KEYS Academy Trust

"Unlocking the Future"

TKAT School Volunteer Policy and Guidance

Policy Level and Description:	(Level 1)	TKAT Statutory Policy NO CHANGES TO THE CORE TEXT ALL Schools require a policy on this topic/area. Only changes to highlighted sections are allowed to the core text – changes will be limited to school name and very limited school-specific details - LGBs to adopt, implement and monitor this policy.	
Reviewed by: ***(Trust Officer)***	Hester Wooller, CEO	**Reviewed by:** **(School)**	(name, role)
Approved by: ***(Trust Committee/Trust Board)***	CECE	**Approved by:** ***(LGB/LGB Committee)***	
Trust approval date: ***(dd/mm/yyyy)***	09/01/2026	**LGB/LGB Committee approval date:** ***(dd/mm/yyyy)***	
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Version	DATE	DESCRIPTION
1	April 2021	
2	May 2023	Update to reflect the name change of the Equal Opportunities Policy to Equality, Diversity and Inclusion.
3	February 2025	Reviewed – no changes required
4	January 2026	Reviewed in line with the Key Forbes model policy – minor additions to wording.

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1. Introduction and Aims

We are a family of distinctive schools at the heart of the diverse communities we serve. In line with our Christian ethos, we aspire to excellent learning and pastoral care for pupils and staff and are committed to being open and welcoming to all.

The Keys Academy Trust recognises the immense benefits that volunteers bring to the pupils in our schools and the bridges that they build between the school and the local community. In return, the school hopes to give its volunteers an opportunity to exercise their skills in a different environment and to undertake new experiences. 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.

The school tries to offer a range of volunteering opportunities and, in accordance with its equal opportunities and diversity policies, to ensure that the opportunities to volunteer are widely available.

We are committed to using volunteers in a way that supports the wider development of pupils, their academic development and their spiritual, moral, social and cultural outcomes. They will also support the school's strategic aims and vision, as well as its school improvement plan.

The aim of The Keys Academy Trust's volunteer policy is to:

- Encourage the wider community to engage with their schools, 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;
- Ensure that, as with all other adults, volunteers are checked to ensure that they are appropriate to have contact with children and young people;
- 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.

Volunteers play an important role and are often seen by pupils as safe and trustworthy adults. The school is committed to ensuring a robust safeguarding procedure in the appointment of volunteers.
KCSIE defines a volunteer as 'any person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party and not a close relative'.

2. How we use volunteers

A volunteer is not an employee and will not have a contract of employment with the school. The school will agree a role with the volunteer and there will be an expectation that the volunteer will meet the role's requirements and that the school will provide tasks for the volunteer when in school. However, the volunteer is free to refuse to fulfil the role and the school is not bound to

provide the agreed tasks. It is also expected that both the school and the volunteer will give as much notice as possible if unable to meet these expectations.

At TKAT schools' 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

(This is not an exhaustive list.)

Volunteers may be:

- Member of the Local Governing Body
- Parents and carers
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTA
- Local clergy or members of the congregation

(This is not an exhaustive list.)

Members of the local governing body 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

Volunteers can apply in the following way:

- By emailing the school operations manager, or school business manager
- Approaching senior leaders, class teachers or heads of department
- Completing an application form (see appendix 1)

4. Appointment of volunteers

Volunteers are appointed by the Head teacher/Head of School.

Volunteering is conditional upon the completion of an enhanced DBS check and other appropriate safeguarding and recruitment checks before the volunteer is allowed to start their role in school.

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They will also be offered any relevant training needed to satisfy the Trust's Safeguarding Policy and any specific tasks they are expected to undertake.

The Headteacher/Head of School reserves the right to terminate a placement at any time.

