



VOLUNTEERS POLICY

1. Introduction

Stanborough Secondary School recognizes the valuable contributions made by volunteers in supporting the school's mission to provide quality education and maintain a safe and supportive environment for students.

2. Purpose

This policy outlines the procedures and expectations for volunteers at Stanborough Secondary School to ensure a consistent and safe approach to volunteering.

3. Definition of a Volunteer

A volunteer is an individual who offers their time, skills, and services without financial compensation to support the school's activities and operations.

4. Recruitment and Selection

- Volunteers are recruited through various channels such as school events, community boards, and online platforms.
- Prospective volunteers must complete an application form and undergo an interview process.
- References are required, and a template can be found [here](#).

5. Safeguarding and DBS Checks

- A risk assessment will be conducted to determine the need for a Disclosure and Barring Service (DBS) check. Use the template risk assessment [here](#).
- Volunteers in regulated activities will require an enhanced DBS check with a barred list check.

6. Training and Induction

- All volunteers must attend an induction session to familiarize themselves with school policies, health and safety procedures, and safeguarding protocols.
- Ongoing training will be provided as necessary.

7. Roles and Responsibilities

- Volunteers must adhere to the school's code of conduct and maintain confidentiality regarding student and staff information.
- Specific roles and responsibilities will be outlined in the volunteer agreement.

8. Supervision and Support

- Volunteers will be supervised by a designated staff member who will provide guidance and support.
- Regular feedback sessions will be held to discuss the volunteer's progress and address any concerns.

9. Health and Safety

Stanborough School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

- Volunteers must comply with all health and safety regulations and report any hazards or incidents to their supervisor immediately.

10. Termination of Volunteer Services

- The school reserves the right to terminate the services of a volunteer at any time if they fail to adhere to the policies and procedures outlined.

11. Review of Policy

- This policy will be reviewed annually and updated as necessary to reflect changes in legislation or school procedures.

Date: September 2025

Jeanetta Liburd	Pastor Eglan Brooks
Headteacher	Chair of Governors

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