



Diocese of Salisbury
Academy Trust
'Beyond expectations for all of God's children'

MANAGING VOLUNTEERS POLICY

Policy Date: September 2026

Review Date: September 2030

This policy applies to all schools

This policy explains how DSAT schools should recruit, induct, supervise and support volunteers working in or on behalf of a school. It should be read alongside the Trust's Employment Manual, which makes regular reference to volunteers.

1. Recruitment and selection of Volunteers

Headteachers are responsible for ensuring that volunteer arrangements are safe, appropriate and properly supervised. The school should identify a named member of staff to oversee each volunteer's induction, role expectations, safeguarding requirements and day-to-day point of contact.

All prospective volunteers should be asked to:

- Initially complete an expression of interest form (see Appendix);
- Take part in an informal interview to discuss their reasons for wanting to volunteer, the skills and experience they can contribute, and what they hope to achieve in return;
- Provide details of two referees (who should not be relatives);
- Complete a DBS check if necessary and a risk assessment where a DBS check is not required.

2. Volunteers and DBS Checks

Some volunteers will require a DBS Disclosure because of the frequency of their volunteering activity and the contact they have with children. Some volunteers do not require a DBS check, for example if they are accompanying a school trip for the day or attending a school event. Volunteers who do not have a DBS check must be supervised at all times and must not be left alone with children.

An enhanced DBS check **will only** be required for volunteers in the following circumstances:

- a) The volunteer is in the school regularly. Regular activity means once a week or more, four or more times in a 30-day period, or overnight activity between 2.00am and 6.00am.
- b) The volunteer is unsupervised.

Please note that a DBS check is portable within DSAT, so if the volunteer has had an enhanced DBS check from another DSAT school and there is less than a 3-month gap since last volunteering in that school, there is no need to undertake another check.

Remember that the most effective way of keeping children safe is by having effective up to date safeguarding policies and procedures and being vigilant, not just by DBS checks.

DBS certificates are now sent only to the applicant and not to the Registered Body. The school must see the volunteer's DBS certificate before the volunteer starts work at the school.

3. Induction, Supervision and Management of Volunteers

Before volunteering begins, the school should agree the volunteer's role, expected time commitment, supervision arrangements and any limits on the activities they may undertake. Volunteers should receive a suitable induction, role-specific training, relevant equipment or materials, and a named point of contact. Volunteers should be welcomed and supported, treated fairly under the school's equal opportunities policy, and made aware of relevant procedures, particularly those covering safeguarding, child protection, health and safety, confidentiality and equality. Expectations should be reviewed if the volunteer's role changes.

4. Insurance

Volunteers working under the direct supervision of the school will be indemnified against third-party claims under DSAT's employers' and public liability policy while volunteering for the school.

5. Health and Safety

Risk assessments should be in place for volunteers in schools. Volunteers should disclose any information that relates to their own health and safety and must take reasonable care of their own health and safety and that of others. Headteachers must ensure that volunteers do not undertake activities that present a risk to their health or to others.

6. Concerns, Grievances and Ending Arrangements

Any problems should be addressed through informal discussion wherever possible. If they cannot be resolved, either the school or the volunteer may end the volunteering arrangement. If a volunteer's conduct or performance falls below the required standard, they may no longer be offered duties and may, where appropriate, be referred to the Disclosure and Barring Service.

7. Roles and Expectations

The school should agree the volunteer's role, expected time commitment, supervision arrangements and any limits on the activities they may undertake before volunteering begins. These expectations should be reviewed if the volunteer's role changes.

It is important to set clear guidelines and expectations in order that the needs of the volunteer and school may be met. Volunteers can expect:

- A supportive, welcoming and positive environment that encourages them to get the most out of volunteering;
- An induction training programme and appropriate task related training;
- Relevant and up to date information and advice;
- To be given copies of policies relating to child protection and safeguarding children, health and safety and equality.

In return, schools should ask volunteers:

- To be a positive representative of the school;
- To adhere to their task, responsibilities and commitment as agreed;
- To follow any procedures and standards explained by their supervisor including those relating to safeguarding, health and safety and diversity.

8. Further Guidance

All volunteers should read Part One of Keeping Children Safe in Education and the school's Child Protection Policy. These documents can be accessed online or provided by the school.