

CHANCERY EDUCATION TRUST

VOLUNTEERS POLICY

March 2026

Next Review Date: March 2029

Staff should make themselves aware of all policies and amendments or updates to policies and adhere to the same, which will be made available on relevant websites and internal data and computer systems.

Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Chancery Education Trust – Volunteers Policy – March 2026

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Executive Summary for the CET Volunteer Policy March 2026:

Purpose & Scope

- Provides guidance on recruitment, induction, and management of volunteers.
- Applies to all individuals working in Trust schools (staff, volunteers, visitors, etc.).
- Volunteers support but do not replace paid staff.

Definition of a Volunteer

- Someone who gives time, skills, or experience without payment to benefit pupils and the school community.

Roles & Responsibilities

- Each school appoints a Volunteer Coordinator to manage volunteers.
- Volunteers are supervised by teaching staff or leadership.
- Teachers retain full responsibility for pupils at all times.

Safeguarding (Core Priority)

- Safeguarding children is the highest priority.
- All processes follow Keeping Children Safe in Education (KCSIE).
- Volunteers must:
 - Complete safeguarding reading/training
 - Undergo appropriate checks (e.g. DBS where required)
- No unsupervised work without proper checks.

Pre-Appointment Requirements

Before starting, volunteers must:

- Read key safeguarding documents
- Attend an induction meeting
- Provide references (where appropriate)
- Complete required checks (including DBS if applicable)

Supervision

- Volunteers are always supervised appropriately.
- Supervision must be regular and by someone in regulated activity.
- Volunteers must raise concerns to their supervisor.

Conduct & Professional Boundaries

Volunteers must:

- Act professionally and follow the Code of Conduct
- Maintain clear boundaries with pupils

They must NOT:

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- Take photos/videos of pupils
- Contact pupils privately or via social media
- Transport pupils (unless authorised)
- Give gifts or manage behaviour independently

Confidentiality & Data Protection

- Must not share information about pupils, staff, or school matters.
- Concerns must be reported internally, not to parents.

Health & Safety

- Volunteers must follow health and safety procedures.
- Will be informed of risks and emergency procedures before starting.

Safeguarding Concerns & Complaints

- Concerns must be reported immediately to the DSL/DDSL.
- Complaints are handled by senior leadership in line with Trust procedures.

Equality & Inclusion

- Opportunities are open to all, regardless of protected characteristics.
- Behaviour inconsistent with equality principles may lead to exclusion.

Additional Key Points

- Volunteers are covered by school insurance (with some exclusions).
- Must sign agreements confirming compliance with policies.
- Policy is reviewed every 3 years.

CHANCERY EDUCATION TRUST

VOLUNTEERS POLICY

Introduction

The purpose of this policy is to provide clear guidance for volunteers and staff involved in the recruitment, induction and management of volunteers across Chancery Education Trust (the Trust). This policy is for guidance only and does not constitute contract of employment.

All individuals working within Trust Academy Schools, including staff, volunteers, governors, visitors and young people undertaking approved volunteering or work experience placements, whether paid or unpaid are expected to uphold the Trust's values and act in a way that promotes the welfare, safety and educational outcomes of pupils.

The Trust welcomes volunteers from the local community who bring skills, experience and diversity that enhance pupils' learning. Volunteers supplement but do not replace paid staff.

Definition

A Volunteer is an individual who provides time, skills or experience to support a Trust Academy School without payment, for the benefit of the pupils and the wider Academy School community.

Roles and Responsibilities

Each Trust Academy School will appoint a Volunteer Co-Ordinator responsible for overseeing volunteer recruitment, checks, induction and ongoing support.

Day to day direction of volunteers will be provided by the Class teacher, Head of Year or a member of the Senior Leadership team (SLT), depending on the nature of the role.

Teachers retain overall responsibility for pupils at all times.

Safeguarding and Safer Recruitment

Safeguarding and promoting the welfare of children is the Trust's highest priority.

All volunteer recruitment and management processes are carried out in line with Keeping Children Safe in Education (KCSIE).

Pre Appointment Checks/Induction & Safeguarding Awareness

Before beginning their role, volunteers will be required to:

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- Read and confirm understanding of Keeping Children Safe in Education Part 1
- Attend an informal meeting with the Volunteer Co-Ordinator and/or SLT
- Read and complete the Volunteer Policy
- Read and follow relevant policies
- Provide references where appropriate

An Enhanced DBS Check with Children's Barred List Information, will be obtained where required, following completion of the DBS Risk Assessment and in accordance with KCSIE.

