Twickenham PRIMARY ACADEMY

Volunteer Policy

This policy is available to parents and prospective parents on the school's website and by request from the School Office. If you require a copy of this document in large print or audio format, please contact the School Office.

Policy Review Schedule

Policy Name	**TPA Volunteer Policy**
Review Frequency	Every three years
Statutory Policy	No
Policy Owner	Principal
Lead Reviewer	Principal
Approver and date of last approval	Principal: 12/10/2026

Key review dates	**By whom**	**Changes made**
24/02/15 written	P. Hogg-Andrews	
01/02/18 reviewed	John Smith	Updated Volunteer request form
01/02/2021 reviewed	John Smith	Policies updated that volunteers will receive Reference to KCSIE 2020 added First aid Medical administration
01/09/2021 reviewed	Petra Gollob	Change of Mission Statement, Vision and Values to link with OLT; reference to KCSIE 2021 updated
10/10/2022	Erin Moscardini	Reference to KCSIE 2022 updated.
17/01/2025	Erin Moscardini	Reference to KCSIE updated and trip volunteers added.
08/10/2026	Sarah Bellingham	Updated in line with KCSiE 2026 and addition of volunteer type
Next review: 08/10/2029		

Introduction
Volunteers at Twickenham Primary Academy bring with them a range of skills and experience that can enhance the learning opportunities of children at our school. We welcome and encourage volunteers from the local community. Our volunteers work closely with the school in support of our mission statement and aims. See below.

This policy makes reference to DfE guidance Keeping Children Safe in Education. It is linked to our Equality, Safer Recruitment and Safeguarding and Child Protection policies.

Twickenham Primary Academy Vision
We work collaboratively with our school communities; our staff, parents and children, to create exceptional learning environments that empower and support all to achieve their potential.

Twickenham Primary Academy Mission Statement
To create inspirational learning opportunities for all our children and staff.

Ambitious for All
In order to achieve the above, we have chosen the following values:

Inspiring All

in our school community to embrace a lifelong love of learning; to aim high and think creatively to achieve their dreams and ambitions.

Challenging All
in our school community to flourish in a culture of academic excellence, to exceed expectations and reach their full potential.

Nurturing All
in our school community to be well-rounded, balanced and empathic individuals, who take responsibility for themselves and care for other people.

Empowering All
in our school community to engage purposefully with local and global issues; show leadership, resilience and become open-minded citizens of the world.

Our school values are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our pupils as confident, happy citizens.

All of these values are shared across the Omnia Learning Trust.

Our volunteers may include:

- parents of pupils;
- ex-pupil s (16 or over);
- Duke of Edinburgh volunteers from other schools (under 16)
- students on work experience;
- university students;
- ex-members of staff;
- local residents.

Activities that our volunteers are engaged in may include:

- hearing children read;
- working with small groups of children;
- working alongside individual children;
- guest speaking;
- taking workshops;
- undertaking art & craft activities with children;
- supporting with running after-school clubs;
- working with children on the computers;
- assisting with PE and sports activities;
- cooking activities;
- accompanying school educational visits and local trips
- tending our eco-garden;
- maintaining our library facilities.

Volunteers are excluded from the following activities:

- taking responsibility for all or some of the class (including being left on their own 1-1 with a child);
- changing children or supervising them in the toilet;
- taking the children offsite without a teacher in charge.
- First aid, carrying or administering medicine for a child

Becoming a volunteer

Anyone wishing to become a volunteer, either for a one-off event such as a school visit or on a more regular basis, e.g. hearing children read, usually approaches the Principal, class teacher or members of the school administration team directly.

Volunteers will be asked to complete a Volunteer Request Form (Appendix 1) with their contact details, type of activity they would like to help with, and the times they are available to help.
Once arrangements have been agreed regarding the type and frequency of work to be carried out the volunteer will be asked to sign the Volunteer Agreement Form (Appendix 2)
Students on work experience have a separate policy and agreement to complete

Volunteer checks
We do not usually undertake checks for one-off volunteers who are not engaged in regulated activity (see DBS information). One-off volunteers will include, but is not exclusive to, parents/carers who escort on school trips, assist with production and performances, help the teaching staff with curriculum activities. One-off volunteers will be supervised by Twickenham Primary Academy staff.

Volunteers who are engaged in regulated activity will have the following details entered on our Single Central Register:

- an identity check;
- self-declaration form and ongoing suitability form;
- an enhanced DBS check with child barred list;
- further checks on people living or working outside the UK;

References
We will seek two references for all volunteers engaged in regulated activity. We understand that referees might not be able to provide knowledge about suitability to work with children if the volunteer has not worked in a children's setting before but we will ask this question.

Disclosure and Barring Checks (DBS)
For volunteers who work in regulated activity, we will obtain an enhanced Disclosure and Barring Scheme (DBS) certificate with child barred list check. For the definition of regulated activity please see here:
https://assets.publishing.service.gov.uk/media/6ac3c09c11ed58342ad8e4ac/Keeping_children_safe_in_education_2026.pdf

If a new volunteer is not engaging in regulated activity, we will undertake a risk assessment and use our professional judgement and experience to decide whether to seek an enhanced DBS check. We will consider:

- the nature of the work with children;
- what we know about the volunteer, including formal or informal information offered by staff, parents and other volunteers;
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability;
- whether the role is eligible for an enhanced DBS check.

Volunteer Induction
All volunteers in school will receive induction from the Office Manager, Principal or the teacher whose class they are working in. Induction will include:

- Emergency evacuation procedures;
- safeguarding and child protection policy through a volunteer leaflet;
- Volunteer policy

- Acceptable use policy

Security
All visitors are asked to sign in and out at Reception and wear a visitors' badge.