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 on volunteers who:

- Regularly (for more than 3 days in a 30-day period) Work one-to-one with pupils unsupervised
- Regularly (for more than 3 days in a 30-day period) Work with groups of pupils unsupervised
- Supervise or accompany groups of pupils on school trips and overnight residentials
- Provide care on a one-off basis

The school will;

- 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 a role 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 and to read, and adhere to, the school's policies on:
    - Child protection and Safeguarding
    - Use of mobile phones
    - ICT and internet acceptable use
    - Online safety
    - Behaviour
    - Equality, Diversity and Inclusion
    - Whistleblowing
    - Health & Safety
    - Data Protection
    - AI Policy
    - Volunteers Privacy Notice

- 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 be recorded on the single central record and kept in accordance with GDPR regulations and the school's retention policy. The risk assessment will consider:
    - The nature of the work they will be doing, including level of supervision
    - What we know about them
    - References from employers or other voluntary roles
    - Whether the role is eligible for a DBS check, and if so the level of check required (NB those in regulated activity will always require an enhanced DBS check along with a barred list check)

The Head teacher/Head of school will determine whether a volunteer is considered to be supervised. Where an individual is supervised, to help determine the appropriate level of supervision, we will have regard to Keeping Children Safe in Education (KCSIE) and statutory guidance issued by the Secretary of State (reproduced in KCSIE, Annex E). For a person to be considered supervised, the supervision must be:

- By a person who is in regulated activity relating to children
- Regular and day-to-day, and
- Reasonable in all the circumstances to ensure the protection of children

TKAT legally cannot carry out a DBS check on a child under the age of 16 who is volunteering at one of our schools. We will ensure that children who are volunteering are always under an appropriate level of supervision, and conduct a risk assessment to consider any potential safeguarding issues. We will additionally:

a) Provide safeguarding training to all volunteers **prior** to them beginning to volunteer at the school, including ensuring that they have read and understood condensed version of part 1 (located in annex A) of Keeping Children Safe in Education). There are requirements for governors and trustees who are volunteers.
b) Ask volunteers to agree and adhere to our code of conduct (see appendix 2) and to read, and adhere to, the school's policies listed above.

6. Induction and training

Volunteers must complete appropriate reading of KCSIE prior to beginning work at the school.

Training requirements will be determined by the Headteacher/Head of School, 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.

All volunteers will be provided with a point of contact within the school who they can go to if they have any questions or issues they need to discuss.

7. Confidentiality

Information about pupils, parents and staff is confidential. Volunteers should be informed of the type of information they will witness or come to know and an explanation of why they are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation.

If volunteers have concerns, they must be told that they should raise these with the appropriate member of staff. They should not discuss them with pupils or parents/carers.

This doesn't prevent volunteers from reporting safeguarding concerns or disclosures, as per the school's safeguarding policy.

If concerns relate to safeguarding, volunteers must inform the DSL who will follow the guidance in our Safeguarding policy.

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

8. Conduct of volunteers

Volunteers are expected to comply with all the school's policies and procedures while they are on its premises or undertaking any of their volunteering duties. Their induction will include an explanation of these policies and procedures.

9. Expenses

Volunteers are unpaid. However, the school may reimburse volunteers for travel and subsistence expenses. Any such reimbursement will be in accordance with the school's expenses policy and require receipts and evidence of mileage claimed

10. Complaints Procedure

In the event a volunteer has a complaint, they should follow the TKAT complaints procedure which can be found at **Complaints - Keys Academy Trust**

11. Insurance

The school's insurance policy covers volunteers in the event of accidental injury when undertaking their role.

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

12. Data protection and record keeping

Our privacy notice 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 and Remove details of volunteers from the single central record (SCR) once they no longer volunteer at our school.

13. Monitoring and review

This policy has been approved by trustees and will be reviewed regularly.

Appendix 1: The Keys Academy Trust (TKAT) Volunteer Application Form

Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

Data protection notice
Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law: • You've given us your consent • We must process it to comply with our legal obligations You'll find more information on how we use your personal data in TKATs privacy notice which can be found here: Policies & Statements - Keys Academy Trust

Personal details	
Name:	
Date of birth:	
Gender:	
Telephone number:	
Email address:	
Home address:	

Disclosure and Barring Service (DBS) information
TKAT is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check. Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the TKATs privacy notice. If any volunteer is not part of the DBS Update Service a new DBS check will be required and the date of check and certificate number inserted below.

