



AHMAT Volunteers Policy

September 2025

VISION STATEMENT FOR AHMAT

Ashley Hill Multi Academy Trust is committed to securing the best outcome for every child in its schools within a learning environment characterised by a distinctive Christian ethos.

We value the uniqueness and individuality of every school in the Trust, encouraging each to develop to meet the particular needs of all its pupils and the community it serves, underpinned by a common commitment to work together, making full use of all the Trust's resources, to enhance the experience and opportunities of all.

In line with our core Christian beliefs and principles, we want each school to be an educational community where:

- all are welcome, whatever their cultural, ethnic or religious background;
- all will flourish, with a particular focus on supporting any who are
- disadvantaged culturally, socially, economically, physically, or in any other way;
- all will have a life-enhancing encounter with the Christian faith;
- each individual is encouraged and helped to discover and develop their God-
- given gifts and talents to the fullest extent;
- all will fulfil their potential in a way appropriate for their age, both
- academically and as well-rounded, independent, emotionally mature individuals.

Introduction

- A volunteer is a person who gives freely of their time, skills and experience to the school/academy without expectation of financial reward.
- Volunteering can take many forms, some tasks can require particular skills whereas others require no specific skills.
- Volunteering may be a one-off activity, for a limited time to complete a particular activity or project or carried out on a frequent basis.
- This policy also covers those who are undertaking work experience in the school/academy.

Policy Statement

- AHMAT encourages the appropriate use of voluntary workers and recognises the immense benefits that volunteers can bring and the links that they make between the school/academy and the local community.
- In return the school/academy hopes to give its volunteers an opportunity to exercise their skills in a different environment and to undertake new experiences.
- It is the policy of AHMAT that voluntary activities will not be a substitution for paid employment.

Equal Opportunities Statement

- The school/academy is committed to ensuring that our equal opportunities policy is fully effective. All new volunteers will be given an outline of our equal opportunities policy document. School staff and volunteers will be expected to adhere to the principles contained in the policy.
- The school/academy is committed to ensuring our volunteering opportunities are accessible to all through open and flexible recruitment, selection, support monitoring and evaluation procedures.

Legal Background

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- The Childcare Act 2006
- UK General Data Protection Regulation (GDPR)
- The Data Protection Act 2018
- DfE 'Keeping children safe in education 2025'
- DfE 'Disqualification under the Childcare Act 2006'

Definitions

The following definitions apply for the purposes of this policy. For the purposes of this policy:

“Volunteers” are individuals who engage in an activity which involves spending time, unpaid doing something which aims to benefit some third party, i.e. the school, and not a close relative.

“Occasional volunteers” are individuals who only accompany staff and pupils on one-off trips that do not involve overnight stays, or who volunteer at specific one-off events, such as sports days.

“Regular volunteers” are individuals who volunteer at the school:

- Three or more times in a 30-day period
- Once a week or more

Status

- A volunteer is not an employee and will not have a contract of employment with the school/academy or benefit from any of the school's terms and conditions of employment, such as payment for work, holidays or sickness.
- The school/academy will agree a role with the volunteer and there will be an expectation that the volunteer will meet the requirements of the role and that the school/academy will provide an opportunity for the volunteer.
- The volunteer is free to refuse to fulfil the role and the school/academy is not bound to provide the opportunity. It is expected that both the school/academy and the volunteer will give as much notice as possible if unable to meet these expectations.
- Volunteers are not, and must never be, a substitute for employees.

Recruitment

- The recruitment process for volunteers should be carried out by the Head of School, CEO or nominated member of staff.
- Unless the volunteering opportunity is a one-off short-term nature a person wishing to become a volunteer should complete a volunteer application form. The applicant should be asked to identify areas in which they would like to volunteer. (The Volunteer Application form can be found at Appendix 1)
- If there is a suitable volunteering opportunity an interview should be conducted to gauge the person's aptitude and suitability.
- Depending upon the nature of the opportunity, the prospective volunteer may be subject to the following checks and based on the Volunteer Risk Assessment (see end of policy):
 - References. Two references are mandatory.
 - Disclosure and Barring Service (DBS). This is mandatory where the volunteer will have substantial access to children or other vulnerable groups and must be carried out in accordance with the AHMAT Recruitment Policy. It is the responsibility of the Head of School to ensure that the statutory DBS requirements are met and reference has been made to the Recruitment Policy.
 - Where DBS clearance is required the individual must not commence any unsupervised voluntary activities prior to receipt of satisfactory clearance.
 - The DBS details of volunteers will be recorded on the school/academy's Single Central Record.
 - Medical clearance may be required where the volunteer has declared a medical condition which should be taken into consideration by the Head of School or where the volunteer will be required to undertake a role that involves a significant level of physical activity.
 - Volunteers' personal records will contain only relevant information from their recruitment process. Any information given in confidence will only be used for the purpose for which it was intended and will not be disclosed to others within or outside the school/academy without the informed consent of the individual concerned.
 - Volunteers' personal information will be stored securely and access restricted to the individual concerned and appropriate staff members.

Volunteering Agreement

Where it has been agreed that a role may be undertaken by a volunteer the volunteer will be invited to enter into a volunteering agreement with the school/academy. This agreement will identify:

- the volunteer's role
- expectations in terms of how they conduct themselves
- any training that the volunteer is expected to undertake
- health and safety requirements
- the insurance cover that will be provided for the volunteer
- who will supervise the volunteer
- how the volunteer will be notified if their role is to come to an end

One-off volunteering opportunities

- Some activities may involve volunteers on a one-off, short-term basis. If the volunteering opportunity is of one day's duration or less and not likely to recur the recruitment process outlined in sections 5 and 6 above will not apply.

- In such cases the Head of School or supervisor must ensure that all volunteers involved in the event complete the Volunteers Agreement form to record their attendance.

Health and Safety

- The school/academy will provide any reasonable training required for the role, including health and safety training.
- The school/academy has a responsibility for the health and safety of volunteers. Volunteers should at all times follow the school's health and safety policies and procedures.
- Volunteers have a duty to take care of themselves and others who might be affected by their actions.
- Volunteers must be advised that they are not permitted to act outside their authorised area of work.
- Volunteers must report all accidents and 'near miss' incidents to their supervisor.
- It is the responsibility of the supervisor to ensure that an appropriate risk assessment is undertaken for each volunteering opportunity identified.
- The supervisor will ensure that volunteers are provided with appropriate guidance on
- any health and safety issues that arise.

Recompense

Volunteers are unpaid and will not be eligible to receive expenses.

Policies and Procedures

- Volunteers are expected to comply with all statutory regulations whilst they are on the premises or undertaking any of their volunteering duties, including health and safety, anti-discrimination and data protection, which are outlined in the AHMAT policies.
- The Head of School or delegated supervisor will ensure that the induction includes an explanation of these policies and procedures and any other policies that are relevant to the volunteering work e.g. safeguarding policies.

Insurance

- The school/academy will ensure that volunteers are covered for insurance purposes in respect of personal injury. The school/academy also holds public liability insurance.
- The school/academy's insurance will not cover unauthorised actions or actions outside the volunteering agreement.

Confidentiality

- Volunteers may become aware of confidential information about the school, its employees, pupils, customers and suppliers. Volunteers must not disclose this information or use it for their own or another benefit without the consent of the party concerned.
- Volunteers should not speak to the press or communicate with any other media on matters which directly relate to the affairs of the school/academy. Volunteers must not discuss individual pupils with any person outside of school/academy including their parents/carers.

Supervision

A supervisor will be designated to support and manage the volunteer. The supervisor will review the arrangements on a regular basis. If the volunteer has any queries or would like to change their role this should be discussed with the supervisor.

Dealing with problems

- If a volunteer has any concerns or complaints regarding a pupil they must raise it immediately with their supervisor.
- All volunteers should be aware of safeguarding procedures for dealing with disclosure by a pupil.
- The supervisor will deal with any concerns or complaints raised in a timely manner in accordance with school policies.
- If the volunteer wishes to make a formal complaint this should be put in writing to their supervisor.
- If it is not possible to reach a solution the volunteer may raise the matter with the Head of School or designated senior leader who will meet with the volunteer to discuss the issue raised and seek a solution.
- If a complaint is made about a volunteer, this will be notified to the volunteer in writing and the Head of School will decide whether any action should be taken.

Volunteer's pack

On commencing the voluntary role, the volunteer will be given an appropriate induction to the service area and (unless the volunteering opportunity is for a one-off event) a pack containing:

- General information about the school/academy, as appropriate
- A copy of this volunteering policy
- A standard volunteering agreement
- Details of where the volunteer can access other appropriate policies and procedures.
- A copy of the staff handbook

Records

A record of volunteers in school each term and a filed record of volunteer agreements and associated documents, as appropriate will be maintained by the Head of School in accordance with the Data Protection Act 1988.

Created or Reviewed by	Date	Changes
Isabel Cooke	30/01/2023	New policy created
Isabel Cooke	20/09/2024	No changes
Isabel Cooke	09/12/2025	Update to: • Legal framework • Definitions



APPENDIX 1

Ashley Hill Multi Academy Trust VOLUNTEER APPLICATION FORM

AHMAT is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. Anyone who is working as a volunteer will be required to complete a DBS disclosure prior to commencing voluntary work.

Personal Details

Name		Title	
Contact Address		Email Address	
Home Telephone No.		Mobile Telephone No.	

Area/Activities of interest

Work/Voluntary Experience (Last 3 years)

Employer's name	
-----------------	--

Dates of employment	
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Health

Do you have any health problems or disability of which we should be aware? Please delete as appropriate Yes / No

If Yes, please give details

References

Please supply the names and addresses of two character referees

	Name	Address, email and telephone number if possible
1.		
2.		

Criminal Convictions

Do you have any criminal convictions or any pending? Yes / No (Please delete as appropriate).

