



Wrestlingworth Infant and Dunton Junior
C of E Schools Federation

Volunteer Policy

Reviewed by:

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Ratified by Governors:

Delegated

From the smallest seeds grow the biggest trees

OUR CHRISTIAN VISION

“The kingdom of heaven is like a mustard seed. A man plants the seed in his field. That seed is the smallest of all seeds. But when it grows, it is one of the largest garden plants. It becomes a tree, big enough for the wild birds to come and make nests in its branches.”

Matthew 13:31-32, International Children’s Bible

We believe each child is like a mustard seed, growing and thriving in our Church school family. All children are nurtured here and flourish through our teaching and care. We empower children to seek out the opportunities, responsibilities and experiences of life; children are inspired to be the best that they can be. Everyone is valued and able to grow in the love of God.

Whoever you are, you are welcome here.

Volunteer Policy

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1. Introduction and aims

We believe that volunteers provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience.

We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

The aim of the Wrestlingworth Infant & Dunton Junior C of E Schools Federation volunteer policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers

This policy has been developed in line with the statutory safeguarding guidance [Keeping Children Safe in Education \(KCSIE\)](#) from the Department for Education (DfE).

2. How we use volunteers

At Wrestlingworth Infant and Dunton Junior volunteers may:

- Hear children read
- Accompany school trips and visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT or art
- Help to run the school library
- Assist with maintenance jobs around the school

This isn't an exhaustive list.

Volunteers may be:

- Members of the governing board
- Parents
- Family members of pupils i.e. - Grandparents
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTFA
- Local clergy or members of the congregation

This is not an exhaustive list.

Members of the governing board working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings), are not covered by this policy. They are covered by our governor code of conduct.

3. How to apply to volunteer

If you are interested in volunteering at either of our schools you should:

- Email the school office
- Approaching senior leaders, class teachers, school office
- Completing an application form (see appendix 1)

4. Appointment of volunteers

Volunteers are appointed by a member of the Senior Leadership Team.

Appointment and induction of new volunteers can take several weeks and is dependent on the candidate and available spaces within the school.

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training.

The Executive Headteacher or Head of Schools reserves the right to terminate a placement at any time.

Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation, if needed. The school will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.

References and I.D will also be required as part of the volunteer recruitment process.

5. Safeguarding

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we're upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks with a barred list check on volunteers who:
 - Work 1-on-1 with pupils unsupervised
 - Work with groups of pupils unsupervised
 - Supervise or accompany groups of pupils on overnight residential visits
- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in
- Provide safeguarding guidance (See Appendix 3) to all volunteers **prior** to them beginning work at the school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education
- Require volunteers to agree and adhere to our code of conduct (see appendix 2) and to read, and adhere to, the school's policies on:
 - Safeguarding
 - Use of mobile phones
 - ICT and internet acceptable use
 - Online safety
 - Behaviour
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils

- Conduct a risk assessment to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
 - The nature of the work they will be doing
 - What we know about them
 - References from employers or other voluntary roles
 - Whether the role is eligible for an enhanced DBS check

We legally cannot carry out a DBS check on a child under the age of 16 who is volunteering at our school. We will ensure that children who are volunteering are always under an appropriate level of supervision, and conduct a risk assessment to consider any potential safeguarding issues.

- We will accept DBS certificates from other organisations when a volunteer from the organisation is in school for a one off occasion. For instance, a football coach with a DBS through the Football Association. We will require sight of the original DBS Certificate along with relevant I.D.
- We will record all regular school volunteers details on our Single Central Record. Volunteers will be given a volunteer privacy notice which confirms what data we collect and how we record it.

6. Induction and training

Training requirements will be determined by the Head of Schools, or the appropriate member of staff.

All volunteers must read the volunteer safeguarding guidance (Appendix 3) and read the most up to date statutory safeguarding guidance [Keeping Children Safe in Education \(KCSIE\)](#) from the Department for Education (DfE).

Other training requirements will be based on the nature of the work the volunteer will be doing.

7. Confidentiality

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of our schools.

If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents.

