CHANCERY EDUCATION TRUST

VOLUNTEERS POLICY V4

September 2026

Next Review Date: March 2029

Staff should make themselves aware of all policies and amendments or updates to policies and adhere to the same, which will be made available on relevant websites and internal data and computer systems.

Executive Summary - CET Volunteers Policy – September 2026

- **Purpose and responsibilities:** Volunteers contribute skills and experience to support pupils, supplementing paid staff. Each school must appoint a Volunteer Co-ordinator to oversee recruitment, checks, induction and support. Teachers remain responsible for pupils at all times.

- **Checks and induction before starting:** Volunteers must attend an informal meeting, read KCSIE Part 1 and relevant policies, complete the required volunteer paperwork and view the safeguarding presentation. References are required where appropriate. Schools must complete the processing checklist and any required DBS risk assessment before approving a placement.

- **Regulated activity and DBS requirements:** The policy states that, from 1 September 2026, supervision no longer exempts volunteers from regulated activity where the activity and frequency criteria are met. Relevant activities undertaken on more than three days in any 30-day period, or meeting the relevant overnight condition, require an Enhanced DBS check with Children's Barred List information. Certain personal care and healthcare activities qualify regardless of frequency. Required checks must be completed before regulated activity begins.

- **Occasional volunteers:** Schools must risk assess and supervise one-off or occasional volunteers and record attendance on the CET Occasional Volunteer Frequency Log. Previous dates must be checked before further volunteering, and checks reassessed if the role or frequency changes.

- **EYFS and residential visits:** The policy requires EYFS volunteers to have their Enhanced DBS certificate, including Children's Barred List information, and all other required checks completed before starting. Volunteers supporting overnight residential visits also require these DBS checks before participating.

- **Young people and work experience:** Under-16s are not subject to DBS checks and must always be supervised, with a safeguarding risk assessment completed before placement. School or college work experience placements do not normally require DBS checks, but schools must assess the circumstances and put appropriate safeguarding arrangements in place.

- **Supervision and professional conduct:** Supervision must reflect the role and identified risks. Volunteers must sign in and out, wear identification and maintain professional boundaries. They must not photograph pupils, communicate privately with them, independently manage behaviour or apply sanctions. Transporting pupils requires written authorisation.
- **Safeguarding and confidentiality:** Concerns must be reported immediately to the DSL or DDSL. Information about pupils, staff and

school matters must remain confidential. Volunteers should raise pupil concerns with school staff, rather than approaching parents directly.

- **Health, safety and allergies:** Volunteers must understand emergency procedures and relevant risks, follow allergy and anaphylaxis arrangements, and never give food to pupils. Medical incidents must be referred immediately to a trained member of staff. Volunteers should disclose relevant medical conditions before starting.

- **Off-site visits:** Volunteers must sign the off-site agreement, follow the Visit Leader's instructions and remain with their allocated group. They must not bring additional children, photograph pupils, provide treats or gifts, smoke or consume alcohol.

- **Records, insurance and oversight:** Schools must retain the required paperwork and record safeguarding checks on the SCR where applicable. Insurance covers approved volunteering activities, but not personal belongings or vehicles. Opportunities must follow the Trust's equality policies, and concerns involving volunteers are managed by school leadership.

The appendices provide the volunteer information form, agreement, code of conduct, safeguarding checklist, off-site agreement and risk assessments. The next scheduled review is March 2029, or earlier if required.

CHANCERY EDUCATION TRUST

VOLUNTEERS POLICY

Introduction

The purpose of this policy is to provide clear guidance for volunteers and staff involved in the recruitment, induction and management of volunteers across Chancery Education Trust (the Trust). This policy is for guidance only and does not constitute contract of employment.

All individuals working within Trust Academy Schools, including staff, volunteers, governors, visitors and young people undertaking approved volunteering or work experience placements, whether paid or unpaid are expected to uphold the Trust's values and act in a way that promotes the welfare, safety and educational outcomes of pupils.

The Trust welcomes volunteers from the local community who bring skills, experience and diversity that enhance pupils' learning. Volunteers supplement but do not replace paid staff.

