

Volunteer policy

2026/27



Approved by:
Governing Body

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1. 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, often adding to the support provided to vulnerable or disadvantaged pupils.

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 William Hogarth 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 statutory safeguarding guidance [Keeping Children Safe in Education \(KCSIE\)](#) from the Department for Education (DfE).

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

At The William Hogarth School volunteers may:

- Hear children read
- Accompany school visits
- Work and provide support for individual children
- Work with small groups of children
- Support specific curriculum areas, such as cooking or art

This isn't an exhaustive list.

Volunteers may be:

- Members of the governing board
- Parents and carers
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the Friends of William Hogarth (FOWHS)

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

- Approaching the Head Teacher, Avril Stockley, The Deputy Headteacher, Katie Rees or another member of staff
- Emailing the school office: admin@hogarth.hounslow.sch.uk
- Completing an application form (see appendix 1)

4. Volunteer status and selection

4.1 Status of volunteers

Volunteers are not employees of The William Hogarth School and are not engaged on a contract of employment or a contract for services. The William Hogarth School is not under any obligation to provide a volunteer with work and the volunteer shall be under no obligation to carry out any work. This policy does not represent a legally binding contract between The William Hogarth School and a volunteer.

The volunteering arrangement can be cancelled at any time at the discretion of either party.

Volunteers shall not be entitled to receive any payment or any other benefits for any voluntary work carried out, including training on any area that is outside the volunteer's remit. (See also volunteer expenses in section 9 of this policy.)

4.2 Volunteer placement

Our school's volunteer co-ordinator is the Deputy Headteacher, Katie Rees and all volunteers will be appointed by either Katie Rees or the Headteacher Avril Stockley.

The induction of new volunteers can take up to 6 weeks and is dependent on the candidate and available spaces within the school.

All volunteer placements are conditional upon the completion of an enhanced DBS check (if appropriate, see section 5) and other appropriate safeguarding checks, and relevant training.

Enhanced DBS checks for volunteers volunteering 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 volunteering at the school.

All applicants will also need to provide the name of a referees who will be approached (see appendix 3)

5. Safeguarding

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

They are also expected to read any other policies that may be deemed appropriate eg Risk Assessments in cooking.

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 the latest Part 1 of Keeping Children Safe in Education
- Require volunteers to agree and adhere to our code of conduct (see appendix 2) and to read, and adhere to, the school's policies on:
 - Safeguarding
 - Use of mobile phones
 - ICT and internet acceptable use
 - Online safety
 - Behaviour
 - Any risk assessments that may be appropriate eg in cooking
- 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
- Add volunteers to the Single Central Register

We legally cannot carry out a DBS check on a child under the age of 16 who is volunteering at our school. 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.

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.

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 are not permitted to discuss issues related to pupils, parents or staff with those outside of The William Hogarth School.

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 child protection and safeguarding policy, and inform the Designated Safeguarding Lead, (DSL) Avril Stockley or the Deputy Designated Safeguarding Lead (DDSL) Katie Rees.

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

8. Conduct of volunteers

Volunteers must comply with the Volunteer Staff Code of Conduct set out in appendix 2 of this policy.

9. Expenses

Unfortunately, we are unable to cover expenses for volunteers.

10. Complaints procedure

In the event a volunteer has a complaint, they should follow the school's complaints procedure which can be found on our school website: <https://www.williamhogarthschool.com/>

11. Insurance

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

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

12. 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

13. Monitoring and review

This policy has been approved by the governing board and will be reviewed regularly.

Appendix 1: 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 1 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

Personal details

Name:	
Date of birth:	
Telephone number:	
Email address:	
Home address:	

Disclosure and Barring Service (DBS) information

The William Hogarth School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check with a barred list check on volunteers who undertake regulated activity.

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.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and The William Hogarth's privacy notice.

Do you have a DBS check? (please circle)	Yes/No
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If yes, what type of check do you have? (please circle)	Basic DBS / Standard DBS / 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.
Experience and qualifications

Why would you like to volunteer at the William Hogarth 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 age group would you prefer to volunteer with?	
Would you prefer to work 1-on-1 or with a small group of pupils?	

References

Your placement as a volunteer may be subject to satisfactory references. Please give the details of 2 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

The William Hogarth School 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: code of conduct for volunteers

Code of conduct for volunteers

This code of conduct outlines our expectations for volunteer conduct. We ask you to sign this form to indicate your agreement to the following:

1. School rules and policies

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Volunteers should follow all school rules and policies, including those on:

2. Child protection and safeguarding, including low-level concerns
3. ICT and internet acceptable use
4. Online safety
5. Mobile phones
6. Data protection
7. Health and safety
8. Equality
9. Whistle-blowing
10. Behaviour

Copies of the school policies are available on the school website, <https://www.williamhogarthschool.com/> or from the school office

2. Professional conduct

- Volunteers should follow instructions provided by their 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 co-ordinator, Miss Rees
- 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 they are volunteering with, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions
- We ask that volunteers agree to conduct themselves in a professional manner at all times. This includes:
 - Dressing in a way that is appropriate to the school environment
 - Refraining from using inappropriate language, including not making comments either in the school environment or elsewhere, including on social media, that might bring the school into disrepute
 - Setting an example for pupils by acting in a way that reflects the school's ethos and values
 - Behaving in a way that is appropriate for the role they are undertaking
- Volunteers should not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged at the end of term or as a way of saying "thank you".
- 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

- Parent/carer volunteers with children at the school should 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
- If you are unable to come to school when you are expected to be in, we ask that you contact your supervisor or the school office as soon as possible, so we can make alternative arrangements

3. Safeguarding

- 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
- 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. The DSL is Miss Stockley and the deputy, Miss Rees
- 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
- Volunteers must alert the DSL if a pupil develops an infatuation with them, and 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:
 - Exchanging contact information
 - Making contact with pupils outside of school, including on social media
 - Arranging to meet pupils outside of school
- Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor

4. Health and safety

- 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
- Volunteers should familiarise themselves with the school's fire safety and emergency evacuation procedures
- 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

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

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

Please sign and date below:

Volunteer name: _____

Date: _____

Volunteer signature: _____

Appendix 3: reference for volunteers



Reference for The William Hogarth School

Thank you for taking the time to complete this reference. The person stated below would like to volunteer at our primary school. By completing the form you are confirming that you know the person and that you believe them to be a suitable volunteer for The William Hogarth School.

Please return the form: For the Attention of: Katie Rees,
admin@hogarth.hounslow.sch.uk for any queries call the school office on
02089944782

Volunteer's Name	
Explain briefly how you know the volunteer	
Explain why you think this person would be a good volunteer for The William Hogarth School	
Your Name	
Date	
Contact email	
Contact phone number	

Every volunteer will undergo the necessary safeguarding checks.

A member of the Senior Leadership team may contact you to discuss any points on this reference.

The William Hogarth School will not pass on your details to anyone.