Volunteer Policy

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Flying High Partnership

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1. Policy Statement

At the Flying High Partnership, we value the contributions of volunteers and recognise the positive impact they have on our children's education, wellbeing, and school community. This policy outlines the Partnership's commitment to ensuring that volunteers are appropriately recruited, trained, supported, and supervised, with safeguarding and the welfare of children at the forefront of our practice.

Terminology Note: The legal name of the organisation is Flying High Trust. However, for the purposes of this policy and to reflect our collaborative ethos, the term Partnership is used throughout.

2. Scope

This policy applies to all individuals who volunteer in any capacity within the schools of the Partnership, including:

- Parent/carer volunteers
- University/college placement students
- Community members volunteering time
- Governors (when acting outside their governance role)

Volunteers must not be used as a substitute for paid staff but as an enhancement to school provision.

Employees of the Partnership who wish to volunteer outside of their normal duties are encouraged to do so, where operationally feasible. For further guidance, please refer to Section 13 of this policy.

3. Definitions

- **Volunteer:** An individual who offers their time freely without remuneration.
- **Regulated Activity:** Regulated activity means work that a barred person must not do. From 01 September 2026, the supervision exemption has been removed for regulated activity with children. This means that volunteers who teach, train, instruct, care for or supervise children frequently, or overnight, will be considered to be in regulated activity even when they are supervised by a member of staff. Volunteers in regulated activity must have an enhanced DBS check with children's barred list information before they begin the activity.
- **Children:** For the purposes of this policy, children means anyone under the age of 18 and includes pupils enrolled at any school within the Partnership.
- **Supervision:** Supervision remains an important safeguarding measure and must be appropriate to the volunteer's role, the pupils they work with, the environment and the level of risk. However, from 1 September 2026, supervision must not be used to remove a volunteer from regulated activity where the nature and frequency of the role meet the statutory criteria.
- **EYFS or childcare provision:** EYFS or childcare provision means early years or childcare provision covered by the Early Years Foundation Stage statutory framework, including nursery, reception, wraparound care and other relevant childcare provision for children from birth to five, or where childcare requirements apply.

- **School:** For the purposes of this policy, "school" refers to the designated workplace where a volunteer is based. This may be a Flying High Partnership (FHP) school or a location within the Partnership's Central Team Headquarters.

4. Aims

- To ensure the safe recruitment and use of volunteers in line with safer recruitment principles.
- To ensure volunteers understand and follow safeguarding expectations.
- To provide clear procedures for induction, training and supervision.
- To protect children, staff and volunteers themselves.

5. Risk Assessment

Before a volunteer begins their placement, the school must complete and retain a written volunteer risk assessment. The assessment must consider the nature, frequency and setting of the activity, the level of contact with children, whether the volunteer will teach, train, instruct, care for or supervise children, whether the activity will take place frequently or overnight, whether the role is regulated activity and whether EYFS or childcare requirements apply.

- Volunteers who engage in regulated activity must not start that activity until an enhanced DBS check with children's barred list information has been completed and recorded.
- For one off or occasional volunteers whose activity does not meet the regulated activity criteria, a proportionate risk-based approach will be taken. This must include appropriate supervision, identity checks, a documented vouch where required and confirmation that safeguarding expectations have been explained.
- Where a volunteer will work in EYFS or childcare provision, the school must apply the EYFS statutory framework. Enhanced criminal records checks are required for volunteers, including those who are supervised, and the volunteer must not begin the relevant activity until the required checks have been received.
- Supervision arrangements must be recorded and must include the named supervisor, how supervision will be maintained, whether the volunteer will ever be alone with children and how safeguarding concerns will be reported.
- The Partnership will consider any special educational needs or vulnerabilities of the pupils involved, ensuring volunteers are only asked to carry out appropriate and reasonable tasks.
- The reasons for volunteering will be discussed as part of this process to ensure suitability and purpose align with the values and needs of the school.
- The risk assessment will be documented and regularly reviewed, especially if a volunteer's role changes or becomes more regular.
- The risk assessment must be reviewed if the volunteer's role, frequency, setting, supervision arrangements or contact with children changes.

