



Volunteer Policy

Policy Author:	Director of People
Policy Lead (if applicable):	N/A
Responsible Committee:	L&G
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All Saints Catholic Academy Trust (ASCAT) is committed to safeguarding and promoting the welfare of all pupils. This policy ensures that volunteer recruitment, management, and deployment strictly adheres to statutory guidance set out in **Keeping Children Safe in Education (KCSiE 2026)**

Scope & Definition of a Volunteer

A volunteer is defined as any individual who, without financial remuneration, gives their time and service to support any school within ASCAT. This includes:

- Parents, carers, and family members supporting classroom reading, trips, or events.
- Governors and trustees.
- Community volunteers, mentors, and sports coaches.
- University/college students on unpaid work experience or placements.

Safer Recruitment & Vetting Procedures

In line with KCSiE 2026 safer recruitment principles, all prospective volunteers must undergo robust vetting checks prior to commencement.

Application & Assessment

All prospective volunteers must:

1. Complete a **Volunteer Application Form** (including details of employment/volunteering history and two references). (Appendix 1)
2. Complete an **Informal Discussion/Interview** with the Headteacher or Designated Safeguarding Lead (DSL) to discuss suitability, roles, and expectations. This must be recorded.
3. Provide formal proof of identity (and right to volunteer as per UKVI)

Vetting Checks & Regulated Activity (Updated KCSiE 2026)

Under **KCSiE 2026**, the supervision exemption for volunteers has been removed. A volunteer is deemed to be in **Regulated Activity** if they engage in teaching, training, instructing, caring for, or supervising children:

- **Frequently:** On more than 3 days in any 30-day period, once per week or more (across single or multiple settings).
- **Overnight:** Between 2:00 AM and 6:00 AM (e.g., residential trips, even on a single occasion).
- **Personal Care:** Providing intimate or healthcare support (on any occasion).

Example Volunteer Role	Example Frequency	Level of Check Required
Reading Helper	Weekly	Enhanced DBS with Children's Barred List Check
Sports Coach/Club Assistant	Regular - 3 times per month	Enhanced DBS with Children's Barred List Check
Overnight Trip/Residential	Anytime between 2am to 6am	Enhanced DBS with Children's Barred List Check
School Trip/PTA Member/Helper	Once per term or less	Risk Assessment & Supervision
School Trip/PTA Member/Helper	Weekly swimming transport/weekly ice creams after school	Enhanced DBS with Children's Barred List Check

****Under no circumstances will a volunteer for whom appropriate vetting checks have not been completed be permitted to engage in regulated activity or left unsupervised with children****

4. Single Central Record (SCR)

Details of all regular volunteers and those in regulated activity will be recorded on the school's **Single Central Record (SCR)**, detailing:

- Identity checks verified.
- Enhanced DBS certificate date and reference number.
- Barred List check completion date (where applicable).
- Overseas criminal record checks (if the volunteer has lived/worked abroad).
- Verification of right to volunteer/work.

5. Induction & Safeguarding Training

Before starting, all volunteers must undergo an induction led by the DSL (or designated deputy), which includes:

- **Reading & Acknowledgement:** Reading **Part 1 of KCSIE 2026** in full, the school **Child Protection/Safeguarding Policy, Staff/Volunteer Code of Conduct, Confidentiality and Whistleblowing Policy**.
- **Recognising Abuse:** Training on how to identify indicators of abuse, neglect, mental health concerns, misogyny/harmful sexual behaviour, and online risks.
- **Reporting Concerns:** Procedures for reporting concerns immediately to the DSL or DDSL.
- **Health & Safety:** Basic emergency procedures, and health & safety guidelines, including allergy awareness.

A record must be kept of all training and checks that have taken place

6. Code of Conduct & Professional Boundaries

Volunteers are held to high standards of professional conduct. Volunteers **must**:

- Maintain professional boundaries with pupils at all times.
- Wear a school visitor badge/lanyard clearly displayed at all times.
- Sign in and out at the main reception for every session.
- Direct any discipline or behaviour management issues to the class teacher.

Volunteers **must NOT**:

- Use personal mobile phones, cameras, or smart devices in areas where children are present.
- Take photos or videos of pupils under any circumstances.
- Exchange personal contact details, social media handles, or communicate privately with pupils.

- Give gifts to pupils or receive non-approved gifts from pupils.
- Transport pupils in personal vehicles without explicit written authorisation and insurance/licence verification provided to school in advance.
- Administer medication or carry out intimate personal care unless specifically appointed, trained and vetted for that role.
- Be rewarded financially for the volunteer role that they are carrying out.

7. Supervision & Expectations

- All volunteers not in regulated activity will be supervised by a designated member of staff who is in regulated activity.
- Supervision must be regular, ongoing, and proportionate to the environment and tasks undertaken.
- Volunteers are expected to be reliable and punctual. If unable to attend, they must notify the school office as early as possible.

8. Data Protection & Confidentiality

Volunteers may become aware of personal, educational, or safeguarding information regarding pupils or staff.

- **Strict Confidentiality:** Information regarding pupils, families, or staff must never be disclosed outside the school setting or discussed with other parents/community members.
- **Data Handling:** Volunteers must comply with UK GDPR and the Data Protection Act 2018. Any accidental data breach or loss must be reported to the Data Protection Officer immediately.

9. Managing Allegations & Concerns

- **Safeguarding Concerns:** If a volunteer receives a disclosure from a pupil or develops a safeguarding concern, they must report it to the **DSL immediately**.
- **Allegations Against Volunteers:** Any allegation made against a volunteer will be managed in accordance with Section 4 of KCSIE 2026 (*Allegations against staff and individuals not directly employed*). The Headteacher, MAT Representative and Local Authority Designated Officer (LADO) will be informed immediately.

10. Termination of Volunteering

The Trust reserves the right to terminate a volunteer placement at any time if:

- The volunteer breaches the ASCAT Code of Conduct or Safeguarding Policies.
- Vetting checks reveal unsuitability.
- The school no longer requires volunteer support for the specific task.