

Streatham & Clapham High School

Whole School Volunteer Policy

September 2026

Person(s) responsible for this policy		Senior Deputy Head and Assistant Head (Co-curricular and community)	
Last review by	A. Smith	Review date	Sept 2026
Date of next review		September 2027	

1. Introduction

At Streatham & Clapham High School, we deeply value the role of volunteers in enriching the educational experience of our students. Volunteers are a vital resource, complementing the work of teachers and support staff. We recognise the immense benefits they bring—not only through their time, skills, and experience, but also by strengthening the connection between the school and the wider community

While volunteers are not employees and do not hold contracts of employment, their roles are clearly defined and mutually agreed upon, with flexibility and respect for each party's availability and commitment.

This Volunteer Policy has been developed in line with the GDST safeguarding policy, Keeping Children Safe in Education, and outlines our approach to recruiting and managing volunteers.

2. The aims of this policy:

We strive to ensure that all volunteers align with the school's values and adhere to our policies, while providing clear expectations and guidelines for their involvement. Volunteers, including parents and others, are an essential part of our school community, and their contributions are carefully planned to ensure they support our high standards of education and safeguarding. This policy outlines our arrangements for recruiting and managing volunteers in our school, in line with the school's Safeguarding Policy and Safer Recruitment guidelines. The aim of this policy is to make the best use of our volunteer's enthusiasm, skills and experience and to ensure that our children are kept safe.

Aims:

- 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.

3. How we use volunteers

The deployment of any volunteer, whether for one day or for several sessions over a longer period, must take account of the needs of the school, the pupils and the staff to ensure the arrangement is of benefit to the pupils, the school and the person(s) volunteering. The deployment of any volunteer will be at the discretion of the Headteacher and for an agreed period, subject to review no less than annually with the Headteacher. The class teacher remains responsible at all times for the organisation of the class and methods of work. Volunteers should not be asked to carry out duties which:

- fall normally within a Teacher's responsibility under loco parentis;
- fall normally within the job description of a Teacher or member of support staff, i.e. they must not be asked to cover the absence of staff from School;
- would normally be performed by a contractor engaged by the school;

Volunteers must be designated to a specific member of staff to whom they will be directly responsible. The staff member taking responsibility for the volunteer must ensure the volunteer is adequately inducted into the role. It is essential that the volunteer is clear which member of staff has this responsibility.

At SCHS, volunteers may (this is not an exhaustive list):

- Listen to children read
- Accompany school visits
- Support with key school events such as Winter/ Spring Crafternoon (at Prep)
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT, art, productions and plays

Volunteers may be (this is not an exhaustive list):

- Members of the governing board
- Parents
- Members of the FRIENDS committee
- Former pupils
- Students on work experience
- Local residents
- Friends of the school.

In accordance with *Keeping Children Safe in Education* (KCSIE), the school will assess whether a volunteer's role constitutes regulated activity. Regulated activity includes teaching, training, instructing, caring for, or supervising children on a frequent basis, or undertaking such activities overnight, as defined in current legislation and statutory guidance. Where a volunteer is engaged in regulated activity, the school will obtain an enhanced DBS check, including children's barred list information, before the volunteer commences their role. Volunteers who are not engaged in regulated activity may be subject to an enhanced DBS check at the school's discretion and will be appropriately supervised and managed in accordance with

the school's safeguarding procedures. The school is committed to maintaining a safe environment for all pupils and ensuring that all volunteers work within clear safeguarding expectations

The **Crime and Policing Act 2026 removed the supervision exemption**. This means that supervision no longer automatically takes someone out of regulated activity.

Now, if a volunteer:

- teaches,
- trains,
- instructs,
- cares for, or
- supervises children

and does so **frequently enough** (or overnight), they are likely to be carrying out **regulated activity even when supervised by staff**

Volunteers are classed as being in regulated activity if they are working with children more than 3 days within a 30-day period. This includes other settings.

4. How to apply to volunteer

Any person interested in volunteering at SCHS should, in the first instance, check the volunteer job description and contact the school where they wish to apply, to see if any opportunities are available. All prospective volunteers should then complete the Volunteer Application form which includes their contact details, type of activities they would like to help with, and the times they are available to help

Volunteers are appointed by the Headteacher in individual schools. Any person wishing to apply for a volunteering position must be over the age of 18. All volunteers will be required to attend a meeting with either the Head/ Head of Prep/DSL/Deputy Headteacher or Assistant Headteacher to determine that the volunteer's position is suitable for them.

We ask regular volunteers to commit to volunteering in our school for at least a full term.