Definition

A Volunteer is an individual who provides time, skills or experience to support a Trust Academy School without payment, for the benefit of the pupils and the wider Academy School community.

Roles and Responsibilities

Each Trust Academy School will appoint a Volunteer Co-Ordinator responsible for overseeing volunteer recruitment, checks, induction and ongoing support.

Day to day direction of volunteers will be provided by the Class teacher, Head of Year or a member of the Senior Leadership team (SLT), depending on the nature of the role.

Teachers retain overall responsibility for pupils at all times.

Safeguarding and Safer Recruitment

Safeguarding and promoting the welfare of children is the Trust's highest priority.

All volunteer recruitment and management processes are carried out in line with Keeping Children Safe in Education (KCSIE).

From 1 September 2026, changes to the definition of regulated activity mean that supervision no longer takes a volunteer outside regulated activity where the nature and frequency of the activity meet the regulated activity criteria. The Trust will assess the activities undertaken by each volunteer, how frequently they volunteer, and whether they are involved in Early Years Foundation Stage

provision or overnight activities, to determine the safeguarding checks required.

Pre Appointment Checks/Induction & Safeguarding Awareness

Before beginning their role, volunteers will be required to:

- Read and confirm understanding of Keeping Children Safe in Education Part 1
- Attend an informal meeting with the Volunteer Co-Ordinator and/or SLT
- Read and complete the Volunteer Policy
- Read the Safeguarding Checklist
- Read and follow relevant policies
- Provide references where appropriate

The Academy School/Local HR Team will complete the CET Volunteer and Placement Processing Checklist and, the CET Volunteer Disclosure and Barring Service Risk Assessment before the volunteer is approved to start.

An Enhanced DBS Check with Children's Barred List Information will be obtained where required, following completion of the DBS Risk Assessment and in accordance with KCSIE.

Regulated Activity

From 1 September 2026, the supervision exemption for volunteers was removed. A volunteer will be undertaking regulated activity where they teach, train, instruct, care for or supervise children, provide advice or guidance on their physical, emotional or educational wellbeing, or drive a vehicle only for children, and this activity takes place on more than three days in any 30-day period or the relevant overnight condition is met.

Certain personal care and healthcare activities are regulated activity regardless of how frequently they are carried out.

Where the activity and frequency requirements are met, the volunteer is in regulated activity even if they are supervised.

Volunteers undertaking regulated activity require an Enhanced DBS Check with Children's Barred List Information.

One-Off and Occasional Volunteers

One-off and occasional volunteers will be appropriately risk assessed and supervised in accordance with the nature of the activity.

Academy Schools must record one-off and occasional volunteering on the CET Occasional Volunteer Frequency Log. Before an occasional volunteer is used again, previous volunteering dates must be checked to ensure that the frequency of their activities has not resulted in the regulated activity threshold being met.

Where the frequency or nature of the volunteering changes, the regulated activity position must be reassessed and any additional safeguarding checks completed before the volunteer continues.

Under no circumstances will a volunteer be permitted to undertake regulated activity until all required safeguarding checks have been completed and they have been approved to start.

Young people under the age of 16 will not be subject to DBS checks and will always be supervised. A safeguarding risk assessment will be completed prior to placement.

Work experience students arranged through schools or colleges will not normally require a DBS check. The Academy School will consider the nature and circumstances of the placement and ensure appropriate safeguarding arrangements and supervision are in place before the placement begins.

Required safeguarding checks will be recorded on the Single Central Register (SCR), where applicable. The completed CET Volunteer and Placement Processing Checklist and supporting documentation will be retained in accordance with the Trust's agreed record-keeping arrangements.

All volunteers must view and understand our online Safeguarding Checklist Presentation, which can be accessed via the Academy School website alongside the Volunteer Policy.

Supervision

Volunteers will be appropriately supervised in accordance with the nature of their role and the safeguarding arrangements identified by the Academy School. From 1 September 2026, supervision does not take a volunteer outside regulated activity. Where the activity and frequency requirements for regulated activity are met, the volunteer will be in regulated activity even if they are supervised.

Supervision remains an important safeguarding measure but must not be used as an alternative to the safeguarding checks required for a volunteer undertaking regulated activity.