If required based on the outcome of the risk assessment, the recruitment process set out in Section 6 will be followed.

6. Recruitment

All volunteers must be known to the school or have a direct connection to a trusted member of the school community. Individuals with no prior relationship to the school will not be accepted as volunteers. This approach supports our commitment to safeguarding and helps maintain the integrity and trust of our school environment.

As part of the recruitment and risk assessment process, prospective volunteers will be asked to outline their motivation for volunteering. This ensures alignment between the volunteer's expectations and the values, needs, and culture of the Partnership.

All volunteers must complete a proportionate recruitment process that complies with safer recruitment principles and current KCSIE guidance. The level of checks required will be determined through the volunteer risk assessment, but the school must not allow a volunteer to start regulated activity until the required enhanced DBS check with children's barred list information has been completed.

- Submission of an expression of interest form
- A vouch from a known and trusted member of staff
- An informal discussion with the Headteacher or senior leader
- A risk assessment to determine the level of supervision and safeguarding checks required
- Enhanced DBS checks with children's barred list information for volunteers in regulated activity, including volunteers who are supervised where the nature and frequency of the role meet the statutory criteria.
- Enhanced criminal records check for volunteers working in EYFS or childcare provision, including those who are supervised, in line with the EYFS statutory framework.
- Overseas checks where applicable
- Recording of all required checks on the Single Central Record where applicable.

6.1 Application Process

- Volunteers should express their willingness to volunteer, outlining their reasons for volunteering, what they expect to get from volunteering and other relevant information to support their application.
- For a one-off parent helper, the request should be made via the Class Teacher and the Headteacher must be informed. The school must still complete a proportionate risk assessment to confirm the activity, duration, supervision arrangements and whether any DBS or barred list check is required.

6.2 Vouch

- All volunteers must be known to the school. A member of staff who knows the volunteer personally is required to vouch for their professionalism, character, and suitability to work in a school environment.
- For parent helpers, the class teacher is expected to provide the vouch.

- For other volunteers, the staff member who knows the individual must complete the vouch.
- The vouch must be documented using the standard pro forma and retained as part of the volunteer's recruitment file.
- This vouching process forms part of the school's safer recruitment procedures and supports the risk assessment required under KCSIE.
- A vouch alone does not replace the need for DBS or other safeguarding checks where required.

6.3 Discussion

- An informal discussion will be conducted by the Headteacher or designated senior leader to assess the volunteer's suitability, motivation, and understanding of child protection expectations.

6.4 Risk Assessment

- A formal risk assessment must be completed in accordance with Section 5 of this policy. This assessment will determine whether the volunteer's role constitutes regulated activity under the September 2026 definition, what DBS and barred list checks are required, whether EYFS or childcare requirements apply and what supervision arrangements must be in place.

6.5 DBS and Safeguarding Checks

- Volunteers in regulated activity must have an enhanced DBS check with children's barred list information before they begin the relevant activity.
- From 1 September 2026, supervision no longer removes a volunteer from regulated activity where they teach, train, instruct, care for or supervise children frequently, or overnight. Supervision remains a safeguarding control but must not be relied upon as a reason not to complete a children's barred list check where regulated activity applies.
- Where a volunteer will work in EYFS or childcare provision, the school must comply with the EYFS statutory framework, including enhanced criminal records checks for volunteers, whether or not they are supervised.
- Where a volunteer has lived or worked outside the UK, the School must consider overseas checks, certificates of good conduct or a documented risk assessment decision in line with KCSIE.
- Where required, the school must record the relevant checks on the Single Central Record before the volunteer starts the activity.

7. Induction and Training

All volunteers must receive an induction appropriate to their role before they start volunteering. Volunteers who are required to complete the full recruitment process following the risk assessment must complete a formal induction before starting their role.

- Introduction to school routines, roles and expectations
- Safeguarding and Child Protection procedures

- Reading and understanding Part 1 of the current KCSIE guidance. Where role specific guidance is issued by the Partnership, the volunteer must also read the relevant sections identified by the school.
- Understanding the removal of the regulated activity supervision exemption from 1 September 2026 and what this means for their role.
- EYFS safeguarding, welfare and supervision expectations where the volunteer will work in EYFS or childcare provision.
- Understanding how to report concerns

- Code of Conduct
- Health & Safety Procedures
- Acceptable Use of ICT and Social Media Policy (if applicable for the volunteer role)
- Mobile phone, camera, image use and online safety expectations relevant to the school setting.

Training requirements will be determined by the Headteacher, or the appropriate member of staff based on the nature of the work the volunteer will be doing.

Volunteers must sign an acknowledgment form to confirm their understanding of safeguarding and behaviour expectations.

8. Supervision

This applies to all volunteers regardless of their role or level of involvement.

All volunteers must have a named supervisor. The supervisor must be a suitable member of staff who understands the volunteer's role, the safeguarding risks linked to that role and how supervision will be maintained.

Supervision must be appropriate to the volunteer's duties, the age and needs of the children, the number of children involved, the physical environment, the vulnerability of pupils, the volunteer's experience and the opportunities for contact with children.

- Volunteers should not be left alone with children.
- From 01 September 2026, supervision must not be used to decide that a volunteer is outside regulated activity where the activity and frequency criteria are met. A volunteer who teaches, trains, instructs, cares for or supervises children frequently, or overnight, will be in regulated activity even if supervised.
- In EYFS or childcare provision, supervision arrangements must also reflect the EYFS statutory framework and the school must ensure that required checks are completed before the volunteer begins the relevant activity.

9. Insurance

The School will ensure that all volunteering activities are covered by the school's insurance policy.

No volunteer should undertake any task unless the Business Lead or a member of the Central Team has confirmed that it is covered under existing employer's and public liability insurance.

10. Data Protection and Confidentiality

This applies to all volunteers regardless of their role or level of involvement.

We are committed to protecting the personal data of pupils, staff, volunteers, and others, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

All volunteers must:

- Adhere to the Partnership's Data Protection Policy, which will be shared during induction.
- Ensure that any personal data they access during their role (including names, addresses, contact details, educational or medical information, safeguarding data, etc.) is treated as strictly confidential.
- Never share, copy, store, or remove personal information from the school premises without permission and a clear operational need.
- Immediately report any actual or suspected data breach to their supervisor or the Partnership's Data Protection Officer (DPO).
- Understand that unauthorised disclosure of personal or sensitive data may result in the termination of the volunteering arrangement and, in some cases, legal action.

All volunteers will be required to read and sign a Volunteer Agreement as part of their onboarding.

11. Safeguarding and Allegations

This applies to all volunteers regardless of their role or level of involvement.

- All safeguarding concerns must be reported immediately to the Designated Safeguarding Lead (DSL).
- Any allegation or concern about a volunteer will be managed in line with the Partnership's Safeguarding and Child Protection Policy and Allegations Against Staff and Volunteers procedures, following guidance in KCSIE and Working Together to Safeguard Children.
- Volunteers must follow the school's safeguarding procedures, including reporting concerns immediately, maintaining professional boundaries, wearing identification where required and following expectations on mobile phones, cameras, images and online safety.
- Any concern that a volunteer may be unsuitable to work with children or may have harmed or posed a risk of harm to a child, must be managed in line with KCSIE, the Partnership's safeguarding procedures and any required referral duties.

12. Exit or Termination of Volunteering

This applies to all volunteers regardless of their role or level of involvement.

