



USE OF VOLUNTEERS POLICY

2026-2027

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Everything Education School

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CONTENTS

1.0 Purpose and Aims	3
2.0 Scope	3
3.0 Legal and Safeguarding Framework	3
4.0 Roles Volunteers May Undertake	3
5.0 Recruitment and Selection	3
6.0 Regulated Activity and DBS Checks	3
7.0 References and Other Suitability Checks	4
8.0 Induction and Training	4
9.0 Supervision and Deployment	4
10.0 Safeguarding and Reporting Concerns	4
11.0 Professional Conduct and Boundaries	4
12.0 Confidentiality and Data Protection	4
13.0 Educational Visits, Transport and One-to-One Work	5
14.0 Health, Safety and Insurance	5
15.0 Managing Concerns About a Volunteer	5
16.0 Ending a Volunteer Placement	5
17.0 Record Keeping and the Single Central Record	5
18.0 Monitoring and Review	5
Related Policies	5
Appendix 1 - Volunteer Induction Checklist	6
Appendix 2 - Version Control	6

1.0 PURPOSE AND AIMS

Everything Education School values the contribution that suitable volunteers can make to pupils' learning, enrichment, careers education, educational visits and wider school life. This policy sets out a clear and safe framework for recruiting, checking, inducting, supervising and managing volunteers.

The aims are to encourage appropriate community participation while ensuring that safeguarding, safer recruitment, professional boundaries, confidentiality, health and safety and accountability are maintained to the same high standard expected across the school.

2.0 SCOPE

This policy applies to unpaid volunteers working for or on behalf of Everything Education School, including parents/carers, community volunteers, former pupils, placement students where they are acting as volunteers, and individuals introduced through another organisation. It does not replace separate arrangements for employees, agency workers, contractors, work-experience pupils or professional visitors.

A volunteer placement does not create an employment relationship. Volunteers will be given clear expectations about their role, supervision, expenses where applicable, confidentiality and the school's right to end the placement where necessary.

3.0 LEGAL AND SAFEGUARDING FRAMEWORK

This policy has regard to Keeping Children Safe in Education 2026 (KCSIE 2026), the Education (Independent School Standards) Regulations 2014, relevant Disclosure and Barring Service legislation and guidance, the Equality Act 2010, health and safety duties and data-protection law.

From 1 September 2026, the former supervision exemption from regulated activity with children was removed. As a result, some volunteer roles that were previously outside regulated activity because the volunteer was supervised may now be regulated activity, depending on the nature and frequency of the work. The school will assess each role before the volunteer begins and whenever the role changes.

4.0 ROLES VOLUNTEERS MAY UNDERTAKE

Subject to suitability, risk assessment and appropriate supervision, volunteers may support activities such as:

- reading, literacy, numeracy or subject support;
- small-group or classroom activities;
- careers, employability, enrichment or mentoring activities;
- educational visits and community activities;
- practical, creative or administrative support; and
- other agreed activities that complement the work of employed staff.

Volunteers must not be used as a substitute for appropriately qualified or employed staff where a role requires specific professional accountability. They must not take on duties outside the agreed role without approval.

5.0 RECRUITMENT AND SELECTION

The Headteacher or delegated senior leader is responsible for approving volunteer placements. Recruitment will be proportionate to the nature of the role but will normally include an application or expression of interest, discussion/interview, identity checks, assessment of suitability, references where appropriate, safeguarding checks and agreement of the role description.

The school may decline or end a volunteer placement where there are safeguarding, suitability, capacity, conduct or operational concerns. Decisions will be made fairly and with the welfare of pupils as the overriding consideration.

6.0 REGULATED ACTIVITY AND DBS CHECKS

Before a volunteer starts, the school will determine whether the role is regulated activity with children and which level of DBS check is legally available and required. Where the volunteer is in regulated activity, the school will obtain an enhanced DBS check with children's barred-list information unless a lawful exception applies.

Following the legal change from 1 September 2026, supervision alone no longer prevents frequent qualifying volunteer activity from being regulated activity. In broad terms, the frequency threshold includes activity on more than 3 days in any 30-day period or once overnight between 2am and 6am, provided the nature of the activity otherwise falls within the statutory definition.