Volunteers must seek guidance from their designated supervisor if they have any concerns about pupil welfare, learning or behaviour.

Offsite Volunteering

For offsite activities such as accompanying educational visits, the Academy School will consider the nature and frequency of the volunteer's involvement and determine the appropriate safeguarding and DBS requirements. Volunteers will be appropriately supervised by Academy School staff.

Volunteers supporting an overnight residential visit will be undertaking regulated activity and must have an Enhanced DBS Check with Children's Barred List Information before taking part.

Volunteers supporting off-site visits must read and sign the Trust's Off Site Visit Agreement (Appendix 5).

Early Years Foundation Stage (EYFS) Volunteers

Where a volunteer will be working within provision covered by the Early Years Foundation Stage framework, the volunteer must not begin volunteering until the Academy School has received their Enhanced DBS certificate including Children's Barred List information.

The volunteer must also complete all other required checks and be approved to start in accordance with the CET Volunteer and Placement Processing Checklist.

Conduct, Behaviour and Professional Boundaries

Volunteers are expected to act professionally at all times and must adhere to the Volunteer Code of Conduct.

Volunteers must not:

- Use personal mobile devices to take photographs or videos of pupils
- Exchange personal contact details or communicate privately with pupils
- Transport pupils in personal vehicles unless authorised in writing
- Give or receive gifts other than small, school approved tokens
- Apply sanctions or independently manage behaviour

Volunteers must wear identification at all times and follow Trust guidance on appropriate dress and conduct.

Volunteers should inform the Academy School if they are unable to attend their placement, giving as much notice as possible.

Confidentiality and Data Protection

Volunteers must maintain confidentiality at all times and must not share information about pupils, staff or Academy School matters outside the school setting.

Any concerns that volunteers have about the pupils they work with/come into contact with, should be voiced with their designated supervisor and NOT with the parents of the child/persons.

All volunteer information is processed in accordance with data protection legislation and the Trust's Privacy Notice for Volunteers. Records are retained in line with the Trust's retention schedule.

Health & Safety

Volunteers are expected to follow the Health and Safety Policy and take reasonable care of themselves and others.

They will be informed of emergency procedures and any task specific risks prior to commencing their role.

Insurance

Volunteers are covered by the Academy School's insurance policy while engaged in approved activities related to the Academy School. However, personal belongings and any motor vehicles are not covered by this policy.

See the Academy School websites for the Trust Employers' Liability Insurance and Public Liability Insurance details.

Safeguarding Concerns/Complaints/Grievances

Safeguarding concerns must be reported immediately to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL).

Any complaints or concerns involving volunteers will be managed by the Executive Headteacher/Headteacher/Head of School/Principal in line with Trust procedures.

Equal Opportunities

Volunteer Opportunities are open to all individuals regardless of protected characteristics, in line with the Trust's Equal Opportunities and Diversity Policy and Equality Information and Objectives.

Volunteers who demonstrate behaviour or views inconsistent with these principles may be deemed unsuitable.

Monitoring and Implementation Policy

This policy will be reviewed every three years, or earlier where required to reflect changes in legislation, statutory guidance or Trust practice. Any proposed changes will be subject to the appropriate approval process.

	Name	Date
Policy written by	CET Central Team	March 2026
Reviewed by Committee	Local Governing Board	April 2026
Agreed by Committee	Local Governing Board	June 2026
Adopted by Governing Board	Local Governing Board	June 2026
Reviewed in line with updated KCSIE guidance September 2026		
To be reviewed every 3 years		
Review by	March 2029	

APPENDIX 1

VOLUNTEER INFORMATION - To be completed by the **Volunteer** and returned to the Academy School/Local HR Team

Full Name	
Date of Birth	
Previous Names known by (inc. Maiden name if applicable)	
Address	
Contact Number	
Contact Email	

Next of Kin Name	
Relationship	
Contact Number	

Relationship to Academy/School: Eg. Parent, ex-pupil, friend etc.	