Confidentiality
Volunteers in school are bound by a code of confidentiality. Any concerns that Volunteers have about the children they work with or come into contact with should be voiced with the class teacher and not with the parents of the child /persons outside school.
Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Principal.

Deployment and supervision of volunteers
Work of volunteers will not replace the duties undertaken by paid staff nor cover absences of paid staff.
Volunteers will be assigned to and supervised by a named member of staff. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the teacher as to how an activity is carried out/what the expected outcome of an activity is. Volunteers are encouraged to seek further advice/guidance from the teacher in the event of any query /problem regarding children's understanding of a task or behaviour.

On occasion, a volunteer may express a wish to support in their own child's classroom. If this is likely to become distracting for the child and put the teacher in an uncomfortable situation, the Principal or class teacher reserves the right at their discretion to place the volunteer where the school needs their help most and which is seen as appropriate.

Health & Safety
Volunteers will be asked to confirm that they have read and understood our Safeguarding information and our Fire and Evacuation procedures in their induction.
Class teachers will also ensure that volunteers are clear about all emergency procedures (e.g. fire alarm evacuation). Equally volunteers are provided with any risk assessments about any safety aspects associated with a particular task (e.g. using DT equipment /accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher or Principal.

Child Safeguarding
The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

- all Volunteers are given copies of our TPA Safeguarding leaflet (from our Safeguarding Policy)
- all our Volunteers must have an enhanced clearance by the Disclosure and Barring Service with barred list check if working in regulated activity;
- we seek references for our volunteers

Complaints Procedure

Any complaints made about a volunteer will be referred to the Principal for investigation. Any complaints made by a volunteer will be referred to the Principal and the LADO.

Any complaint against a volunteer will adhere to the Complaints Policy for further investigation.

Monitoring and evaluation
The effectiveness of this policy will be analysed by the Senior Leadership Team (SLT). Evidence will be provided by feedback from line managers and comments made in each staff appraisal form. The Principal will also look at lesson observation records and pupil progress data.

Appendix 1 Volunteer Request Form	
Name of Volunteer	
Date of birth	
DBS certificate **Yes** **No**	
Referee 1 **Name** **Address** **Telephone** **Email**	
Referee 2 **Name** **Address** **Telephone** **Email**	
Outline of support you would like to give to the school	

Have you discussed volunteering at TPA with a member of staff. If so please give details	
Date available to start	
Signed	

Appendix 2 Volunteer Agreement	
Name of volunteer	
Area of support	
Supervisor	
Start date and times you will be supporting	
Please conform that you have undertaken/understood the following	√
I have received copies of the Safeguarding and Equality policies	
I have completed Child Protection training	
I have received emergency evacuation training	
I have signed the acceptable use policy	
I understand that I must follow instruction from my supervisor and other school staff	
I understand my confidentiality responsibility	
ICT **Please note that children should not be given any unsupervised access to the internet. All children are taught that if they see an unacceptable image on a computer screen, they must turn the screen off and report to an adult.**	
Mobile Phones **Please avoid using mobile phones in the school environment, particularly in the presence of the children.**	
Hot Drinks **Please do not bring any hot drinks into school.**	
Smoking **The school buildings and grounds are a no smoking environment.**	
Dress Code **Please note that we do not wear low cut tops or short skirts in the presence of our pupils**	

Signed volunteer
Date

Volunteer risk assessment form

This template should be used to determine what checks (if any) are required for the volunteer.

The highlighted text provides guidance to help you to complete the risk assessment. This risk assessment is based on paragraph 306 of Keeping Children Safe in Education.

Name of volunteer: _____

AREA TO CONSIDER	*NOTES*	LEVEL OF RISK
What work will the volunteer be carrying out?	*Will they be doing one of the following:* · *Teaching or looking after children regularly?* · *Providing personal care on a one-off basis?*	

Will the volunteer be supervised?	*For volunteers to be considered 'supervised', this supervision must be the following:* · *Carried out by a person who is in regulated activity themselves* · *Regular and day-to-day* · *Reasonable in all circumstances to ensure the protection of children* *'Regular' means it takes place on an ongoing basis.* *When deciding what's reasonable, consider:* · *The ages of the children, including whether their ages differ widely* · *The number of children the individual is working with* · *Whether or not other workers are helping to look after the children* · *The individual's opportunity for contact with children* · *How vulnerable the children are* · *How many workers would be supervised by each supervising worker* *Include details about the nature of the supervision, for example:* · *Will they be in the eye-line of a member of staff at all times?*	

	· How many other staff and children will the supervisor be responsible for? Is the supervisor a member of school staff?	

Which children will the volunteer be working with?	*Consider:* · *The ages of the children* · *The number of children that the individual is working with* · *How vulnerable the children are*	E.g. a high level of risk may occur if little is known about the volunteer, no references can be provided and the individual will be working with vulnerable children
What is known about the volunteer?	*What formal or informal information do you have about the volunteer? E.g. information from staff, parents and other volunteers.*	
Are there any referees that can advise on suitability if the volunteer has other employment or voluntary work?	*It is good practice to seek references for volunteers.* *If the volunteer is unable to provide employer references, ask for a character reference from a person of standing in the community such as a recognised professional, and not from a friend or relative.* *If a prospective volunteer is very reluctant to provide references, this may raise questions about their suitability.*	
Is the role eligible for an enhanced DBS?	*There are certain circumstances where you may need to obtain an enhanced DBS without barred list check for volunteers who are not in 'regulated activity'. This is set out in the Trust Safer recruitment policy.*	
OUTCOME		

Summarise the outcome of the risk assessment, explaining what checks are required (if any) and the reasons for your decision.