Under no circumstances will a volunteer for whom appropriate checks have not been completed be left unsupervised or permitted to engage in regulation activity.

Young people under the age of 16 will not be subject to DBS checks and will always be supervised. A safeguarding risk assessment will be completed prior to placement.

Work experience students arranged through schools or colleges will not normally require a DBS check as safeguarding responsibility remains with their institution.

All required checks will be recorded on the Single Central Register (SCR).

All volunteers must view and understand our online Safeguarding Checklist Presentation, which can be accessed via the Academy School website alongside the Volunteer Policy.

Supervision

Volunteers will be appropriately supervised at all times.

Where supervision is relied upon instead of a DBS check, it will be:

- Provided by a person in regulated activity
- Regular and day to day
- Reasonable in all circumstances to ensure the protection of children

This supervision model aligns with Keeping Children Safe in Education Annex E.

Volunteers must seek guidance from their designated supervisor if they have any concerns about pupil welfare, learning or behaviour.

Offsite Volunteering

For offsite activities such as accompanying educational visits, volunteers will remain under the direct supervision of Academy School staff and will not normally require a DBS check.

Volunteers supporting off-site visits must read and sign the Trust's Off Site Visit Agreement (Appendix 5).

Conduct, Behaviour and Professional Boundaries

Volunteers are expected to act professionally at all times and must adhere to the Volunteer Code of Conduct.

Volunteers must not:

- Use personal mobile devices to take photographs or videos of pupils
- Exchange personal contact details or communicate privately with pupils
- Transport pupils in personal vehicles unless authorised in writing
- Give or receive gifts other than small, school approved tokens
- Apply sanctions or independently manage behaviour

Volunteers must wear identification at all times and follow Trust guidance on appropriate dress and conduct.

Volunteers should inform the Academy School if they are unable to attend their placement, giving as much notice as possible.

Confidentiality and Data Protection

Volunteers must maintain confidentiality at all times and must not share information about pupils, staff or Academy School matters outside the school setting.

Any concerns that volunteers have about the pupils they work with/come into contact with, should be voiced with their designated supervisor and NOT with the parents of the child/persons.

All volunteer information is processed in accordance with data protection legislation and the Trusts Privacy Notice for Volunteers. Records are retained in line with the Trust's retention schedule.

Health & Safety

Volunteers are expected to follow the Health and Safety Policy and take reasonable care of themselves and others.

They will be informed of emergency procedures and any task specific risks prior to commencing their role.

Insurance

Volunteers are covered by the Academy School's insurance policy while engaged in approved activities related to the Academy School. However, personal belongings and any motor vehicles are not covered by this policy.

See the Academy School websites for the Trust Employers' Liability Insurance

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and Public Liability Insurance details.

Safeguarding Concerns/Complaints/Grievances

Safeguarding concerns must be reported immediately to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL).

Any complaints or concerns involving volunteers will be managed by the Executive Headteacher/Headteacher/Head of School/Principal in line with Trust procedures.

Equal Opportunities

Volunteer Opportunities are open to all individuals regardless of protected characteristics, in line with the Trust's Equal Opportunities and Diversity Policy and Equality Information and Objectives.

Volunteers who demonstrate behaviour or views inconsistent with these principles may be deemed unsuitable.

Monitoring and Implementation Policy

The policy is reviewed every three years, although the Trust may vary or amend it periodically to ensure that we fulfil our obligation around the Volunteers Policy. All proposed changes to this policy would be made following the approval from the Committee.

	Name	Date
Policy written by	CET HR Team	March 2026
Reviewed by Committee	Local Governing Board	April 2026
Agreed by Committee	Local Governing Board	June 2026
Adopted by Governing Board	Local Governing Board	June 2026
To be reviewed every 3 years		
Review by	March 2029	

APPENDIX 1

VOLUNTEER INFORMATION

Full Name	
Date of Birth	
Previous Names known by (inc. Maiden name if applicable)	
Address	
Contact Number	
Contact Email	

Next of Kin Name	
Relationship	
Contact Number	

Relationship to Academy/School: Eg. Parent, ex-pupil, friend etc.	
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Education/ Employment Details (if applicable)	
Name & Address of School/College/Employer	
Contact Name & Position	
Contact Email & Telephone	

Referee Name (must not be a family member)	
Organisation	
Contact Email & Telephone	

Have you lived or worked abroad?	
If yes, please provide countries and dates	

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Do you already hold a DBS Certificate?	
If yes, certificate number and date of issue	
Skills, experience or areas you wish to support within the Academy School?	
Any disabilities, medical conditions or additional needs we should be aware of?	

