



Excalibur Academies Trust
Volunteer Procedure

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1. Introduction and aims

Excalibur Academies Trust believes that volunteers provide a valuable contribution to our academies' work, and that they enrich our academies through the breadth of their knowledge and experience.

We are committed to using volunteers in a way that supports the Trust's strategic aims and vision, as well as its development plan.

The aim of the Excalibur Academies Trust volunteer procedure is to:

- Encourage the wider community to engage with the academy, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the Trust'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 procedure has been developed in line with the Department for Education's statutory safeguarding guidance, [Keeping Children Safe in Education](#).

2. How we use volunteers

At Excalibur Academies Trust 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 isn't an exhaustive list.

Volunteers may be:

- Members of the Academy Committee
- Parents
- Former pupils
- Students on work experience
- Local residents
- Friends of the academy/members of the PTA
- Local clergy or members of the congregation

This is not an exhaustive list.

Members of the Academy Committee working at the academy in their capacity as governors (for instance, conducting academy monitoring visits or attending meetings), are not covered by this procedure. They are covered by our governor code of conduct.

3. How to apply to volunteer

Potential volunteers should:

- Contact the office of the academy they wish to volunteer in
- Alternatively, contact central HR who will pass on the details
- Approach senior leaders, class teachers or heads of department if appropriate
- Complete the form at the back of this procedure

4. Appointment of volunteers

Intake of new volunteers can take up to 6 weeks and is dependent on the candidate and available spaces within the academy.

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training.

The headteacher of the academy reserves the right to terminate a placement at any time.

Enhanced DBS checks for volunteers working in the academy through other organisations will be conducted by the relevant organisation. The academy will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the academy.

In some academies an informal interview may be required in order to assess the suitability of the candidate or to discuss options for volunteering activities.

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:
 - Work one-on-one 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.

- Conduct online searches on all volunteers working in regulated activity, this is advised as per the revision to the guidance in 'Keeping Children Safe in Education 2025'. This will not require a social media search and we will only retain data in compliance with our policies.
- Provide safeguarding training to all volunteers prior to them beginning work at the academy, 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 (see appendix 2) and to read, and adhere to, the Trust's policies on:
 - Safeguarding
 - GDPR
 - Whistleblowing
 - Confidentiality
 - IT Acceptable Use

(please also see Excalibur Academies Trust – Employment Manual available on the [HR Sharepoint](#))

- 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
- People 'volunteering' on a one-off basis are classed as visitors, and therefore must be supervised at all times – DBS checks are not required
- Existing DBS certificates will be accepted if they are for the same workforce and issued within the last 12 months
- Volunteers details will be added to the Single Central Record for the relevant academy/s – this information is kept secure and only for the purposes of safeguarding.

6. Induction and training

Volunteers must complete appropriate training prior to beginning work at the academy – please refer to the Volunteer Induction document.

Training requirements will be determined by the Principal, or the appropriate member of staff.

All volunteers must have safeguarding and emergency evacuation 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.

This doesn't prevent volunteers from adhering to the Trust'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 for the relevant academy.

If concerns are related to whistleblowing, volunteers must follow the guidance in our whistleblowing policy.

8. Conduct of volunteers

Volunteers must comply with the code of conduct for staff which will be given as part of the induction process and is available in the Employment Manual as above.

9. Risk Protection Arrangement

The Trust's risk protection arrangement also covers volunteers in the event of an accident or emergency – more details can be found [here](#).

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

10. Data protection and record keeping

Our privacy notice for staff and volunteers explains what information we collect about our workforce and why we collect it. This notice is published on each individual academy website.

We will retain records relating to volunteers in line with our records retention schedule.

Appendix 1: volunteer application form

Please complete the application form in full.

Data protection notice
<p>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:</p> <ul style="list-style-type: none"> You've given us your consent We must process it to comply with our legal obligations <p>[You'll find more information on how we use your personal data in our privacy notice for staff & volunteers available on the relevant academy website.]</p>

Your Name: (please print)	
Your address: (please print)	
Date of Birth:	
Your Mobile Tel. No.:	
Your Home Tel. No.:	
Email Address:	
Department you will be working in:	
Type of work you will be doing:	
Start Date & End date:	Start: End:
Days/times you will be in school:	
Contact name in school:	
Please sign as confirmation you have received the school's Code of Conduct:	Signature required:
Please sign as confirmation you have familiarised yourself with the latest version of 'Keeping Children Safe in Education' document:	Signature required:
Photographic ID evidence produced	Yes / No Date seen:

Disclosure and Barring Service (DBS) information	
<p>The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.</p> <p>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.</p> <p>Volunteers working in regulated activity will also require a barred list check.</p> <p>Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the academy's privacy notice.</p>	
Do you have a DBS check? (please circle)	Yes/ No
If yes, what type of check do you have? (please circle)	Enhanced DBS / Enhanced DBS with barred list information
Date of check:	
Certificate number:	

NEXT OF KIN/EMERGENCY CONTACT DETAILS		
Name:		
Address:		
Relationship:		
Contact Tel Nos:		
References		
Please supply two referees to be contacted regarding your suitability for this post		
Referee Details - 1	Contacted by HR	Reference Received

Referee Details - 2	Contacted by HR	Reference Received

Signed:		Date:	
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For school/office use only:

ID checked:	Yes / No	Added to SCR:	Yes / No
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DBS Certificate seen:	Yes / No	Certificate No:
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DBS Certificate applied for:	Yes / No / NA
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Refer to HR / OH	Yes / No	Date:
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