



Newlands CofE School Federation

A partnership of Shere and Clandon Schools

Volunteer Policy

1. Introduction and aims

At the Newlands CE Federation, we believe that volunteers provide a valuable contribution to the work of our schools, and that they enrich the school through the breadth of their knowledge and experience.

We are committed to using volunteers in a way that supports our strategic aims and vision, as well as its development plan.

The aim of the Newlands Federation volunteer policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement, and promoting community cohesion.
- Ensure that volunteers support the school's vision and values and adhere to our policies.
- Provide staff, volunteers and parents with clear expectations and guidelines.
- Set a clear, fair process for recruiting and managing volunteers.

This policy has been developed in line with the Department for Education (DfE)'s statutory safeguarding guidance, [Keeping Children Safe in Education \(KCSIE\)](#).

2. How we use volunteers

At the Newlands Federation, volunteers may:

- hear children read.
- accompany school visits.
- work with individual children.
- work with small groups of children.
- support specific curriculum areas, such as ICT or art.
- work with children at the Forest School.
- support access arrangements for children's swimming lessons.

This isn't an exhaustive list.

Volunteers may be:

- members of the governing board
- parents or other family members
- former pupils
- students on work experience
- local residents
- members of the PTA
- members of charitable organisations, for example the NSPCC.
- local clergy or members of the congregation

This is not an exhaustive list.

Members of the governing board working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings), are not covered by this policy. They are covered by our governor code of conduct.

3. How to apply to volunteer

Those wishing to apply for volunteer roles should email or call the school office, approach a member of school staff, or complete an application form which can be found on our websites.

4. Appointment of volunteers

Volunteers are appointed by a member of the leadership team.

Appointment and induction of new volunteers can take six weeks and is dependent on the candidate and available spaces within the school.

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training.

The headteacher reserves the right to terminate a placement at any time.

Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation, if needed. The school will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.

5. Safeguarding

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we're upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks with a barred list check on volunteers who work with unsupervised pupils (one-to-one or in a group), supervise or accompany groups of pupils on overnight residential visits.
- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in
- Provide safeguarding training to all volunteers prior to them beginning work at the school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education.
- Require volunteers to agree and adhere to our code of conduct (see appendix 2).
- Ensure that volunteers without an enhanced DBS check are always supervised and are never left alone with pupils.
- Conduct a risk assessment to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
 - The nature of the work they will be doing.
 - What we know about them
 - References from employers or other voluntary roles
 - Whether the role is eligible for an enhanced DBS check

6. Induction and training

Volunteers must complete appropriate training prior to beginning work at the school.

Training requirements will be determined by the headteacher, or the appropriate member of staff.

All volunteers must have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing.

7. Confidentiality

Information about pupils, parents, and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents, or staff with those outside of the organisation.

If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents.

This doesn't prevent volunteers from adhering to the school's safeguarding policy (regarding reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our Child protection and Safeguarding Policy] and inform the designated safeguarding lead (DSL).
If concerns are related to whistleblowing, volunteers must follow the guidance in our whistle-blowing policy.

8. Conduct of volunteers

Volunteers must comply with our Volunteer Code of Conduct (appendix 2).

9. Insurance

The school's insurance policy does cover volunteers in the event of an accident or emergency.

If a volunteer is working at the school through another organisation, we will also check that organisation's insurance arrangements.

11. Data protection and record keeping

Our privacy notice for volunteers explains what information we collect about volunteers and why we collect it.

We will:

- Retain records relating to volunteers in line with our records retention schedule.
- Remove details of volunteers from the single central record (SCR) once they no longer work at our school.

12. Review

The Governing Body first adopted this policy in September 2021. It will be reviewed biennially as necessary.

The Safeguarding Committee is responsible for the review of this policy. This policy is based on a template from the Key for School Leaders.

Date of last review: Spring 2026

Date for next review: Summer 2028



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Volunteer Application Form

Please complete this form in full and return it to the school office. The school may not be able to accommodate all preferences.

Data Protection Notice

The information you provide on this form will be used solely for the purpose of assessing your suitability as a volunteer. It will be processed in line with data protection legislation. For full details of how we use your personal data, please refer to our Privacy Notice for Volunteers, available on our school websites.

Which school would you like to volunteer at?