Occasional volunteers who do not meet the definition of regulated activity, for example a parent helping on a one-off day trip, may not require an enhanced DBS check. The school may obtain an enhanced DBS check without barred-list information where the role is eligible and this is considered appropriate. A person who is barred from regulated activity must never be permitted to undertake regulated activity.

No volunteer may begin regulated activity until all legally required checks are complete. Where a volunteer does not require or does not yet have the relevant check, they must not be left unsupervised with pupils or deployed in a way that would amount to regulated activity.

7.0 REFERENCES AND OTHER SUITABILITY CHECKS

The school will obtain references where this is appropriate to the role, particularly for regular or higher-trust placements. Identity will be verified before the volunteer begins. The school may also consider relevant employment, professional, overseas, prohibition or other checks where legally required or appropriate to the particular role.

Right-to-work checks are not automatically required for an unpaid volunteer solely because they volunteer. Where an arrangement could amount to work, or where remuneration or benefits create uncertainty, the school will seek appropriate advice before the placement begins.

8.0 INDUCTION AND TRAINING

All volunteers must complete a proportionate induction before working with pupils. Induction will cover the role, safeguarding systems, the identity of the DSL/deputy DSL, how to report concerns, professional boundaries, behaviour expectations, confidentiality, health and safety, emergency procedures and relevant school policies.

Volunteers who work with children must receive safeguarding information and training appropriate to their role. The school will determine which sections of KCSIE 2026 and which internal policies the volunteer must read, ensuring that the volunteer understands the key safeguarding expectations before contact with pupils.

Additional training may be required for specific activities, including SEND support, first aid, online safety, educational visits, behaviour support, restrictive intervention awareness or specialist equipment.

9.0 SUPERVISION AND DEPLOYMENT

Each volunteer will have a named member of staff responsible for their deployment and support. Supervision will be proportionate to the volunteer's experience, checks, role, location, pupils' needs and level of responsibility.

Even where a volunteer has completed an enhanced DBS and barred-list check, this does not in itself make unsupervised working appropriate. The school will decide what level of oversight is safe and educationally suitable. Volunteers must follow staff instructions and remain within the boundaries of their agreed role.

10.0 SAFEGUARDING AND REPORTING CONCERNS

Safeguarding is everyone's responsibility. Volunteers must act immediately if they are worried about a child, receive a disclosure, observe concerning behaviour or become aware of a safeguarding risk. Concerns must be passed to the DSL or deputy DSL and recorded in accordance with the Safeguarding and Child Protection Policy.

Volunteers must not investigate concerns themselves, ask leading questions or promise confidentiality. If a child is in immediate danger or at risk of significant harm, urgent action must be taken. Volunteers must also know how to report concerns about an adult working in or on behalf of the school and how to use the Whistleblowing Policy if they feel unable to raise a concern through normal channels.

11.0 PROFESSIONAL CONDUCT AND BOUNDARIES

Volunteers must comply with the Staff Code of Conduct and maintain safe, professional and transparent relationships with pupils. In particular, volunteers must not:

- exchange personal telephone numbers, social-media details or private messaging accounts with pupils;
- form secret, exclusive, sexualised or otherwise inappropriate relationships with pupils;
- give personal gifts or money to individual pupils outside authorised school arrangements;
- use personal devices to photograph, film or record pupils;
- use inappropriate, discriminatory, humiliating or sexualised language;
- transport pupils in a private vehicle unless this has been specifically authorised under school procedures; or
- use physical intervention except in a genuine emergency where action is immediately necessary to prevent serious harm and no safer option is available.

Any accidental boundary crossing, pupil infatuation, inappropriate contact request or situation that could be misinterpreted must be reported promptly to the named supervisor or DSL.

12.0 CONFIDENTIALITY AND DATA PROTECTION

Information about pupils, families, staff and the school is confidential. Volunteers may only access information that is necessary for their agreed role and must not discuss identifiable information outside authorised

professional channels. Safeguarding information must still be shared when necessary to protect a child; confidentiality is not a reason to withhold a safeguarding concern.

Volunteer personal data will be processed in accordance with the school's privacy information, Data Management Policy and retention arrangements. DBS information and other criminal-record data will be handled securely and only to the extent permitted by law.