All appointments are conditional upon the completion of the following processes:

- An enhanced DBS with Children's Barred List
- Two satisfactory references
- 3 forms of ID including photographic ID and recent proof of current address - <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-22-april-2025#right-to-work>
- SCHS safeguarding training (either face-face or online).
- Agreement and sign off of our Code of Conduct for Volunteers (see Appendix 1)

- Read, and adhere to, the school's /Trust's policies on:
 - Part 1 of KCSIE
 - SCHS Safeguarding and Child Protection Policy
 - SCHS Online Safety Policy Details of volunteers added to the online SCR (single central record)

,A short informal interview with a DSL or DDSL (prior to acceptance)

Volunteers may also be required to:

- Depending on the volunteer's role, to sign a Childcare Disqualification Declaration (This would be relevant if a volunteer was supervising girls in EYFS)
- Demonstrate that they have the right to work in the UK (although volunteering is unpaid, it is still regarded as 'work').
- Depending on the volunteer's role, it may be appropriate for the school to check that the volunteer is not on the list of people prohibited from teaching.)

The Headteacher reserves the right to withdraw or end a volunteer opportunity 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 are upholding our responsibility to keep our pupils safe, we will:

- Conduct volunteer DBS checks (EYFS volunteers and those in regulated activity are not allowed to start without this)
- Obtain satisfactory references
- Conduct risk assessments on all volunteers
- 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 (KCSIE). In accordance with KSCIE, should a low-level concern be raised against a volunteer, the GDST safeguarding procedures will be followed

Similarly, should a safeguarding allegation be raised against a volunteer, the GDST safeguarding procedures will be followed

6. Induction, training and support

Training requirements will be determined by the Headteacher or the appropriate member of staff. Volunteers must complete appropriate training prior to beginning work at the school. Volunteers may be required to undertake additional training, provided by the school or a third party, to support the activity they undertake where relevant. This may include online training. 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. If concerns relate to safeguarding, volunteers must follow the guidance in the appropriate safeguarding policy and inform the designated safeguarding lead. If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistleblowing policy. Any materials or resources used by a volunteer are the property of SCHS and consent should be sought before using any items outside.

8. Conduct

Code of Conduct for Volunteers (see Appendix 1)

9. Insurance

GDST Public Liability policy states that GDST volunteers are covered providing they have permission from school, they are DBS checked and adhere to child safeguarding guidelines set out.

10. Data protection and record keeping

Everyone has rights with regard to how their personal information about them is handled. During the course of our activities we will collect, store and otherwise process personal information about our pupils, pupils' families, staff, volunteers, contractors, suppliers, and other third parties. SCHS are committed to meeting their legal obligations concerning data protection and confidentiality. For further information please refer to our Data Protection Policy

12. Health and Safety

The school is committed to ensuring the health, safety, and welfare of all volunteers. Risk assessments will be conducted for volunteer activities where appropriate, particularly those involving physical tasks, off-site visits, or direct pupil engagement. Volunteers must report any accidents, incidents, or hazards to their designated staff supervisor immediately.

13. Complaints or Concerns

Any complaints made by a volunteer will be referred to the Headteacher. The Headteacher reserves the right to take the following action:

- To speak with the volunteer about a breach of the Volunteer Confidentiality Agreement and seek reassurance that this will not happen again
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class
- Inform the volunteer that the school no longer wishes to support the placement.

The school's Whistleblowing Policy explains how staff or volunteers should raise concerns about wrongdoing in the school. This can be found on the SCHS website.

Appendix 1

Code of Conduct for Parents accompanying School Trips 2026-27

- I confirm that I have read the SCHS Safeguarding policy.
- I agree to follow the instructions of the Party Leader and attend a pre-trip briefing
- As a representative of Streatham & Clapham Prep or High School, I will ensure that pupil behaviour is consistent with School expectations, and raise any concerns with the Party Leader
- If there should be any form of emergency, I will support the group as directed by Streatham & Clapham Prep or High School staff
- I will prioritise Health and Safety by actively supervising and monitoring pupils
- I understand that I will, under no circumstances, be permitted to take pupils to the toilets – this duty must be carried out by Streatham & Clapham Prep or High School staff
- I agree not to use my mobile phone at any time on the trip to **take photos** or **videos** of pupils, including my daughter. I will avoid using my mobile phone for other purposes, including calls and messages during the visit unless there is an emergency
- I will not give any child, including my own, preferential treatment during the trip
e.g. giving spending money or buying additional food, drinks or gifts
- I will not smoke, vape, drink alcohol or use/consume any products which may cause an allergic reaction
- I will not offer sweets or snacks to any child in my care



STREATHAM
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HIGH SCHOOL

- I understand that SCPS and SCHS are Allergen Aware schools, and that nuts are not permitted

Name: Date:

Signed: