

Volunteer policy 2025

Approved by: Pip Burley **Date:** 13/02/2026

Last reviewed on: 01/01/2025

Next review due by: 13/02/2027

Contents

1. Introduction and aims	3
2. How we use volunteers	3
3. How to apply to volunteer	3
4. Appointment of volunteers	3
5. Safeguarding	4
6. Induction and training	4
7. Confidentiality	5
8. Conduct of volunteers	5
9. Expenses	5
10. Insurance	5
11. Data protection and record keeping	5
12. Monitoring and review	5
13. Links to other policies	5
Appendix 1: volunteer application form	Error! Bookmark not defined.
Appendix 2: code of conduct for volunteers	Error! Bookmark not defined.
Appendix 3: requesting a volunteer (information for staff)	Error! Bookmark not defined.
Appendix 4: volunteer expenses request form	Error! Bookmark not defined.

1. Introduction and aims

Leamington LAMP believe that volunteers provide a valuable contribution to the work we do.

We are committed to using volunteers in a way that supports LAMP's aims

The aim of the this volunteer policy is to:

- Encourage the wider community to engage with LAMP
- Ensure that volunteers support LAMP's 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).

2. How we use volunteers

At LAMP volunteers may:

- Work with individual students
- Work with small groups of students
- Support specific curriculum areas, such as music or art

This isn't an exhaustive list.

Volunteers may be:

- Members of the governing board
- Parents
- Former students
- Subject experts
- Students on work experience
- Local residents
- Members of the PTA

This is not an exhaustive list.

3. How to apply to volunteer

- By emailing LAMP on info@lamplearning.co.uk
- Approaching senior leaders, class teachers or heads of department
- Completing an application form

4. Appointment of volunteers

Volunteers are appointed by the Directors

Appointment and induction of new volunteers is dependent on the candidate and available spaces for volunteering opportunities within LAMP.

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 directors reserve the right to terminate a placement at any time.

Enhanced DBS checks for volunteers working in LAMP through other organisations will be conducted by the relevant organisation, if needed. LAMP will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work with us.

5. Safeguarding

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

To ensure we're upholding our responsibility to keep our students safe, we will:

- Conduct enhanced DBS checks with a barred list check on volunteers who:
 - Work 1-on-1 with students unsupervised
 - Work with groups of students unsupervised
- 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 LAMP, 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, LAMP's policies on:
 - Safeguarding
 - Use of mobile phones
 - ICT and internet acceptable use
 - Online safety
 - Behaviour
 - [Any other relevant policies]
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with students
- 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
- Consider the distinction between visitors and volunteers (some people 'volunteering' at LAMP on a one-off basis are actually more likely to be classed as visitors, especially if they won't be working unsupervised)
- Will add details of volunteers to the single central record (SCR)

6. Induction and training

Volunteers must complete appropriate training prior to beginning work at LAMP.

Training requirements will be determined by the directors and DSL, 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.

7. Confidentiality

Information about students, parents and staff is confidential. Volunteers are not permitted to discuss issues related to students, 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 students or parents.

This doesn't prevent volunteers from adhering to LAMP'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).

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 staff code of conduct/the code of conduct.

9. Insurance

Volunteers are covered

10. 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 LAMP

11. Monitoring and review

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

12. Links to other policies

-This volunteering policy is linked to our:

- Child protection policy and procedures
- Staff conduct policy