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APPENDIX 2

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer. Please read and sign this Agreement.

- I confirm I have read, understood and agree to comply with the following Trust and Academy School policies (available via the Academy School websites or on request):
 - Allegations of Abuse Against All Adults Working within our Academy Schools incorporating Low Level Concerns
 - Behaviour Policy
 - Child Protection & Safeguarding Policy
 - Data Security and E-Safety Policy & Acceptable Use Agreement
 - Equality Information & Objectives
 - First Aid and Medicine Policy
 - Health & Safety Policy
 - Lockdown Policy
 - Mobile Devices & Smart Technology
 - Privacy Notice for Governors and Volunteers
 - Volunteer Policy
- I have read and understood Keeping Children Safe in Education Part 1 (available to view at: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>)
- I understand that I may be required to undergo safeguarding checks including an Enhanced DBS check with Children's Barred List Check where appropriate
- I must follow professional boundaries at all times
- I must report any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL)
- Confidential information must not be shared outside the Academy School
- I confirm that, to the best of my knowledge, I am not barred or disqualified from working with children and am not subject to any relevant prohibition, sanction or restriction.
- I confirm that the information I have provided is accurate and complete
- I understand that providing false information may result in the termination of my volunteer role
- I understand that the Academy School is unable to provide a reference based solely on this volunteer placement

Name: _____

Signature: _____

Date: _____

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APPENDIX 3

VOLUNTEER CODE OF CONDUCT

Volunteers must:

- Act in a manner that promotes the welfare, safety and dignity of pupils
- Treat pupils, staff and visitors with respect at all times
- Follow Academy School procedures and instructions from staff
- Maintain appropriate professional boundaries
- Sign in and out of the premises and wear identification at all times
- Raise any concerns about pupils or adults with the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL)

Volunteers must not:

- Use personal mobile phones or devices in non-designated area
- Take photos or videos of pupils
- Exchange personal contact details or communicate privately with pupils, including via social media
- Transport pupils in personal vehicles unless explicitly authorised in writing
- Give or accept gifts, money or rewards other than small, Academy School approved tokens
- Apply sanctions or manage behaviour independently

Dress should be appropriate to an Academy School environment and respectful of pupils and the wider community.

APPENDIX 4

Volunteer Safeguarding Checklist

Before you Start

- Sign the Volunteer Policy to indicate that you have read and understood the following:
 - The Academy School Safeguarding and Child Protection Policy
 - Keeping Children Safe in Education Part 1
 - The Academy School Safeguarding Presentation
- Familiarise yourself with the Safeguarding Team and where to access the staff

While Volunteering

- Always sign in and out at reception and wear your visitor lanyard at all times
- Report any concerns immediately to the Designated Safeguarding Lead (DSL)
- Stay in supervised areas – never be alone with a child in a private space
- Always use professional language and behaviour
- Follow confidentiality rules – do not share pupil information outside school
- Dress appropriately for a school environment

Do Not

- Do not use personal phones or cameras to take photos of pupils
- Do not contact pupils via personal social media or messaging apps
- Do not give gifts, money, or personal items to pupils
- Do not transport pupils in your own vehicle
- Do not ignore safeguarding concerns – always report them immediately
- Do not discuss pupils or Academy School matters outside the school setting

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APPENDIX 5

OFF-SITE VISITS VOLUNTEER AGREEMENT

Off-site visits are an important part of Academy School life.

Volunteers play a key role in supporting pupil safety and learning.

Volunteers agree to:

- Follow instructions from the Visit Leader and Academy School staff at all times
- Supervise pupils as directed and remain with their allocated group
- To promote safe, respectful behaviour
- Report any concerns relating to safety, behaviour or safeguarding immediately to Visit Leads
- Follow the Academy School's mobile device and online safety expectations

Volunteers must not:

- Bring additional children on the visit
- Take photographs or videos of pupils
- Purchase or give treats, gifts or money to pupils
- Smoke consume alcohol or engage in illegal activity

Name: _____

Signature: _____

Date of Visit: _____

APPENDIX 6

DISCLOSURE AND BARRING SERVICE (DBS) RISK ASSESSMENT FOR VOLUNTEERS (Academy School Use Only)

This risk assessment should be completed when considering whether a person working as a volunteer at the Academy School should be asked to apply for an enhanced DBS certificate.