Do you have a DBS check? (please circle)	Yes/ No/UPDATE SERVICE
If yes, what type of check do you have? (please circle)	Enhanced DBS / Enhanced DBS with barred list information
Date of check:	
Certificate number:	

Availability					
	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
AM					
PM					
Before school					
After school					
Lunchtimes					
How many hours per week/month can you volunteer?					
Can you commit to at least 1 term?					

Experience and qualifications
Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.
Why would you like to volunteer at a TKAT school?
Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc.)

Do you have any relevant qualifications?

Preferences	
What cohort or department would you prefer to work with?	
Would you prefer to work one-on-one or with a small group?	

References	
Your placement as a volunteer may be subject to satisfactory references. Please give the details of two referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc.).	
Name:	**Name:**
Relationship to you:	**Relationship to you:**
Address:	**Address:**
Telephone number:	**Telephone number:**
Email address:	**Email address:**

Disability and accessibility
TKAT 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 adjustments or arrangements to assist you, please state the arrangements you require:

Appendix 2: TKAT Code of conduct for volunteers

By signing this form, volunteers agree to the following:

1. **School rules and policies**

1.1. Volunteers will follow all school rules and policies, including those on:

1.1.1. Child protection and Safeguarding

1.1.2. ICT and internet acceptable use

1.1.3. Online safety

1.1.4. Use of Mobile phones

1.1.5. Data protection

1.1.6. AI Policy

1.1.7. Health and safety

1.1.8. Equality, Diversity and Inclusion

1.1.9. Whistle-blowing

1.1.10. Behaviour

1.1.11. Volunteer Privacy Notice

1.2. Copies of the school policies are available online or from the school office

2. **Professional conduct**

2.1. Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the school's volunteer coordinator.

2.2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy, or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.

2.3. Volunteers must conduct themselves in a professional manner at all times. This includes:

2.3.1. Dressing in a way that is professional and appropriate to the work they are doing

2.3.2. Refraining from using inappropriate language

2.3.3. Setting an example for pupils by acting in a way that reflects the school's ethos and values

2.3.4. Behaving in a way that is appropriate for the role they are undertaking

2.3.5. Ensuring that comments, including those made on social media, do not bring the school into disrepute

2.4. Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged prior to the end of a term, or as a way of saying "thank you".

2.5. Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents/carers have consented.

2.6. Parent volunteers with children at the school must not act in a way that favours their own child and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.

2.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

3. Safeguarding

3.1. Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.

3.2. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL.

3.3. Volunteers should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.

3.4. Volunteers must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:

3.4.1. Exchanging contact information

3.4.2. Making contact with pupils outside of school, including on social media

3.4.3. Arranging to meet pupils outside of school

3.4.4. Alerting the DSL if a pupil develops an infatuation with them

3.5. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

4. Health and safety

4.1. Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.

4.2. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.

4.3. Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

5. Confidentiality

5.1. Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the headteacher.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

I understand that if I fail to adhere to this code of conduct, my volunteer placement may be terminated.

Please sign and date below:

X _____
Volunteer name (please print)

X _____ X _____
Volunteer signature Date

Appendix 3: TKAT Volunteer request form

If you'd like assistance from a volunteer in your classroom, or for a specific activity or trip, fill out the form below and submit to Headteacher/Head of School

Activity details	
Year group/class	
Activity details	
Date(s) and time(s)	
Is this activity… (circle one)	One-off? Daily? Weekly? Other? If other, please explain:
Will there be any costs for the volunteer (such as entry fees to museums, materials, or travel)?	
Volunteer details	
How many volunteers do you need?	
Do you need your volunteers to have any specific skills or experience?	

Submitted by:

Signature:

For school use only:

Authorised by: Date: