will:

- provide an agreed role, named supervisor and proportionate induction;
- explain safeguarding, health and safety, confidentiality and emergency arrangements;
- provide appropriate information, resources, support and feedback;
- consider reasonable adjustments and treat the volunteer fairly and respectfully; and
- keep personal information secure and explain how concerns or placement changes will be handled.

I, the volunteer, will:

- place pupils' welfare first and immediately report safeguarding concerns;
- follow this policy, the code of conduct, school instructions and all role restrictions;
- maintain confidentiality and safe use of information and technology;
- attend reliably or give reasonable notice if unavailable;
- work only within my competence and ask when unsure;
- promptly disclose any relevant change in circumstances, relationship or conflict;
- return all property, ID, keys/fobs, documents and information when requested; and
- understand that the school may change, pause or end the placement.

Agreement details	Record
Volunteer name	
Agreed role, class/location and supervisor	
Days/times and placement dates	
Specific restrictions/adjustments	
Volunteer signature/date	
School representative signature/date	

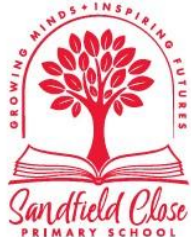


Appendix D - Induction checklist

Induction item	Date / initials
Identity and checks confirmed; written risk assessment approved	
Sign-in/out, identification badge/fob and site security	
Named supervisor, DSL/deputies and key contacts	
Child Protection and Safeguarding Policy and reporting route	
KCSIE information issued and understanding confirmed	
Staff behaviour/code of conduct and professional boundaries	
Low-level concerns, allegations and whistleblowing	
Prevent and online safety; Acceptable Use agreement	
Confidentiality, data protection and records	
Behaviour, anti-bullying, equality and SEND	
Fire, evacuation, invacuation/lockdown and emergency contacts	
First aid, accident/near-miss reporting and medical/allergy awareness	
Role-specific tasks, supervision and prohibited activities	
Educational visit briefing, if applicable	
Review arrangements and placement end date	

Volunteer: _____ Supervisor: _____ Date: _____

Further training/actions: _____



Appendix E: Quick safeguarding and conduct guide

DO	DO NOT
Sign in, wear your identification and stay in the agreed area.	Work alone with pupils unless the approved role and checks explicitly allow it.
Follow staff direction and ask whenever you are unsure.	Promise confidentiality, investigate a disclosure or contact parents yourself.
Report any child concern immediately to the DSL/deputy DSL.	Photograph, record or privately message pupils, or use personal social media with them.
Report any concern about an adult, however small, through the school procedure.	Use physical contact, transport pupils, give food/medicine or provide personal care unless authorised.
Keep all information confidential and school material secure.	Discuss pupils, families or staff outside the authorised team or post about school online.
Report accidents, hazards, lost data, boundary issues and anything that could be misunderstood.	Take paperwork/data home, use personal storage or share passwords/fobs.
Be calm, respectful, inclusive and professional.	Use humiliating language, favouritism, gifts, secrets or inappropriate jokes.

If a child tells you something worrying

Listen carefully and remain calm. Reassure the child that they were right to tell you. Do not investigate, ask leading questions or promise secrecy. Explain that you must share the information with someone who can help keep them safe.

Report the concern immediately to the DSL or any available deputy DSL—do not wait for a particular person. Record the facts, the child's own words, the date and time, and pass this information securely to the safeguarding team. Do not delay reporting while completing your written record.

If someone is in immediate danger, call **999** and alert a member of staff immediately.

Designated Safeguarding Lead (DSL)

Mrs Smita Lad – Headteacher

Deputy Designated Safeguarding Leads

Mrs Lilian Reading – Deputy Headteacher

Mrs Hinnah Khalifa – School Business Manager

Mrs Samantha Heselton – SENDCo

School telephone: 0116 266 0333

If you cannot locate a safeguarding team member, ask the school office to contact an available DSL or deputy immediately.