



Robert Clack School of Science

Volunteers and Visitors Policy 2026 - 2027

Approved by Executive Headteacher:

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Contents

1. Introduction and Aims	3
2. How We Use Volunteers and Visitors.....	3
3. How to Apply to Volunteer.....	4
4. Volunteer and Visitor Status and Selection.....	4
5. Safeguarding.....	5
6. Induction and Training.....	5
7. Confidentiality.....	6
8. Conduct of Volunteers and Visitors	6
9. Political, Religious and Ideological Impartiality	6

1. Introduction and Aims

We believe that volunteers and visitors provide a valuable contribution to the school's work and enrich the educational experience of our pupils through the breadth of their knowledge, skills and experience. Volunteers and visitors can support pupil wellbeing and development, contribute to enrichment activities and strengthen links between the school and the wider community.

The school welcomes volunteers and visitors who contribute positively to the education, welfare and development of pupils. All volunteers and visitors are expected to uphold the school's values, act professionally, maintain appropriate standards of conduct, and support an environment that is inclusive, respectful and politically impartial.

The aims of this policy are to:

- Encourage responsible engagement between the school and the wider community.
- Ensure volunteers and visitors support the school's vision, ethos and values.
- Provide staff, volunteers, visitors and parents/carers with clear expectations and guidance.
- Promote high standards of conduct and professionalism.
- Set out safeguarding expectations and suitability checks.
- Ensure a fair and transparent process for recruiting and managing volunteers.
- Protect pupils, staff and volunteers through effective safeguarding arrangements. This policy has been developed in line with statutory safeguarding guidance, including *Keeping Children Safe in Education (KCSIE)*. Volunteers and visitors play an important role in school life and are often viewed by pupils as trusted adults. The school is committed to ensuring robust safeguarding procedures in relation to all volunteers and visitors.

2. How We Use Volunteers and Visitors

At the school, volunteers and visitors may:

- Hear children read.
- Support individual pupils.
- Support small groups of pupils.
- Accompany educational visits.
- Support curriculum areas and enrichment activities.
- Share professional expertise and experiences.
- Contribute to careers education and community engagement activities.

This list is not exhaustive.

Volunteers and visitors may include:

- Parents and carers
- Members of the governing board
- Former pupils
- Students on placement or work experience

- Local residents
- Members of community groups
- Friends of the school
- Representatives from external organisations
- Visiting speakers and specialists

This list is not exhaustive.

3. How to Apply to Volunteer

Individuals wishing to apply to volunteer, or who require further information, should please email HumanResources@robertclack.co.uk

4. Volunteer and Visitor Status and Selection

4.1 Status of Volunteers

Volunteers are not employees of the school and are not engaged under a contract of employment or contract for services. Volunteer arrangements may be ended by either party at any time and do not create any legal employment rights.

4.2 Placement and Engagement

All volunteer placements and long-term visitor engagements are subject to satisfactory safeguarding checks, references where appropriate, risk assessments and completion of any required training.

4.3 Suitability Checks

The school reserves the right to undertake reasonable checks to determine the suitability of volunteers and visitors before engagement.

These may include:

- Identity verification.
- Reference checks.
- Qualification verification where relevant.
- Disclosure and Barring Service (DBS) checks where required.
- Publicly available online searches and internet searches where considered appropriate and proportionate.

Any information obtained through such checks will be considered fairly, lawfully and in accordance with data protection requirements. The purpose of these checks is to help safeguard pupils and ensure individuals are suitable to work or engage with the school community.

5. Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility.

All volunteers and visitors must share the school's commitment to safeguarding and child protection. The school will:

- Conduct appropriate DBS checks in accordance with statutory guidance.
- Undertake risk assessments where DBS checks are not legally required.
- Ensure that unsupervised access to pupils is only permitted where all required safeguarding checks are complete.
- Provide safeguarding information and training appropriate to the role.
- Ensure volunteers and visitors understand how to report safeguarding concerns.

As part of safeguarding due diligence, the school may undertake online searches of publicly available information relating to prospective volunteers and long-term visitors where this is considered appropriate. Information obtained will be reviewed fairly and proportionately and in accordance with applicable data protection legislation.

All volunteers and visitors must read and comply with:

- Safeguarding Policy
- ICT Acceptable Use Policy
- Behaviour Policy
- Health and Safety Policy
- Equality Policy
- Whistleblowing Policy

and any other policies identified as relevant to their role.

6. Induction and Training

All volunteers will, if required receive induction and any training relevant to their role before beginning their placement.

All volunteers must complete safeguarding training and read the safeguarding information provided by the school.

Visitors engaged in regular activities may also be required to complete safeguarding induction and other relevant training.

7. Confidentiality

Information concerning pupils, families, staff and school business is confidential.

Volunteers and visitors must not disclose confidential information obtained during their engagement with the school. Any concerns should be raised through appropriate school procedures.

This requirement does not prevent individuals from reporting safeguarding concerns or whistleblowing matters through the proper channels.

8. Conduct of Volunteers and Visitors

All volunteers and visitors are expected to maintain high standards of behaviour and professionalism.

Volunteers and visitors must:

- Conduct themselves professionally and respectfully at all times.
- Treat pupils, staff, parents/carers and visitors with dignity and courtesy.
- Maintain appropriate professional boundaries.
- Follow staff instructions and school procedures.
- Support the school's values and ethos.
- Respect confidentiality requirements.
- Comply with safeguarding expectations.
- Use social media responsibly.
- Avoid any actions that could bring the school into disrepute.
- Act with honesty, integrity and respect.

Volunteers and visitors must not:

- Discriminate against or harass others.
- Use inappropriate language or behaviour.
- Form inappropriate relationships with pupils.
- Share confidential information.
- Use their position to promote personal, religious or political viewpoints.
- Engage in conduct that may undermine the school's reputation or impartiality.

Failure to comply with these standards may result in the immediate termination of a volunteer placement or withdrawal of permission to visit the school.

9. Political, Religious and Ideological Impartiality

The school is committed to maintaining political impartiality and expects all volunteers and visitors to support this principle.

Volunteers and visitors must:

- Refrain from promoting political parties, candidates or campaigns whilst acting on behalf of the school.
- Avoid expressing partisan political views to pupils.
- Respect the school's duty to present balanced views where political issues arise.
- Ensure any discussions involving current affairs or political topics are balanced, objective and age-appropriate.
- Not distribute political materials or campaign literature on school premises.
- Not use their role within the school to promote or advocate personal religious, philosophical or ideological beliefs.
- Respect the rights of all pupils, staff and members of the school community to hold differing beliefs, faiths, opinions and protected characteristics.
- Ensure that any discussions relating to religion, belief, gender identity, sex, sexuality or other potentially sensitive topics are appropriate to the educational context, balanced, factual and consistent with the school's policies and statutory duties.
- Refrain from seeking to influence, persuade or recruit pupils to any political, religious, ideological or campaigning organisation.
- Demonstrate tolerance, respect and impartiality when interacting with pupils, staff and visitors, regardless of their beliefs, faith, sex, gender reassignment status, sexual orientation or background.

Volunteers and visitors must not engage in conduct that could reasonably be perceived as discriminatory, intimidating, prejudicial or likely to compromise the school's commitment to equality, inclusion and impartiality.

Any breach of this requirement may result in the termination of the volunteer arrangement or withdrawal of visitor access.