



Barrowby Church of England Primary School

Volunteers in School Policy

1. Introduction

- 1.1 Children see volunteers within their environment as safe and trustworthy individuals. It is therefore essential to ensure that volunteers are suitable to work in a school. This policy seeks to ensure this through the processes outlined below.
- 1.2 This policy should be read in conjunction with the following policies:
 - Adults in School
 - Security

2. Authorisation

- 2.1 It is necessary to be satisfied that the potential volunteer is suitable to be in close contact with children etc. If they are unknown, or new to the school, they may be asked to meet with the Headteacher, and references will be obtained before accepting/authorising their help (Appendix 2). The volunteer will then be sent the relevant policies and documents and sign to say that they have received these during their induction process within the school (Appendix 3).
- 2.2 Volunteers will be given two copies of the indemnity letter, attached as Appendix 1. The volunteer should sign the letters in the space provided to indicate that they acknowledge that they have been given authority to work as an authorised volunteer and also that they understand the provisions of the County Council's scheme of indemnity. One copy of the signed letter will be retained in the 'Volunteers' file for future reference.

3 Supervision

- 3.1 Volunteers working with children will do so under the supervision of the appropriate teacher, in the classroom, or public areas of the school.
- 3.2 Any necessary instructions will be provided and, in exceptional cases, such training as may be required, as well as ensuring appropriate levels of supervision.
- 3.3 Any member of staff who has any concern about the suitability of a volunteer to work in school must inform the Headteacher, or in his/her absence another member of the Senior Leadership Team as soon as possible.

4 Clearance

- 4.1 Volunteers at Barrowby School may be subject to:
 - Satisfactory references
 - Enhanced DBS Disclosure
 - Child Workforce barred list

- 4.2 All volunteers working in school will be subject to the appropriate level checks, whether or not they have contact with children.
- 4.3 The DES and County Council policies on DBS checks will be adhered to: the need for a DBS check will be determined by the frequency and type of contact they have with pupils.
- 4.4 Points for consideration when deciding whether a DBS check is required may include:
- The duration, frequency and nature of the contact with children.
 - How well the volunteer is known to school, including formal or informal information offered by staff, parents and other volunteers.
 - Whether the volunteer has other employment, or undertakes voluntary activities where referees would advise on suitability.
 - Any other relevant information about the volunteer or the work they are likely to do.
- 4.5 Volunteers helping with one-off events, and volunteers who do not have regular (see definition at 4.7) or unsupervised access to children are not required to obtain a DBS disclosure.
- 4.6 A DBS check may be requested for *any* volunteer where the Headteacher has any cause for concern.
- 4.7 All volunteers who are involved in regulated work with children (defined as a person who once a week or more often, or on more than 4 days in a 30-day period and have opportunity for contact with children – unless they are a supervised volunteer - will be subject to an enhanced DBS check.
- 4.8 Where the volunteer is already well known to school, an enhanced DBS disclosure for a similar position at another organisation may be acceptable ('limited portability'- e.g. through local church, pre-school, youth organisation) provided the date of clearance is within the period that the volunteer has been known to school.
- 4.9 Circumstances where it would not be appropriate to DBS clear include:
- Volunteers or parents who only accompany staff and children on one-off outings or trips that do not involve overnight stays, or who only help at specific events e.g. a sports day or school fete.
 - Visitors who have business with the Head or other staff or who have brief contact with children with a teacher present e.g. an assembly, or to speak to a class/extracurricular club.
 - Students on a KS4 work experience placement; secondary school students undertaking voluntary service, citizenship or vocational studies; or KS5 or 6th Form pupils in connection with a short careers or subject placement. (In these cases the school/college placing the student should ensure that he/she is suitable for the placement in question).
 - Visitors who come on site only to carry out repairs or service equipment and are supervised.
 - Building contractors – children are not allowed in areas where builders are working for health and safety reasons so workers should have no contact with children and this will be supervised.

- People who are on site before or after school hours when children are not present e.g. local groups who hire premises for community or leisure activities, cleaning contractors who only come in after children have gone home or before they arrive. These will still be supervised where possible.

Contact Points

School Services (01522/553357)

5 Volunteers in School Policy Review

This policy is reviewed by the Head teacher, staff and Governors in accordance with Barrowby School's Policy and Review Cycle for approval by the Full Governing Body, every 3 years.

Last reviewed: September 2025

Next review: September 2028