This doesn't prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our Child protection and Safeguarding policy, and inform the Designated Safeguarding Lead (DSL). Please also refer to our Volunteer Safeguarding Guidance within this policy (appendix 3).

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

8. Conduct of volunteers

Volunteers **must** comply with the code of conduct set out in appendix 2 of this policy.

9. Expenses

You're not obligated to cover any expenses, but you may wish to for things like travel and materials. If you need or wish to make an out-of-pocket expense on behalf of our schools, please speak to the school office staff / office manager before you make any purchases.

Any out-of-pocket expenses which has had prior agreement from the school can be reimbursed by completing a 'petty cash expenses' form which is available from either school office. Please ensure all receipts or other proof of purchase is attached to the form. Expense claims cannot be paid without these.

10. Insurance

We have a Risk Protection Arrangement (RPA) with the DfE. It is an alternative to insurance through which the cost of risks that materialise will be covered by government funds.

The definition of 'Employee' under the RPA includes voluntary workers, as such volunteers will be covered in the same way as an employee of the school.

If a volunteer is working at the school through another organisation, we will also check that organisation's insurance arrangements.

11. Data protection and record keeping

Our privacy notice for volunteers explains what information we collect about volunteers and why we collect it.

We will:

- Retain records relating to volunteers in line with our records retention schedule
- Remove details of volunteers from the single central record (SCR) once they no longer work at our school

12. Monitoring and review

This policy has been approved by the Governing Body and will be reviewed annually.

13. Links to other policies

This volunteering policy is linked to our:

- Child protection policy and procedures
- Staff conduct policy

Appendix 1: Volunteer application form



Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

DATA PROTECTION NOTICE

Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:

- You've given us your consent
- We must process it to comply with our legal obligations

You'll find more information on how we use your personal data in our privacy notice for volunteers.

PERSONAL DETAILS

Title:	
Name:	
Date of birth:	
Gender:	
Telephone number:	
Email address:	
Home address:	

DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

Wrestlingworth Infant and Dunton Junior C of E Schools Federation is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the schools privacy notice.

Do you have a DBS check? (please circle)	Yes/No
If yes, what type of check do you have? (please circle)	Basic DBS / Standard DBS / Enhanced DBS / Enhanced DBS with barred list information
Date of check:	
Certificate number:	

AVAILABILITY					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
Before school					
After school					
Lunchtimes					
How many hours per week/month can you volunteer?					
Can you commit to at least 1 term?					

EXPERIENCE AND QUALIFICATIONS

Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.

Which school would you like to volunteer at (Wrestlingworth / Dunton) and why?

Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc.)

EXPERIENCE AND QUALIFICATIONS

Do you have any relevant qualifications?

What age group/department would you prefer to work with?

Would you prefer to work 1-on-1 or with a small group?

Do you have any connection to either school?

REFERENCES

Your placement as a volunteer may be subject to satisfactory references. Please give the details of a referee who can comment on your suitability (e.g. employers, colleagues, teachers, etc.).

Name:

Relationship to you:

Address:

Telephone number:

Email address:

You will be given a form to hand to your referee to complete.

DISABILITY AND ACCESSIBILITY

Wrestlingworth Infant and Dunton Junior C of E Schools Federation is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:



Appendix 2: code of conduct for volunteers

Code of conduct for volunteers

By signing this form, volunteers agree to the following:

1. School rules and policies

1.1. Volunteers will follow all school rules and policies, including those on:

- 1.1.1. Child protection
- 1.1.2. ICT and internet acceptable use
- 1.1.3. Online safety
- 1.1.4. Mobile phones
- 1.1.5. Data protection
- 1.1.6. Health and safety
- 1.1.7. Equality
- 1.1.8. Whistle-blowing
- 1.1.9. Behaviour

1.2. Copies of the school policies are available online or from the school office

2. Professional conduct

2.1. Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the school's volunteer co-ordinator, Naomi Catmur (Office Manager).

2.2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy, or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.