- Volunteers may withdraw at any time.
- The Partnership reserves the right to end the volunteering arrangement at any time without prior notice if it is deemed necessary for safeguarding or operational reasons.

13. Volunteering by Employees

We recognise that many of our employees are passionate about giving back to their communities through volunteering. We support and encourage this, where operationally feasible.

If you wish to volunteer during your normal working hours, please refer to the Special Leave Policy for guidance on requesting time off. Approval will be subject to business needs and line manager discretion.

In addition, if the organisation you are volunteering with could present a conflict of interest (or if there is any uncertainty), you may be required to complete a Business Interest Declaration Form. This helps ensure transparency and protects both you and the organisation.

If you're unsure whether your volunteering activity requires approval or disclosure, please speak with your line manager or a member of the HR team.

14. Monitoring and Review

This policy will be reviewed annually or earlier in response to changes in legislation, statutory guidance, KCSIE, EYFS requirements or Partnership procedures. Monitoring of volunteer compliance and practice will be the responsibility of the Headteacher of each school, supported by the Partnership's safeguarding and HR teams where required.

Version Control and Amendment Log

Version Number	Type of Change	Date	Description of Change(s)
1.0	New Policy		New Policy
1.1	Statutory guidance and policy update	September 2026	Updated to reflect current KCSIE guidance, the removal of the regulated activity supervision exemption from 1 September 2026, DfE guidance on regulated activity and supervision, EYFS safeguarding requirements and updated volunteer risk assessment expectations. Updated Appendix B Volunteer Agreement and Safeguarding Declaration to include dignity at work, anti-harassment and sexual harassment expectations for volunteers, including standards of conduct and reporting routes.

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Appendix A: Volunteer Expression of Interest Form

Personal Details

Full Name			
Phone Number		**Email**	
Address			
		Postcode	

Availability

Please indicate your availability:

Days	
Times	

Reasons for Volunteering

Why do you want to volunteer with us?

Relevant Experience

Please describe any relevant experience you have:

Declaration

I declare that the information provided is true and accurate to the best of my knowledge.			
Signature		**Date**	
Volunteer Name			

Appendix B: Volunteer Agreement and Safeguarding Declaration

This agreement outlines the expectations for all volunteers working in schools within Flying High Trust (legally registered as Flying High Trust). It includes key commitments related to conduct, safeguarding, confidentiality, and data protection, and must be signed before a volunteer can begin their role.

1. **Volunteer Agreement**

As a volunteer, I agree to:

- Support the values, ethos, and policies of Flying High Partnership.
- Follow instructions given by staff, work within the supervision arrangements agreed for my role and not undertake any activity outside the scope of my approved volunteer role.
- Communicate promptly if I am unable to attend or need to change my availability.
- Behave in a professional and respectful manner at all times.
- Maintain appropriate boundaries with pupils and avoid any behaviour that could be misinterpreted.
- Treat all pupils, staff, volunteers, families and visitors with dignity and respect.
- Abide by all Partnership and school policies relevant to my role, including behaviour, health and safety, use of technology, and safeguarding.
- Not incur any expenses without prior approval.

2. **Safeguarding Acknowledgement**

I confirm that I have received, read, and understood the following safeguarding materials:

- The Volunteer Policy
- The Code of Conduct
- The Safeguarding and Child Protection Policy
- Part 1 of the current Keeping Children Safe in Education (KCSIE) guidance and any role specific safeguarding information identified by the school.
- I understand my safeguarding responsibilities and agree to:
- Immediately report any concerns about the welfare of a pupil to the Designated Safeguarding Lead (DSL).
- Avoid any unsupervised contact with children.
- Understand that, from 1 September 2026, supervision does not remove a volunteer from regulated activity where the activity and frequency criteria are met.
- Follow the School's expectations on mobile phones, cameras, images, online safety and professional boundaries.
- Follow any EYFS or childcare specific safeguarding and welfare expectations where my role involves working in EYFS or childcare provision.
- Adhere to the Prevent Duty and report any concerns about extremism or radicalisation.