☐ Shere CofE Infant School & Nursery

☐ Clandon CofE Primary School

Personal Details

Full name	
Date of birth	
Address	
Telephone number	
Mobile number	
Email address	
Emergency contact name & number	

About You

Why would you like to volunteer with us?	
Do you have experience working with children? If so, please give details.	
Do you have any relevant skills, qualifications, employment experience or hobbies you would like to share with the school? (e.g. languages, sports, first aid, music)	
Which age group(s) would you prefer to work with?	
Would you prefer to work 1-to-1 or with a small group?	

Availability

Please tick the sessions you are available to volunteer. Note that the school may not be able to accommodate all preferences.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
Before school					
After school					
Lunchtime					

How many hours per week or month can you volunteer?	
Can you commit to at least one full term?	

DBS (Disclosure and Barring Service)

The Federation is required to process an enhanced DBS check for volunteers working in regulated activity. The check will reveal spent and unspent convictions, cautions, reprimands and warnings. Any information is processed in accordance with data protection legislation.

Do you currently hold a DBS certificate?	Yes / No (please circle)
If yes — type of DBS check held	Basic / Standard / Enhanced / Enhanced with barred list (please circle)
Date of check	
Certificate number	

References

Your placement may be subject to satisfactory references. Please provide the details of two referees who can comment on your suitability (e.g. employers, teachers, community leaders). References should not be family members.

Referee 1		Referee 2	
Name		Name	
Relationship to you		Relationship to you	
Address		Address	
Telephone		Telephone	
Email		Email	

Disability & Accessibility

The Newlands Federation is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment and would like us to make any adjustments to support	
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you, please give details
here.

Please return this completed form to the school office. Thank you for your interest in volunteering with us.



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Volunteer Agreement & Code of Conduct

The Newlands CofE School Federation greatly values the support of volunteers. Your time and commitment make a real difference to the life of our schools and to the children we serve. This document sets out what you can expect from us, and what we ask of you in return. Please read it carefully, then sign and return it to the school office.

What we offer you

- A named supervising member of staff to support you throughout your placement.
- Safeguarding training before you begin your voluntary work.
- Clear guidance on the activities you will be involved in.
- A welcoming and inclusive environment in which to contribute.

Your role as a volunteer

As a volunteer, you may be asked to:

- Hear individual children read, or work with small groups on reading or numeracy.
- Support specific curriculum areas, such as art, ICT or Forest School activities.
- Accompany pupils on school visits or trips.
- Assist with swimming lessons or other physical activities.
- Carry out other tasks as directed by the class teacher or school staff.

The class teacher retains overall responsibility for the children at all times. As a volunteer, you will support the work of the teacher and take direction from them.

Safeguarding

Safeguarding our pupils is of the highest importance. By signing this agreement, you commit to the following:

- You will complete safeguarding training before beginning your placement and familiarise yourself with Part 1 of Keeping Children Safe in Education.
- If a child makes a disclosure or you have any concern about a child's welfare — however small — report it immediately to the Designated Safeguarding Lead (DSL). The DSL is the Headteacher. Deputies are the Heads of School.
- Do not take children to the toilet unless a member of school staff is present.
- Avoid physical contact with pupils. Where physical contact is necessary (for example, to help a child), ask for the child's consent first.
- If a pupil develops an infatuation with you, alert the DSL immediately.

- Do not form personal relationships with pupils outside of school, exchange contact details, make contact via social media, or arrange to meet pupils outside school.
- Do not take or share photographs or images of pupils unless specifically instructed to do so by a member of staff.
- Never give a pupil a lift in your own vehicle unless specific arrangements have been made with the school and the pupil's parents have given consent.
- Volunteers without an enhanced DBS check must not be left unsupervised with pupils at any time.

Professional conduct

- Follow the instructions and guidance of the supervising member of staff. If in doubt, ask.
- Behaviour management is the responsibility of school staff. If you witness behaviour that concerns you, alert the class teacher immediately. Do not attempt to reprimand pupils or issue sanctions yourself.
- Dress in a way that is professional, appropriate to the work you are doing, and respectful of the school community.
- Use appropriate language at all times. Treat all children equally, with kindness and respect. Avoid sarcasm, shouting, or anything that could embarrass or humiliate a child.
- Set a positive example and act as a role model for pupils.
- Do not use your mobile phone on school premises or during off-site visits when children are present. In an emergency, use the phone in the school office.
- Do not volunteer if you are under the influence of alcohol, drugs, or medication that may cause drowsiness.
- Do not accept gifts from, or give gifts to, individual pupils. Small tokens at the end of term (such as a thank-you card) are acceptable.
- Parent volunteers must not use their time in school to discuss their own child's education with staff, and must not approach their child unnecessarily during the school day.
- If a child attempts to contact you via social media, do not respond. Take a screenshot and report it to the school immediately.
- Ensure that any comments you make — including on social media — do not bring the school or Federation into disrepute.
- Please alert the school office to any medical condition that could affect your ability to volunteer. This information will be treated in strict confidence.