2.3. Volunteers must conduct themselves in a professional manner at all times. This includes:

- 2.3.1. Dressing in a way that is professional and appropriate to the work they are doing
- 2.3.2. Refraining from using inappropriate language
- 2.3.3. Setting an example for pupils by acting in a way that reflects the school's ethos and values
- 2.3.4. Behaving in a way that is appropriate for the role they are undertaking
- 2.3.5. Ensuring that comments, including those made on social media, do not bring the school into disrepute

2.4. Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged at the end of term or as a way of saying "thank you".

2.5. Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.

- 2.6. Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.
- 2.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.
- 2.8. Volunteers should only come into school at their scheduled time or at another time which has had prior agreement by a member of school staff. They should not come into school without prior agreement.
- 2.9. Volunteers should not use their mobile phone or any other personal device to take photos of children or staff, at **anytime**, including during school events or educational activities.

3. Safeguarding

- 3.1. Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.
- 3.2. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL. The DSL is Maria Poultney and the deputies (DDSL) are David Bower, Sarah Woodward (Dunton) and Kate Millard (Wrestlingworth).
- 3.3. Volunteers should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.
- 3.4. Volunteers must alert the DSL if a pupil develops an infatuation with them, and must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
 - 3.4.1. Exchanging contact information
 - 3.4.2. Making contact with pupils outside of school, including on social media
 - 3.4.3. Arranging to meet pupils outside of school
- 3.5. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.
- 3.6. Volunteers must make sure they have familiarised themselves with and understood the Volunteer Safeguarding Guidance (Appendix 3)

4. Health and safety

- 4.1. Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.
- 4.2. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.
- 4.3. Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a volunteer badge at all times.

5. Confidentiality

- 5.1. Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the Headteacher or Head of Schools.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

Please sign and date below:

X

Volunteer name (please print)

X

X

Volunteer signature

Date

Appendix 3: Safeguarding Guidance for Volunteers

All Volunteers must read this Safeguarding Guidance

Wrestlingworth Infant and Dunton Junior C of E Schools Federation has a responsibility to safeguard the welfare of all children.

As a volunteer, you may see and hear things which raise concerns about a child's welfare. You may even have a disclosure made to you by a child.

This document aims to equip you with the information about what to do if that happens.

You can view Wrestlingworth and Dunton C of E Schools Federation's full safeguarding policy on our website at:

<https://www.duntonwrestlingworthschool.com/wp-content/uploads/2026/01/safeguarding-and-child-protection-policy-november-2025-final22.pdf>

If you do not understand or accept anything within the Safeguarding Policy, or this document, you must discuss your concerns with a member of our Safeguarding Team:

Maria Poultney – Designated Safeguarding Lead

David Bower – Deputy Designated Safeguarding Lead

Kate Millard - Deputy Designated Safeguarding Lead (Wrestlingworth)

Sarah Woodward - Deputy Designated Safeguarding Lead (Dunton)

YOUR CONDUCT

When engaging with children you must:

- Ensure that there is more than one adult present, or at least that others are within sight or hearing of your activity
- Report all allegations/suspicious of abuse (using the framework outlined later in this document)

You must not:

- Have inappropriate physical or verbal contact with children or young people
- Make suggestive or derogatory remarks in front of children or young people
- Jump to conclusions about others without checking the facts
- Exaggerate or trivialise child abuse issues
- Work with young people unsupervised. A member of staff from the school must be present at all times.

RECOGNISING ABUSE

Child abuse is when anyone under 18 years is being harmed or isn't being properly looked after. There are four main types of abuse.

Physical abuse

This is when someone hurts a child or young person on purpose. Physical abuse can include:

- Hitting
- Shaking
- Poisoning
- Burning
- Drowning
- Suffocating
- Making a child ill

Sexual abuse

Sexual abuse is when someone under the age of 16 is told, asked or forced to take part in sexual activities. This can include:

- Making them do sexual things either to themselves or with other people
- Involving them in the making of films, videos or DVDs or taking photos and videos on mobile phones that involve sexual activity
- Making them watch sexual behaviour

Emotional abuse

Emotional abuse happens in many different ways. It can affect how a young person or child feels about themselves, how they feel they fit in with their friends, at school, or where they live. Examples of emotional abuse are:

- Being made to feel inadequate, wrong or unhappy;
- Being unfairly blamed;
- Being bullied;
- Being made to feel frightened or in danger;
- Seeing or hearing someone from home being hurt by another member of the family (domestic violence).