3. Training Requirements

I understand that I may be required to complete relevant training before or during my time as a volunteer.

I agree to undertake all necessary training as directed and understand that failure to do so may impact my ability to volunteer.

4. **Dignity at Work, Harassment and Sexual Harassment**

I understand that the Partnership is committed to providing a safe, respectful and inclusive environment for pupils, staff, volunteers, families, visitors and anyone else I may come into contact with during my volunteering role. I understand that harassment, sexual harassment, bullying, victimisation, discrimination, intimidation or any other inappropriate conduct will not be tolerated, whether it takes place in person, online, by message, through images or through any other form of communication.

I understand that these expectations apply at all times during volunteering, including on school premises, during visits, trips, events, meetings, training, social activities connected to the school or Partnership, online activity and any contact with pupils, staff, volunteers, families, visitors, contractors or members of the public linked to my volunteering role.

I understand that if I experience or witness any behaviour that may amount to harassment, sexual harassment, bullying, victimisation, discrimination, intimidation or other inappropriate conduct during my volunteering, I should report this promptly. Concerns can be raised through any of the following channels:

- Named Supervisor
- Headteacher
- Human Resources (Tel: 0115 989 1915 Opt 1, Opt 2 or email HR@flyinghightrust.co.uk)
- Whistleblowing arrangements where appropriate

5. **Confidentiality Agreement**

I understand that I may have access to confidential or sensitive information during the course of my volunteering. I agree that:

- I will not disclose, discuss, or share any personal information about pupils, families, staff, or the school environment outside of the school.
- I will not remove, copy, or store any confidential information unless specifically authorised.
- I will maintain confidentiality during and after my time volunteering.
- I will report any actual or suspected data breaches immediately to the school's Data Protection Officer or designated contact.

I understand that any breach of confidentiality may lead to the immediate termination of my volunteering role and referral to external agencies if required.

6. **Data Protection Notice**

The Partnership processes personal data in accordance with the UK GDPR and Data Protection Act 2018. Personal information collected during your application and volunteering is only used for safeguarding, identification, and compliance purposes.

7. **Declaration and Signatures**

I confirm that:

- I have read and understood this agreement and the associated policies.
- I understand and accept the expectations and responsibilities of my role as a volunteer.
- I agree to uphold all safeguarding, confidentiality, dignity at work, anti-harassment and sexual harassment requirements outlined above.

Volunteer

Signature		**Date**	
Volunteer Name			

School Representative

Signature		**Date**	
Representative Name			

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Appendix C: Volunteer Vouch Pro Forma