School rules and policies

By signing this agreement, you confirm that you will follow all Federation policies, including those on:

- Child Protection and Safeguarding
- Data Protection
- Health and Safety
- Behaviour

- Whistleblowing
- Social Media and Photography

Copies of all policies are available on our school websites or from the school office.

Practical arrangements

- Sign in and out at the school office at the beginning and end of every visit, and wear a visitor badge at all times while on site.
- Seek permission from the school office before using the school car park.
- If you are unable to attend when expected, please contact your supervisor or the school office as soon as possible. Persistent unexplained absence may result in your placement being reviewed.
- Familiarise yourself with the school's fire evacuation procedures. If the fire alarm sounds, lead any children in your care to the nearest assembly point and inform a member of staff so registers can be taken.
- Report any accidents or breakages to the school office immediately.
- Do not bring additional children (e.g. younger siblings) to school when volunteering.

Confidentiality

Any information about pupils, staff or parents that you come across during your time as a volunteer is strictly confidential. This includes:

- Conversations or disclosures you hear in school.
- Information shared with you as part of your role (e.g. risk assessments or pupil records).
- Observations of pupils' behaviour, progress or personal circumstances.

You must not discuss such information with anyone outside of the school – including on social media. If a parent approaches you for information about a pupil, direct them to speak with the class teacher or headteacher.

This does not prevent you from reporting safeguarding concerns in line with the school's Safeguarding Policy.

Health and safety

- Abide by the school's health and safety and first aid policies.
- Do not administer first aid except in an emergency where no designated first aider is available.
- Report any health or safety concerns to the school office.

Failure to comply

Failure to adhere to this agreement may result in the termination of your placement. In more serious cases, misconduct may be referred to the appropriate authorities in line with the school's safeguarding and disciplinary procedures.

Declaration

I confirm that I have read and understood this Volunteer Agreement and Code of Conduct, and I agree to abide by it. I understand that failure to do so may result in the termination of my placement.

- I have received and read the Federation's Volunteer Policy.
- I agree to support the Federation's ethos, aims and values.
- I agree to treat all information I encounter during my volunteering as confidential.
- I understand my responsibilities in relation to the Federation's Safeguarding Policy and will report any concerns to the Designated Safeguarding Lead without delay.

Volunteer name (please print)	
Signature	
Date	
School (please circle)	Shere CofE Infant School & Nursery Clandon CofE Primary School

Thank you for your support. We look forward to welcoming you to the Newlands Federation.



Newlands CofE School Federation

A partnership of Shere CofE Infant School & Nursery and Clandon CofE Primary School

Headteacher: Mr Tom Dell

info@clandon.surrey.sch.uk | info@shere.surrey.sch.uk

[DATE]

Dear [VOLUNTEER NAME]

Thank you for offering to volunteer at [SCHOOL NAME]. Volunteers make a real difference to the life of our school, and we are very grateful for your time and commitment.

Please find enclosed the following documents for you to read, complete and return to the school office:

Document	Action required
Volunteer Application Form	Please complete and return
Volunteer Agreement & Code of Conduct	Please read, sign and return
Childcare Disqualification Declaration Form	Please complete and return

As our schools are small and volunteers may at times work across different year groups and settings, we ask all volunteers to complete the Childcare Disqualification Declaration Form, regardless of the age group they will primarily be working with. This is consistent with our approach for all staff and helps us maintain a robust and consistent safeguarding culture across the Federation.

Once we have received your completed documents, we will be in touch to confirm next steps. Please do not hesitate to contact the school office if you have any questions.

We look forward to welcoming you to the Newlands Federation.

Yours sincerely,

School Office

On behalf of Mr Tom Dell, Headteacher - [Newlands CofE School Federation](#)