Volunteer Name: _____

Volunteer Role: _____

Is the volunteer in 'Regulated' Activity? Yes ☐ No ☐

If 'yes', an enhanced DBS with Barred list check is required.

Is the volunteer not in 'Regulated' Activity? Yes ☐ No ☐

If 'no', an enhanced DBS without a Barred list check *may* be obtained

Areas to consider

What is the age group of the pupils that the volunteer will work with?	
Are these pupils regarded as particularly vulnerable?	
How frequently will the volunteer be in the Academy School?	
What is the connection of the volunteer to the Academy School?	
What motivates the volunteer to want to work in the Academy School?	
Is the volunteer in paid employment or do they work in a voluntary capacity elsewhere with children?	
Can the volunteer provide at least one reference from someone other than a family member, including a senior person at the employment or voluntary service named above?	

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What information does the Academy School already know about the person?	
Has the person's identity been verified?	
Is the person signed up to the DBS Update Service?	
Has a check been completed on the DBS Update Service?	
Is the person aware of any reason why they should not volunteer to work with children?	
Is the school aware of any reason that the person should not work with children?	

Decision

- **High Risk** – the person has no previous connection with the school AND cannot provide references from elsewhere.
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school should consider whether the person's uncorroborated background would raise an unacceptable risk.
- **Medium Risk** – The person can provide suitable references for other work with children (either paid or unpaid), they have a connection to the school, and no issues have come to light that would mean they would be unsuitable.
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school may wish to do so, as no enhanced DBS has been seen.
- **Low Risk** – The person is signed up to the DBS Update Service and the checks reveal no negative information OR The person is employed or volunteers elsewhere and has a recent enhanced DBS and can provide references OR the school knows the person well (eg. may be a former employee).
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, unless the person uses the DBS Update service, the school may decide to obtain a new enhanced DBS.

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Decision

- ☐ Application for an enhanced DBS check is not needed.
State reason(s) below:

- ☐ Application for enhanced DBS check is needed.
State reason(s) below:

- ☐ Application for enhanced DBS check and a Barred List check is needed because the person is in Regulated Activity.

Headteacher/Principal (Print Name): _____

Headteacher/Principal (Signature): _____

Date: _____

APPENDIX 7 VOLUNTEER RISK ASSESSMENT

Volunteer Name:		Academy/School:
Volunteer Role:		Date of Placement:
1. Identifying Risks	2. Level of Risk	3. Control measure to reduce risk
<i>Please indicate any hazards that your volunteer/ work experience student may be exposed to in the tasks/jobs you have allocated</i>	<i>Low/Medium/High</i>	<i>Please indicate any existing or new control measures you have for controlling the hazards and risks you have identified</i>
Volunteer working in a classroom with children, supporting groups and individuals under the general guidance of the class teacher or member of staff.		Under no circumstances will a volunteer for whom appropriate check have not been completed be left unsupervised or permitted to engage in regulated activity.
School/college volunteer/work experience placements without DBS		Students will not engage in regulated activity and will be supervised at all times included break and lunchtimes.
Safeguarding disclosure being made to volunteer by pupil.		Volunteer has read, understood and signed the Volunteer Policy which incorporates KCSIE and relevant safeguarding policies and procedures prior to commencing placement. Safeguarding concerns must be reported immediately to the DSL/DDSL.
Concerning pupil behaviour.		Volunteer has read and signed the Volunteer Policy which incorporates KCSIE and relevant behaviour policies prior to commencing placement. Behaviour concerns must be reported immediately to the relevant staff member.

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Pupil medical/first aid/allergies.		All medical and first aid incidents to be dealt with by a trained member of staff only. Volunteer to alert a staff member immediately if incident occurs. Volunteers must only consume food (nut free) in designated areas, ie. staffroom.
Volunteer has a medical condition which requires medication during placement.		Volunteer to declare any medical conditions and medication prior to starting placement and relevant staff to be made aware.
Emergency procedures, ie. fire/lockdown alarm.		Volunteer will be informed of emergency procedures and task specific risks prior to commencing role.
Health and safety, ie. trip hazards, heavy lifting, PE and other physical activities.		Volunteer has read, understood and signed Volunteer Policy and relevant health and safety policies prior to commencing placement. Appropriate clothing and footwear must be worn.
Please add other risks as applicable		

Volunteer Name: _____

Volunteer Signature: _____

Headteacher/Principal Name: _____

Headteacher/Principal Signature: _____

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