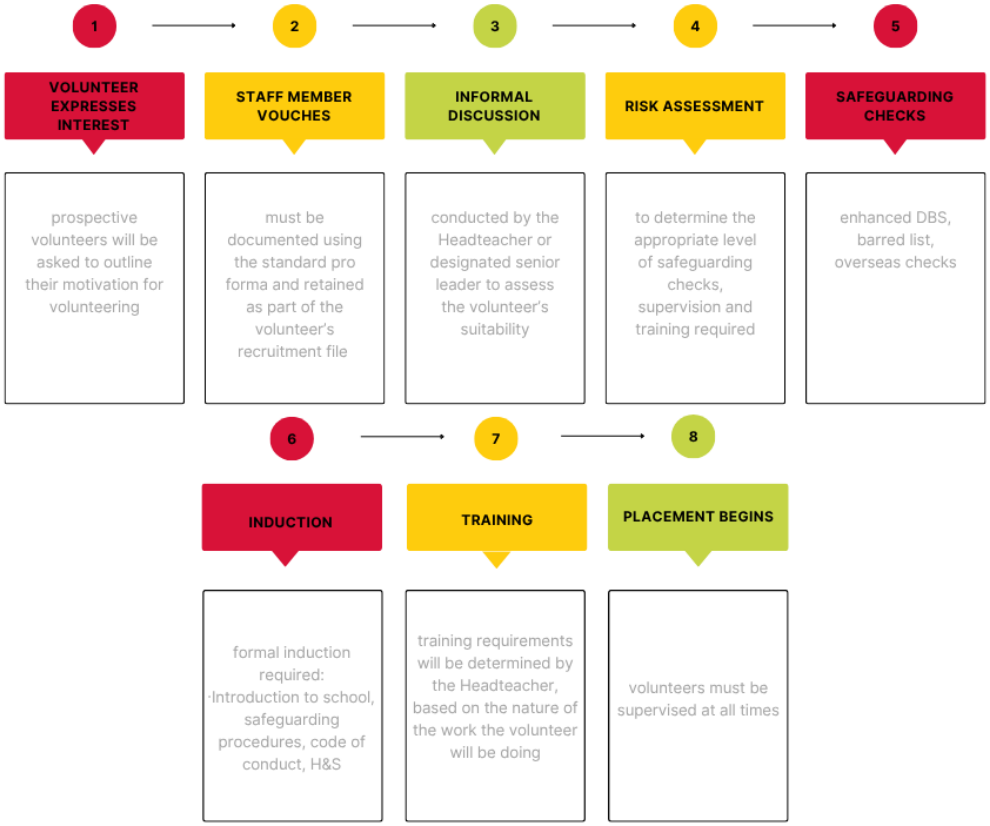
This form must be completed by a member of staff who knows the volunteer personally. It is part of our safer recruitment procedures and supports the risk assessment required under Keeping Children Safe in Education.

Volunteer Name:	
Staff Member Vouching:	
Relationship to Volunteer:	

Please provide a brief explanation of why you believe this volunteer is suitable to work in a school environment, highlighting their professionalism and character.

Signature:		**Date:**	
Print Name:			

Appendix D: Volunteer Flow Chart



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Appendix E: Risk Assessment for Volunteers

In line with Keeping Children Safe in Education, the September 2026 change to regulated activity and the EYFS statutory framework where applicable.

This form must be completed to assess the individual's suitability to volunteer. The assessment must consider the nature, frequency and setting of the volunteer activity, whether the role is regulated activity and whether the volunteer will work in EYFS or childcare provision. For school based roles, the risk assessment must be completed and signed by the Headteacher before the individual commences volunteering. For Central Team roles, the risk assessment must be completed and signed by HR, in consultation with the relevant manager, before the individual commences volunteering.

Field	Response
Volunteer Name:	
Type of ID seen?	
Volunteer Address:	
Volunteer Contact Number:	
Voluntary Activity:	
Academic Year:	
Is the volunteer known to the school, Central Team or directly connected to a trusted member of the Partnership community?	Yes / No. *If no, the individual should not be accepted as a volunteer unless approved through the Volunteer procedure by the Headteacher for school-based roles or HR for Central Team roles.*
Vouch completed by a known and trusted member of staff:	Record name, role, date completed and where the vouch pro forma is retained.
Expression of interest completed:	Yes / No. Confirm motivation for volunteering and what the individual expects to gain has been considered.
Informal discussion completed by Headteacher, senior leader, HR or relevant manager:	Record date, who completed the discussion and whether suitability, motivation and safeguarding expectations were explored. For Central Team roles, HR should ensure the relevant manager has confirmed the purpose and suitability of the volunteer activity.
What is the nature of their work with children?	Confirm whether the volunteer will teach, train, instruct, care for or supervise children. Include whether the role involves reading support, classroom support, trips, clubs, EYFS, wraparound childcare, intimate care, personal care or overnight activity.
How often will the activity take place?	Confirm whether the activity will take place on more than three days in any 30 day period or overnight. If either applies, the frequency or period condition is met.
Is the volunteer undertaking regulated activity?	Yes / No. From 1 September 2026, supervision does not remove a role from regulated activity where the nature of the activity and frequency or period condition are met.

