



# Thames Ditton Infant School Volunteer Policy

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**Approved By:** Governing Body

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# Volunteer Policy

At Thames Ditton Infant School, we recognise and value the contribution made by volunteers who support our pupils and staff. This policy sets out the practices and procedures for appointing, managing and supervising volunteers, ensuring safeguarding and pupil welfare remain paramount.

## 1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to:

- The Childcare Act 2006
- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) Regulations
- UK General Data Protection Regulation (UK GDPR)
- The Data Protection Act 2018
- Keeping Children Safe in Education (2025)

This policy operates in conjunction with the following school policies:

Child Protection and Safeguarding Policy, Complaints Procedures Policy, Data Protection Policy, Staff Code of Conduct and Sharing Safeguarding Information Policy.

## 2. Definitions

Volunteers are individuals who engage in an activity involving unpaid time to benefit the school.

Occasional volunteers are individuals who accompany staff and pupils on one-off trips or events.

Regular volunteers are individuals who volunteer once a week or more, or three or more times within a 30-day period.

## 3. Application to be a volunteer

Anyone wishing to volunteer at the school must complete a Volunteer Application Form.

Occasional volunteers are appointed at the discretion of the Headteacher and will always be supervised by a member of staff.

Regular volunteers will be required to have an informal discussion with a member of the Senior Leadership Team, and appropriate safer recruitment checks will be undertaken.

## 4. 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.

All engagements to participate in an activity will be conditional upon the completion of an enhanced DBS check where the role meets the definition of regulated activity, and relevant training. Any DBS checks obtained will be recorded on the school's Single Central Record.

## **5. Induction**

All volunteers will receive an induction appropriate to their role. This includes safeguarding information, identification of the DSL and deputies, health and safety procedures, and expected standards of conduct.

Volunteers will be required to read key policies including the Child Protection and Safeguarding Policy, Behaviour Policy, Health and Safety Policy and Complaints Procedures Policy.

Regular volunteers will be required to read Part 1 of Keeping Children Safe in Education.

## **6. Safeguarding**

Volunteers must follow the school's safeguarding procedures and report any concerns immediately to the Designated Safeguarding Lead (DSL) or a deputy.

Volunteers will sign in and out at the school office and wear a visitor badge at all times.

## **7. Health and safety**

Volunteers must comply with the Health and Safety Policy and familiarise themselves with emergency procedures. Any hazards or concerns must be reported immediately to a member of staff.

## **8. Absence**

Volunteers are required to inform the school office by 8:30am if they are unable to attend at the agreed time. Failure to inform the school on more than three occasions may result in the volunteer no longer being able to attend.

## **9. Confidentiality**

Volunteers must maintain confidentiality at all times. Information will be shared on a need-to-know basis only. Any safeguarding concerns must be reported to staff or the DSL.

## **10. School trips (safeguarding)**

Occasional volunteers supporting trips will be provided with the relevant risk assessment and essential pupil medical information on a need-to-know basis to ensure pupil safety. Occasional volunteers will always be supervised by a member of staff.

## **11. Monitoring and review**

The Headteacher, supported by the Designated Safeguarding Lead (DSL), will review this policy annually and communicate any changes to staff, volunteers and relevant stakeholders.

## **Appendix A – Volunteer Code of Conduct**

All volunteers are expected to maintain high standards of behaviour and conduct when undertaking any activity at the school.

Volunteers will:

- Observe high standards of behaviour and ethical conduct
- Be positive role models for pupils
- Follow all school policies
- Maintain confidentiality
- Report safeguarding concerns immediately
- Dress and behave appropriately

Volunteers will not:

- Discipline pupils
- Use physical punishment or inappropriate language
- Take photographs
- Share personal contact details with pupils
- Behave in a way that could bring the school into disrepute

## **Appendix B – Volunteer Agreement**

I confirm that I have read and understood the Volunteer Policy and agree to abide by the expectations and code of conduct outlined.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix C – Documents Checklist

Please tick once you have read and understood the following documents:

- Behaviour Policy
- Anti-bullying Policy
- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Data Protection Policy
- Online Safety Policy
- Fire Safety Policy
- Complaints Procedures Policy
- Staff Confidentiality Policy