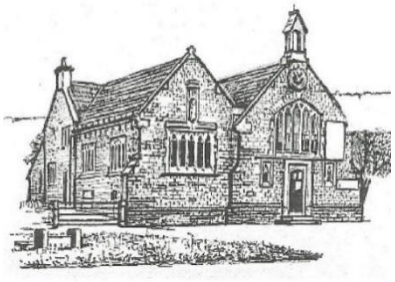
Litton Church of England Primary School



Volunteers Supervision Statement

Date Reviewed: **08.10.2026**
Date Approved:
Approved by:
Version: 3

Signed:

C. Hicks

Mrs Caroline Hicks
Headteacher

Emily Noble

Mrs Emily Noble
Chair of Governors

Review date	By whom	Summary of changes made	Date implemented
17.3.2020	B Hanley	New Document	
30.04.2024	C.Hicks	Reviewed and updated	
08.10.2026	C.Hicks	Reviewed and updated	

Volunteers at Litton Church of England Primary School

The school welcomes volunteers and regularly receives support from friends, families and local residents in a number of capacities. We want to ensure that all members of our community operate in a safe and secure environment and have developed policies and procedures to ensure that safety is maximised.

We use the following guidance from Derbyshire Local Authority when performing checks on the suitability of volunteers.

Volunteer Handbook

The school welcomes and values the contribution made by volunteers from the local community. Volunteers play an important role in supporting pupils' learning, wellbeing and wider school experiences.

All volunteers receive an induction from the Headteacher or a designated member of staff before commencing their role. This includes safeguarding information, expectations of conduct, confidentiality requirements and relevant school policies and procedures. Volunteers are also provided with a leaflet outlining the school's expectations.

Recruitment and Vetting of Volunteers

The school is committed to safeguarding and promoting the welfare of children and expects all volunteers to share this commitment.

Volunteer roles are assessed in accordance with Keeping Children Safe in Education (KCSIE) 2026 and current Disclosure and Barring Service (DBS) requirements. From 1 September 2026, the supervision exemption no longer applies when determining whether a volunteer is engaged in regulated activity.

A volunteer is likely to be undertaking regulated activity if they:

- teach, train, instruct, care for or supervise children;
- carry out these activities on more than three days within a 30-day period; or
- participate in overnight activities involving children.
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Where a volunteer is undertaking regulated activity, the school must obtain:

- an Enhanced DBS check; and
- Children's Barred List information.

The school will undertake an individual risk assessment for all volunteer roles to determine the appropriate level of safeguarding checks and supervision required. Factors considered may include:

the nature of the role;
the frequency and duration of contact with pupils;
the age and vulnerability of the children involved;

the level of responsibility entrusted to the volunteer;
involvement in educational visits, residential visits or overnight activities; and
any other relevant safeguarding considerations.

Appropriate supervision arrangements will be implemented for all volunteers according to the nature of their role and the needs of the pupils with whom they work.

The school reserves the right to request references, conduct identity checks and obtain DBS clearance where required before a volunteer commences their duties.

Volunteers must follow all school policies and procedures, including safeguarding and child protection requirements, health and safety procedures, confidentiality expectations and the Staff Code of Conduct. Any concerns regarding a child's welfare must be reported immediately to the Designated Safeguarding Lead (DSL) or a deputy DSL.

Failure to comply with the school's expectations may result in a volunteer being asked to discontinue their role within the school.

Equality and Inclusion

The school is committed to ensuring that volunteering opportunities are accessible, fair and inclusive. All volunteers will be treated with dignity and respect, and recruitment and vetting decisions will be made in accordance with safeguarding requirements, equality legislation and school policies.

Volunteer Code of Conduct

As a volunteer at the school, you are expected to act in a manner that safeguards pupils, supports the school's values and maintains public confidence in the school. All volunteers must adhere to the following code of conduct.

Safeguarding and Child Protection

Volunteers must:

- Place the safety and welfare of pupils above all other considerations.
- Follow the school's safeguarding and child protection procedures at all times.
- Report any concerns about the welfare or safety of a child immediately to the Designated Safeguarding Lead (DSL) or a Deputy DSL.
- Never promise confidentiality to a child if they disclose information that raises a safeguarding concern.
- Wear any visitor or volunteer identification provided by the school.

Professional Conduct

Volunteers must:

- Treat all pupils, staff, parents and visitors with courtesy, dignity and respect.
- Act as positive role models for pupils at all times.

- Follow instructions given by school staff and work within the agreed boundaries of their role.
- Maintain appropriate professional relationships with pupils and avoid favouritism.
- Use appropriate language and behaviour at all times.

Volunteers must not:

- Discipline pupils physically or use inappropriate language.
- Arrange to meet pupils outside school activities.
- Exchange personal contact details with pupils.
- Communicate with pupils through personal social media accounts, messaging services or email.

Confidentiality

Volunteers may become aware of confidential information about pupils, families or staff.

Volunteers must:

- Treat all information obtained through their role as confidential.
- Not discuss pupils, staff or school matters outside school.
- Share concerns only with the appropriate member of staff when required to do so for safeguarding or professional reasons.

Health and Safety

Volunteers must:

- Follow all school health and safety procedures.
- Report any accidents, hazards or concerns to a member of staff immediately.
- Sign in and out of the school office on every visit.
- Follow fire, evacuation and emergency procedures.

Use of Technology

Volunteers must:

- Use school equipment only in accordance with school policies.
- Obtain permission before taking photographs as part of any school activity.

Volunteers must not:

- **Take photographs, videos or audio recordings of pupils using personal devices.**
- **Share information, images or comments about pupils or school activities on social media.**

Equality and Inclusion

Volunteers must:

- Promote equality, diversity and inclusion.
- Treat all members of the school community fairly and without discrimination.
- Respect the beliefs, backgrounds and needs of others.

Concerns About Conduct

Any concerns regarding the conduct of a volunteer will be investigated by the Headteacher. The school reserves the right to end a volunteering arrangement at any time if it believes this is necessary to safeguard pupils, staff or the wider school community, or where a volunteer fails to comply with this Code of Conduct or other school policies.

Volunteer Declaration

I have read and understood the Volunteer Code of Conduct and agree to follow the expectations set out within it. I understand that my role as a volunteer is subject to the school's safeguarding, conduct and confidentiality requirements.

Name: _____

Signature: _____

Date: _____