Neglect

Neglect is when a child or young person is not being properly looked after and basic needs are not being met. This could damage their health or wellbeing. These basic needs include:

- Food and shelter (a safe place to stay/roof over your head)
- Safety at home
- Proper clothing
- Good cleanliness and being kept warm

- Receiving any necessary medical treatment
- Protection from physical and emotional harm or danger

REPORTING A CONCERN

You may be concerned with the safety of a child because:

- You see or suspect abuse;
- An allegation of abuse is made
- A child or vulnerable adult discloses abuse

If so, follow these steps without delay:

- 1. Discuss your concerns with Maria Poultney – Designated Safeguarding Lead, David Bower – Deputy Designated Safeguarding Lead, Kate Millard – Deputy Designated Safeguarding Lead (Wrestlingworth) or Sarah Woodward – Deputy Designated Safeguarding Lead (Dunton).**
- 2. If you still have serious concerns and there is immediate risk to the child/children (that the school is not already dealing with) call the police on 999.**

It is essential to avoid delay as inaction may place the child/children at further risk. Contact the NSPCC Child Protection Helpline 0808 800 5000 at any stage for advice.

If you contact the police or NPSCC, it is still important to report your concern to the school.

RESPONDING TO DISCLOSURE

When a young person discloses to you, stay calm and be reassuring. In the most appropriate way possible try to convey that:

- You are glad the young person told you
- You believe what you are being told
- You know it is not the young person's fault
- You will do your best to protect and support the young person

1. Receive

- Listen to what is being said, without displaying shock or disbelief
- Accept what is said but do not comment upon it
- Record the information as soon as possible, using the form in this document. Ensure that you include the circumstances that led up to the disclosure. Write exactly what the young person told you, not your interpretation. Important information to include is: date, time, words spoken, injuries noticed/disclosed, and a brief outline of the concern or incident.

2. Reassure

- Reassure the young person, but don't make promises you may not be able to keep, such as, "I'll stay with you", or "everything will be all right now"
- **Do not promise confidentiality**; you have a duty to refer
- Do reassure and alleviate guilt, if the young person refers to it. It is important for the young person to hear that they are not to blame

3. React

- Do not give your opinion or pass any judgemental comment on what you have been told
- Do not ask leading questions, for example, "What did s/he do next?" or, "Did s/he touch your private parts?" Such questions may invalidate your evidence (and the young person's) in any later prosecution in court
- Do not criticise the perpetrator; the young person may love him/her. Your criticism could be confusing and reconciliation may be possible

4. Refer

- It is vital that you report your concerns to the Designated Safeguarding Lead, or Deputy Designated Safeguarding Leads. It is not your responsibility to attempt to address the issues yourself

It is important to convey to the young person that if they tell you something that you feel could harm them or anyone else that you *have* to tell someone. This 'someone' will only be an appropriate person with the authority and the skills to help but ***you should never promise to keep anything a secret.***

In light of this information, the young person may then choose not to tell you. They have the right to do this and will hopefully tell what they have to at another time when they are ready. You should not pressure them. If they choose *not* to tell, you should still inform one of the Safeguarding Leads.

WHAT HAPPENS AFTER A CONCERN IS REPORTED?

Once a concern is reported to the school, the issue should then be dealt with through the child protection structures of the school.

Once your concerns have been logged a safeguarding record form will be filled out by the person you reported it to. The details will be reviewed to see if further action is needed. If so, the matter will be passed to the local authority / child protection services / police.

You can request an update on the outcome from the Designated Safeguarding Lead.

YOUR SAFETY AND WELL-BEING

It is important to ensure your own safety – if you feel you may be at risk, leave the area before reporting your concerns.

Your well-being is important – if you feel you need to talk or would like further support after raising a concern / responding to disclosure, please speak to Maria Poultney – Designated Safeguarding Lead.