If yes please give details.(A prior or pending criminal conviction may not prevent you from volunteering but failure to disclose relevant information may result in an unsuccessful application.)

Personal Declaration:

I hereby apply to become a volunteer with _____ CE Academy. I also agree to abide by all school Health & Safety, Child Protection/Safeguarding policies together with guidelines and risk assessments and understand that I have a responsibility for my own and others Health & Safety while volunteering with the school.

Signed _____ Date _____



APPENDIX 2

Ashley Hill Multi Academy Trust

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer with AHMAT. Your offer of help is greatly appreciated and we hope that you will both gain from and enjoy your experience here.

Name of volunteer _____

Name of Supervisor _____

Date voluntary work will commence _____

Date voluntary work will end _____

Outline of main tasks/activities that the volunteer will be involved in:

Please read and sign both copies of this volunteer agreement, return one to school office and retain one for your records.

Declaration

I have read a copy of the school's Volunteer Policy and agree to adhere to this at all times I agree to abide by the school's policies and procedures and I agree to work only as directed by school staff and inline with the following:

- I will follow the AHMAT Child Protection and Safeguarding Policy and Procedures
- I agree to support the School's Aims and ethos
- I will follow the Visitors' Code of Conduct
- I agree to treat information obtained from being a Volunteer in School as Strictly Confidential
- I understand that an enhanced Disclosure and Barring Service (DBS) check will be undertaken
- I agree to follow the E-mail, Internet and E-safety Policy
- I agree to undertake safeguarding training, delivered by the Academy, every three years.

Signed _____

Print Name _____

Signed _____ (member of school staff)

Position _____

Date _____



APPENDIX 3

Ashley Hill Multi Academy Trust Disclosure and Barring Service

Applicant's Details

1. Title: _____ 2. Surname: _____

3. Forename(s): _____

4. Have you been known by any other names, if so please complete below:

Surname: _____

Forename(s): _____

Dates: From: _____ To: _____

Surname: _____

Forename(s): _____

Dates: From: _____ To: _____

5. Date of Birth: Day _____ Month _____ Year _____

6. Gender: Male / Female / Neither 7. Place of Birth (Town): _____

8. Place of Birth (County and Country) _____

9. Email address: _____ 10. Telephone NO: _____

11. National Insurance No: _____

12. Do you hold a valid UK Driving Licence: Yes / No

13. Driving Licence No: _____

14. Do you hold a valid passport: Yes / No

15. Passport No: _____ 16. Nationality: _____

17. Country of Issue: _____

B. Current Address

(Please give details of your current address. This is the address to which all correspondence will be sent.)

18. Address: _____

19. Town/City: _____ 20. County: _____

21. UK Postcode: _____ 22. At Address Since _____ (mnth) _____ (yr)

C. Other Addresses:

(You must provide all other addresses where you have lived in the last 5 years. There must be no gaps in dates, however, overlapping dates are acceptable. Use a continuation sheet if necessary.)

23. Address: _____

24. Town/City: _____ 25. County: _____

26. UK Postcode: _____ 27. At Address Since _____ (mnth) _____ (yr)

28. Address: _____

29. Town/City: _____ 30. County: _____

31. UK Postcode: _____ 32. At Address Since _____ (mnth) _____ (yr)

D. Declaration by the Applicant

33. Have you ever been convicted of a criminal offence or received a caution, reprimand or warning: Yes / No (delete as appropriate)

43. By signing, I confirm that the information I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence:

Signature: _____ Date: _____



APPENDIX 4

Ashley Hill Multi Academy Trust AHMAT VOLUNTEER RISK ASSESSMENT FORM

Risk assessment for: Volunteer Role:	Completed by: Signed: Date:		Low /Medium/ High
Step 1	Step 2	Step 3	Risk
Specify significant hazards or risks that arise	Identify People Potentially at Risk	What Control Measures and Mitigation will be put in place to minimise any Risk	
Volunteer with regular contact working with children with significant unsupervised contact e.g. takes children for one to one or group work	<i>Children in class</i>	DBS check completed for all adults Full induction- all safeguarding policies completed for all adults Full safeguarding training annually Volunteer Policy read, understood and Volunteer Agreement signed At least one member of the group is First Aid trained The school has insurance. The Head of School is the main point of contact.	
Volunteer will be working in a classroom with children, supporting groups and individuals under the general guidance and full supervision of the class teacher or member of staff.	<i>Children in class</i>	Volunteer will not be left alone with children. Class will always have an employee present who has been fully checked.	
Volunteer will be supporting a class on a school trip and may be responsible for a small group under the general guidance and full supervision of the class teacher.	<i>Children on trip</i>	<i>Volunteer will not be left alone with children. Overall supervision will rest with the Lead teacher on the visit or trip.</i> <i>Teacher will take groups to the toilet or organise for two adults to take the children.</i>	
Volunteer for a one off event. Volunteer often supports trips and activities and takes responsibility for leading a small party of children with minimum or no supervision	<i>Children on trip</i>	<i>DBS check required</i>	

