



WORTH PRIMARY SCHOOL
"lifelong learning"

Volunteers in School Policy

Approved by:	Local Governing Body	Date: 06/10/2026
Last reviewed on:	26/09/2025, 16/09/2026	
Reviewed by:	DEALT and K. Chance - Headteacher	
Next review due by:	September 2027 (Annual review)	



A Deal Education Alliance Learning Trust School

Volunteers in School Policy

Introduction

Worth Primary School is committed to seeking support and expertise from the wider community through the work of volunteers in school.

The value of well-deployed volunteers in school is widely recognised. They are a welcome resource in helping to raise children's achievement whilst complementing the work of the staff in school. They can often provide expertise and experience that might otherwise be unavailable in school.

Volunteers will be placed sensitively and responsibly. They will not be asked to replace paid staff or be given responsibility within school that would normally be associated with paid employees.

We benefit from volunteers through:

- Celebration of the diversity of skills, knowledge and expertise within our school and wider community.
- Enrichment opportunities within the curriculum through volunteers who advise and support both the staff and pupils.
- Providing regular support in the classroom in activities such as reading.
- Providing first-hand experience to support specific topics or curriculum areas such as in History or RE.

How to volunteer

People interested in volunteering should contact the school office on 01304 612148 or secretary@worth.kent.sch.uk

Recruitment checks:

As a volunteer at Worth Primary School, we will:

- Carry out a risk assessment to identify the risk level

Your written risk assessment should cover:

- The nature of the work, including if it's considered regulated activity
- What's known about the volunteer, including formal or informal information from staff, parents/carers and other volunteers
- If the volunteer can provide references from other employment or voluntary activities
- If the role is eligible for a Disclosure and Barring Service (DBS) check and, if it is, what level of check is appropriate.

This is set out on page 95 of Keeping Children Safe in Education (KCSIE) 2026.

Volunteers in regulated activity: get an enhanced DBS check with a barred list check

New volunteers

From 1 September 2026, you **must** get an enhanced DBS check with children's barred list information for all new volunteers taking part in regulated activity.

The supervision exemption no longer applies

Deployment of Volunteers

All volunteers will be made to feel welcome. Their role will be clearly defined through discussions with the Headteacher or relevant member of staff.

Volunteers will be given copies of:

1. Worth Primary School's Policy for Volunteers in School.
2. Part 1 of Keeping Children Safe in Education.
3. Worth Primary School's Code of Conduct.
4. Privacy Notice

5. AUP

In advance of volunteering, all documents above should be signed by the volunteer and a signed copy kept on record by the school.

The Headteacher retains responsibility for all volunteers in school. However, they will be supported by a named member of staff. Through induction procedures all volunteers will be made aware of the following:

- Volunteers will be under the supervision of a member of staff.
- They must be directly supervised if they do not hold the appropriate DBS certificate.
- How to deal with inappropriate behaviour of children.
- Expectations regarding confidentiality.
- Policies relevant to their role.
- Expected level of appropriate behaviour and an awareness of professional codes of conduct.
- The school's complaints procedure.
- Safeguarding procedures.
- Health and safety procedures.
- Fire alarm procedures.
- GDPR expectations

Child Protection and Safeguarding

The law requires checks to be made on anyone with responsibilities in a school which gives them regular unsupervised access to pupils. This includes people who regularly help

- In the classroom.
- In extra- curricular activities.
- On residential visits.

Volunteers not being directly supervised will be asked to complete a DBS Disclosure Application Form each year. This will not apply to volunteers who assist in school activities such as assisting in walking children to a local venue or in activities such as PTA events where activities are supervised by a member of staff or a responsible adult (those for whom we have certification of a satisfactory DBS). Whilst we are waiting for the return of DBS checks, a list 99 check will be done

General Data Protection Regulations

During volunteer duties, you may have access to the personal information of other members of staff, the School or pupils. All volunteers must help meet the School's data protection obligations and therefore should ensure they have read a copy of the School's Data Protection Policy. Please ensure you have received a copy and have read the School's Privacy Notice which outlines what personal data we hold about volunteers, how we collect, how we use and may share information about you. If you have any concerns or questions around data protection please speak in the first instance to the Headteacher.

Inclusion

Worth Primary School is a fully inclusive school and, where possible, will encourage disabled volunteers to support the school. The school will take steps to ensure appropriate support is given to all volunteers.

Parent volunteers

Parents make up the majority of volunteers. **Worth Primary School** encourages the support of parents. However, in most cases we will ask parents to support classes which do not contain their own children.

Health and Safety

Safe practice must be promoted at all times. The school has a Health and Safety Policy and maintains a record of risk assessments. All volunteers will have their attention drawn to identified risks. Action will be taken by the school to minimise any risk.

Volunteers will be covered under the school's relevant insurance arrangements while undertaking volunteer activities.

Feedback

Volunteers will be encouraged to provide feedback to the school via the relevant staff member, or Headteacher, regarding their experience of volunteering. Feedback will be used to maximise the benefit of volunteering to both the school and future volunteers.

Associated Documents:

Staff Code of Conduct; Complaints Policy; Child Protection Policy; Health and Safety; Behaviour and Reward Policy; Privacy Notice; Data, Acceptable use policy

To be reviewed: September 2027