



MOUNT
KELLY

Boarding and Day School
Boys and Girls, Aged 4-18

Volunteers Policy

Reviewed	September 2026
Next Review	September 2027
Owner	HR Manager

Date of Review	Author	Page / Para	Synopsis of Amendment
16/09/16	PDH	Page 6, para 4	The reporting line is now Head of Prep, HM.
14/09/2016	HR Manager	Page 3	Updated to include MKEL, MKS and the School
14/09/2016	HR Manager	Page 3	Updated to KCSIE, September 2016
14/09/2016	HR Manager	Page 5 para 4	Updated to KCSIE, September 2016
23/07/2018	HR Manager	Page 4	Updated to KCSIE, September 2018 and WTTSC to 2018
23/07/2018	HR Manager	Page 5	Removed details relating to Early Years disqualification by association.
23/07/2018	HR Manager	Page 5	Updated to KCSIE, September 2018 and WTTSC to 2018
13/09/2019	HR Manager	Throughout	Removed Deputy Head (Pastoral and Co-Curricular) and replaced with Prep Deputy Head. Updated KCSIE to September 2019
14/09/2020	HR Manager	Throughout	Updated to KCSIE September 2020
28/09/2021	HR Manger	Throughout	Updated to KCSIE September 2021. Proforma B updated
31/08/2022	HR Manger	Throughout	Updated to KCSIE September 2022
September 2023	HR Manager	Throughout	Updated to KCSIE September 2023
Septmeber 2024	HR Manager	Throughout	Updated to KCSIE September 2024
July 2026	HR Manager	Throughout	Updated.

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1 Introduction

- 1.1 This document follows guidelines as laid down in Working Together to Safeguard Children 2023 (WTTSC) and Keeping Children Safe in Education September (KCSIE). The policy should be used in conjunction with the Mount Kelly Child Protection and Safeguarding Policy.
- 1.2 This procedure applies to all employees of the School, Mount Kelly Enterprises Ltd and Mount Kelly Swimming Ltd.
- 1.3 Volunteers offer valuable support and enhance the services provided by Mount Kelly filling a wide variety of roles, which may involve working with staff, children/pupils and so on. Legislative requirements impact on the use of volunteers who work with children and vulnerable adults, particularly in relation to their suitability for this type of work. A Disclosure and Barring Certificate may therefore be required for the role. Volunteers are also required to evidence their entitlement to live and work in the UK in the same way as paid workers.
- 1.4 There are a variety of capacities within which volunteers can be of service, but they cannot replace a member of staff, or to cover a vacant post. In return for their services, a volunteer will receive a sense of identity/fulfilment, social contact, and involvement within the school, together with an opportunity for personal development or continuing professional practice.
- 1.5 Voluntary work by its very nature is unpaid and should not be issued as a commitment to offering of a permanent position, security or remuneration (other than expenses, which may have been agreed).
- 1.6 Any volunteer, who has a conflict of interest with any activity or programme, whether personal, or financial, must declare this to the Head Master.

2 Recruitment of Volunteers

- 2.1 When recruiting volunteers, Mount Kelly will comply with its Equality Policy and will not unlawfully discriminate on the grounds of any protected characteristic under the Equality Act 2010. The process is outlined in Appendix A. All volunteers will be made aware of their safeguarding responsibilities and the role of the DSL before starting.
- 2.2 Where checks are undertaken on volunteers, the relevant information will be recorded on the School's Single Central Record in accordance with KCSIE requirements.
- 2.3 Personal information relating to volunteers will be processed in accordance with the UK GDPR, the Data Protection Act 2018 and the School's Privacy Notice.

3 Safer Recruitment Checks

- 3.1 The arrangements for volunteers will vary according to the individual and the activity. Prior to any volunteer placement commencing, the School will complete and retain a written risk assessment to determine whether the volunteer will be engaging in regulated activity and to identify the appropriate safeguarding and recruitment checks required. At the College this assessment will be undertaken by the Designated Safeguarding Lead (DSL) and HR Manager. At the Prep School this will be undertaken by the Head of Prep and/or Prep Deputy Head and the HR Manager and may include the DSL.