13.0 EDUCATIONAL VISITS, TRANSPORT AND ONE-TO-ONE WORK

Volunteers supporting educational visits must follow the Trips and Visits Policy and the visit leader's instructions. The visit risk assessment will determine the role volunteers may perform and whether they count within supervision arrangements.

A volunteer must not transport a pupil in a private vehicle or conduct unsupervised one-to-one work unless this has been specifically approved following appropriate safeguarding, insurance, role and risk checks. Any agreed one-to-one activity must be observable, accountable and conducted in a suitable location.

14.0 HEALTH, SAFETY AND INSURANCE

Volunteers must take reasonable care of their own health and safety and that of others, follow school instructions, report hazards and accidents, and use equipment only where authorised and competent to do so. The school will provide relevant health and safety information and emergency procedures as part of induction.

The school will maintain appropriate insurance arrangements for authorised volunteer activity. Where a volunteer is supplied or supported by another organisation, the school may seek confirmation of that organisation's insurance and safeguarding arrangements.

15.0 MANAGING CONCERNS ABOUT A VOLUNTEER

Any allegation or safeguarding concern about a volunteer will be handled under the school's Safeguarding and Child Protection Policy and KCSIE 2026. The volunteer may be removed from duties or have contact with pupils restricted while concerns are assessed. The school will consult the LADO, police, children's social care, DBS or other agencies where required.

If the school removes a person from regulated activity, or would have removed them had they not left, because they harmed or posed a risk of harm to a child and the statutory conditions are met, the school will make a referral to the DBS as required by law.

16.0 ENDING A VOLUNTEER PLACEMENT

Volunteer placements may end at the volunteer's request or at the school's discretion. The school is not required to continue a placement where it is no longer suitable, safe, effective or operationally viable. Where concerns arise, safeguarding and referral duties take priority over informal resolution.

On leaving, volunteers must return badges, keys, equipment and school information. Access to systems and premises must be removed promptly where applicable.

17.0 RECORD KEEPING AND THE SINGLE CENTRAL RECORD

The school will retain proportionate records of volunteer recruitment, checks, induction and role arrangements in accordance with KCSIE 2026, data-protection law and the school's retention schedule. Where KCSIE requires volunteer check information to appear on the Single Central Record, the required details will be entered and kept up to date.

Records should demonstrate the basis on which the school decided whether a role was regulated activity, the checks obtained, any risk assessment or supervision arrangement and the date on which the volunteer ceased the role.

18.0 MONITORING AND REVIEW

The Headteacher and proprietor body will monitor volunteer arrangements through safer-recruitment checks, safeguarding oversight, supervision, training records and review of any incidents or concerns. This policy will be reviewed at least annually and sooner where legislation, DBS rules, KCSIE or school arrangements change.

RELATED POLICIES

- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Visitor Procedure
- Whistleblowing Policy
- Safer Recruitment / Recruitment and Selection arrangements

- Trips and Visits Policy
- Health and Safety Policy
- Data Management Policy
- Online Safety / Acceptable Use Policy
- Behaviour Policy
- Low-Level Concerns and Allegations procedures

APPENDIX 1 - VOLUNTEER INDUCTION CHECKLIST

Area	Confirmation
Role and supervisor	Role explained; named staff supervisor identified.
Identity and checks	Identity verified; DBS/barred-list eligibility and regulated-activity status assessed.
References / suitability	Required references and other checks completed.
Safeguarding	DSL/deputy DSL identified; reporting procedure explained.
KCSIE / policies	Required safeguarding information and policies read and understood.
Professional boundaries	Staff Code of Conduct, personal devices and social-media expectations explained.
Confidentiality	Data protection and information-sharing requirements explained.
Health and safety	Fire, lockdown, first aid, hazards and accident reporting explained.
Pupil needs	Relevant SEND, medical or behaviour information shared on a need-to-know basis.
Visits / one-to-one	Any additional approval, training or risk controls confirmed.
Sign-off	Volunteer and supervisor confirm induction complete before duties begin.

APPENDIX 2 - VERSION CONTROL

Version	Date	Change Summary	Author/Reviewer	Approved by
2.0	11/09/2026	Updated and aligned for 2026-2027; KCSIE 2026 and September 2026 regulated-activity/DBS changes incorporated.	M Hussain	Headteacher / Proprietor