



Volunteer and Visitor Policy

Policy Reviewed by:	Suzy Hollett (HR Manager)
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Policy Verified by:	Sara Llewellyn (School Leader-CEO)
Date:	08.08.2026

Date for Next Review:	01.09.2027
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Introduction and aims

We believe that volunteers provide a valuable contribution to the school's work, 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 the school's strategic aims and vision, as well as its development plan.

The aim of the Maple Haven's 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's statutory safeguarding guidance, Keeping Children Safe in Education 2026.

How we use volunteers

At Maple Haven volunteers may:

- Gain experience working with SEN children
- Support the work of the class teacher or other professionals: Add in?
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT or art

This is not an exhaustive list.

Volunteers may be:

- Parents
- Former pupils

- Students on work experience

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.

How to apply to volunteer

- Volunteers should register their interest by completing a volunteer application form.

Appointment of volunteers

- Volunteers are appointed by SLT
- Appointment and induction of new volunteers can take up to a week 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 School Leader 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.
- If a placement is on an ad-hoc basis, such as attending a trip, the adult will not be subject to a DBS check, and a risk assessment will take place instead. The adult must be accompanied at all times.

Safeguarding

- Volunteers will be expected to acknowledge receipt of the staff code of conduct and sign the mobile phone acceptable use agreement.
- 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 1-on-1 with pupils unsupervised
 - Work with groups of pupils unsupervised
 - 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 2026.

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

Any volunteer who is not in regulated activity but volunteers for two days or more will be subject to a DBS check.

All volunteers will be placed on the single central record.

References will also be sought from all volunteers apart from those attending one-off trips.

Confidentiality

- Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss
- issues related to pupils, parents or staff with that 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 (with regard to reporting safeguarding concerns or disclosures).
- If concerns relate to safeguarding, volunteers must follow the guidance in our safeguarding policy and inform the designated safeguarding lead.
- If concerns are related to whistleblowing, volunteers must follow the guidance in our whistleblowing policy.

Conduct of volunteers

Volunteers must comply with the staff code of conduct.

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