- 3.2 Volunteers determined to be in regulated activity will be subject to an Enhanced DBS certificate with Children's Barred List check. Other checks may also be required, for example overseas criminal record checks, references, identity verification and qualification checks where appropriate. Where volunteers are not undertaking regulated activity, the School will undertake a written risk assessment to determine the safeguarding measures and checks that are required. Supervision arrangements will be considered as part of that assessment but will not, in themselves, determine whether an activity is regulated activity.
- 3.3 Before undertaking a DBS check the HR Manager will explain the reasons for the check and reassure the volunteer that such checks are a standard procedure when working regularly in a school; they will also give reassurance that all information will be treated with the strictest confidence and provide information on how the process will work. A criminal record will not be an automatic bar to volunteering, as only relevant convictions will be considered.
- 3.4 A person volunteering in a post will not be permitted to start until appropriate checks have been taken. Volunteers who do not agree to these checks will be refused the opportunity to volunteer for the school. Where safeguarding information raises concerns about suitability, the School will undertake an appropriate risk assessment and reserves the right not to proceed with a volunteer placement. Information will be shared with the individual where appropriate and lawful to do so.
- 3.5 The checks relevant to recruiting any staff, paid or volunteer, are required for child safeguarding reasons. Failure by employees to follow this procedure may be treated as a disciplinary matter.

Supervision

- 3.6 Where supervision arrangements are in place they must be 'reasonable in all circumstances to ensure the protection of children', (taking into account the age of the children, the number of children, whether or not other workers are helping to look after the children, the nature of the work, how vulnerable the children are, and the levels of supervision). Even where a volunteer is not undertaking regulated activity, the School may require additional safeguarding and recruitment checks following completion of a written risk assessment.
- 3.7 Some volunteers, such as a parent volunteering to help out on a school day trip, fete or sports day may not require DBS Certificates.

Induction

- 3.8 All volunteers will be subject to induction appropriate to their role to ensure that they know what is expected of them and what they can expect from the school.
- 3.9 Equal opportunities and health and safety within the workplace will be part of the volunteers' induction.
- 3.10 The appointing manager will provide appropriate training and give a clear indication of the role and the limitations thereof. Volunteers will not be required to provide personal care and should refer to their workplace supervisor.
- 3.11 The volunteer should be treated in a fair and consistent manner in a safe working environment. Any volunteer working in the school will receive a safeguarding induction that specifically advises on the safeguarding standards including part 1 of Keeping Children Safe in

Education (KCSIE) and Working Together to Safeguard Children 2023 (WTTSC). The induction will also include clear codes of conduct.

4 Line Management

- 4.1 Volunteers need to be managed appropriately within the working environment and receive regular contact with the person responsible for them. They will be advised how they will be supervised and the type of feedback they will receive.

5 Confidentiality

- 5.1 In the course of their duties, volunteers may need to have access to confidential information. It is the responsibility of the manager to determine whether access to confidential information is appropriate and, if it is, to make sure that the information is kept to a minimum. The manager must also ensure that the volunteer understands the confidential nature of the information and their responsibilities regarding confidentiality, it may be appropriate for them to be asked to sign a confidentiality agreement.
- 5.2 Volunteers will not be given access to the IT system without prior authorisation and acceptance to the ICT Acceptable Usage Agreement.

6 Health and Safety

- 6.1 The school will ensure that, as far as possible, it meets the same health and safety requirements for volunteers as are demanded by law for paid employees.
- 6.2 The line manager must ensure health and safety training and instruction is given to volunteers as defined on the risk assessments relevant to the activities being undertaken. Records should be kept of the information and training provided. The school will ensure that the risk assessment process always involves employees and volunteers who are involved in the activities which are being risk assessed.

7 Training

- 7.1 Volunteers will be required to attend relevant training. The appointing manager is responsible for advising volunteers of appropriate codes of conduct and behavioural standards and whistleblowing procedures.

8 Insurance

- 8.1 Mount Kelly employers' liability insurance contains a clause relating to authorised volunteers which is sufficient to fulfil their legal liability in relation to volunteers carrying out work within the remit of their agreed work programme.
- 8.2 Anyone driving a minibus on behalf of the school must be assessed and comply with relevant training and license requirements.

9 Unsuitability Of Volunteers

- 9.1 If, after appropriate support and encouragement, it is determined that a volunteer is unsuitable, they should be advised by the appointing manager that they are no longer required.
- 9.2 Where a voluntary arrangement is cancelled, or a volunteer chooses to leave, then all school property must be returned.
- 9.3 Any safeguarding allegation or concern regarding a volunteer will be managed in accordance with Part Four of Keeping Children Safe in Education and the School's Child Protection and Safeguarding Policy. The School will consult the LADO where required.

10 Termination

- 10.1 Mount Kelly reserves the right to terminate the voluntary relationship, this will usually be confirmed in writing and where possible the school will aim to give at least two weeks' notice. The school however maintains the right to terminate a voluntary arrangement at any time.
- 10.2 If the volunteer wishes to withdraw from the role it would be appreciated if two weeks' notice could be provided however the school recognises the volunteers' right to withdraw at any time.

Appendix A FLOW CHART