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Field	Response
What is the level of supervision that will be available to them?	Describe who will supervise the volunteer, how supervision will be maintained and whether the volunteer will ever be left alone with children. Supervision remains part of wider risk management but must not be used to determine that regulated activity does not apply where the 2026 criteria are met.
How was the volunteer introduced to the school or Central Team?	
What is their background or experience related to the voluntary role they undertake in school?	
Does the volunteer have other employment or undertake voluntary activities elsewhere? Can we obtain character references?	Record whether references have been requested and received, where appropriate.
Overseas checks considered:	Confirm whether the volunteer has lived or worked overseas and record any overseas checks, certificates of good conduct or risk assessment decisions required.
Will the volunteer work in EYFS or childcare provision?	Yes / No. If yes, the EYFS statutory framework applies. Enhanced criminal records checks are required for volunteers, including those who are supervised.
Is a DBS check required?	Yes / No. Record the reason for the decision.
If yes, what level of check is required?	Enhanced DBS without children's barred list information / Enhanced DBS with children's barred list information / Standalone children's barred list check used as an interim check where permitted. Volunteers in regulated activity must have an enhanced DBS check with children's barred list information.
Date DBS check requested:	
Date DBS certificate received:	
Date children's barred list check completed, where applicable:	
Has the volunteer been added to the SCR?	Yes / No / Not applicable. Record the date added and checks recorded.
Volunteer Agreement and Safeguarding Declaration signed:	Yes / No. Confirm both documents have been signed and retained before the volunteer starts.
Policies and guidance issued and understood:	Confirm the volunteer has received, read and understood the relevant Volunteer Procedure, Code of Conduct, Safeguarding and Child Protection Policy and Part 1 or Annex A of KCSIE, as appropriate to their role.

Data protection and confidentiality expectations confirmed:	Confirm the volunteer understands their duty to protect personal data, maintain confidentiality and report any data breach or concern immediately.
Insurance confirmed for the proposed activity:	Yes / No. Confirm the Business Lead, Central Team or relevant manager has confirmed the activity is covered before it takes place.
Safeguarding induction completed:	Confirm the volunteer has received safeguarding expectations, reporting procedures, code of conduct and relevant school arrangements before starting.
Named supervisor and DSL, HR or relevant safeguarding contact confirmed:	Record the volunteer's named supervisor and confirm they know who to contact to report safeguarding concerns, allegations or any concerns about conduct. For school based roles this will usually include the DSL. For Central Team roles this will usually include HR and the relevant manager.

Declaration by Headteacher or HR

Please tick one of the following statements.

Tick	**Statement**
	I have considered the questions outlined above and confirm that I am satisfied that it is safe to allow the above named individual to volunteer. I confirm that the Trust volunteer process has been followed, including the expression of interest, vouch, suitability discussion, identity, DBS, children's barred list, overseas checks, SCR recording where applicable, safeguarding induction, policy acknowledgements, data protection and confidentiality expectations, insurance confirmation and named supervision arrangements where applicable. I also confirm that the role has been assessed against the 2026 regulated activity criteria and that EYFS requirements have been applied where the volunteer will work in EYFS or childcare provision. For school based roles, this declaration must be completed by the Headteacher. For Central Team roles, this declaration must be completed by HR, in consultation with the relevant manager.
Tick	**Statement**
	I have considered the questions outlined above and confirm that I am NOT satisfied that it is safe to allow the above named individual to volunteer. The individual must not commence or continue volunteering until the concern has been resolved and all required safeguarding checks have been completed where applicable. For school based roles, this decision must be confirmed by the Headteacher. For Central Team roles, this decision must be confirmed by HR, in consultation with the relevant manager.

Signed Headteacher or HR		**Date**	
Print Name Headteacher or HR			

This form should be retained by the school for the duration of their volunteering role and retained for a further six months after completion of their duties.