Education/ Employment Details (if applicable)	
Name & Address of School/College/Employer	
Contact Name & Position	
Contact Email &Telephone	

Referee Name (must not be a family member)	
Organisation	
Contact Email & Telephone	

Have you lived or worked abroad?	
If yes, please provide countries and dates	

Do you already hold a DBS Certificate?	
If yes, certificate number and date of issue	
Do you currently work or volunteer with children at another school, setting or organisation?	Yes ☐ No ☐ If yes, please provide details of the organisation, the activities you undertake and how often you attend:

Skills, experience or areas you wish to support within the Academy School?

Any disabilities, medical conditions or additional needs we should be aware of?

APPENDIX 2

VOLUNTEER AGREEMENT - To be read, completed and signed by the **Volunteer**

Thank you for offering your services as a volunteer. Please read and sign this Agreement.

- I confirm I have read, understood and agree to comply with the following Trust and Academy School policies (available via the Academy School websites or on request):
    - Allegations of Abuse Against All Adults Working within our Academy Schools incorporating Low Level Concerns
    - Behaviour Policy
    - Child Protection & Safeguarding Policy
    - Data Security and E-Safety Policy & Acceptable Use Agreement
    - Equality Information & Objectives
    - First Aid and Medicine Policy
    - Health & Safety Policy
    - Lockdown Policy
    - Mobile Devices & Smart Technology
    - Privacy Notice for Governors and Volunteers
    - Volunteer Policy

- I have read and understood Keeping Children Safe in Education Part 1 (available to view at: https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)
- I understand that I may be required to undergo safeguarding checks, including an Enhanced DBS Check with Children's Barred List Information, depending on the nature and frequency of my volunteering and whether I will be working within EYFS provision.
- I agree to inform the Academy School if the nature or frequency of my volunteering changes, or if I begin working or volunteering with children at another school, setting or organisation.
- I must follow professional boundaries at all times
- I must report any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL)
- Confidential information must not be shared outside the Academy School
- I confirm that, to the best of my knowledge, I am not barred or disqualified from working with children and am not subject to any relevant prohibition, sanction or restriction.
- I understand that should my circumstances change in relation to the above point, I must declare this to the Academy School as soon as I become aware.
- I confirm that the information I have provided is accurate and complete
- I understand that providing false information may result in the termination of my volunteer role
- I understand that the Academy School is unable to provide a reference based solely on this volunteer placement

Volunteer Name: _____

Volunteer Signature: _____ **Date:** _____

APPENDIX 3

VOLUNTEER CODE OF CONDUCT - To be read, completed and signed by the **Volunteer**

Volunteers must:

- Act in a manner that promotes the welfare, safety and dignity of pupils
- Treat pupils, staff and visitors with respect at all times
- Follow Academy School procedures and instructions from staff
- Maintain appropriate professional boundaries
- Sign in and out of the premises and wear identification at all times
- Raise any concerns about pupils or adults with the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL)

Volunteers must not:

- Use personal mobile phones or devices in non-designated area
- Take photos or videos of pupils
- Exchange personal contact details or communicate privately with pupils, including via social media
- Transport pupils in personal vehicles unless explicitly authorised in writing
- Give or accept gifts, money or rewards other than small, Academy School approved tokens
- Apply sanctions or manage behaviour independently
- Dress should be appropriate to an Academy School environment and respectful of pupils and the wider community

Volunteer Name:_____

Volunteer Signature:_____**Date:** _____

APPENDIX 4

Volunteer Safeguarding Checklist - To be read by the **Volunteer** as part of their induction. The Academy School must ensure the safeguarding information has been covered before the volunteer starts

Before you Start

- Sign the Volunteer Policy to indicate that you have read and understood the following:
    - The Academy School Safeguarding and Child Protection Policy
    - Keeping Children Safe in Education Part 1
    - The Academy School Safeguarding Presentation
- Familiarise yourself with the Safeguarding Team and where to access the staff

While Volunteering

- Always sign in and out at reception and wear your visitor lanyard at all times
- Report any concerns immediately to the Designated Safeguarding Lead (DSL)
- Follow the supervision and safeguarding arrangements agreed for your volunteer role – never be alone with a child in a private space.
- Be aware of pupils with allergies and follow the Academy School's allergy and anaphylaxis procedures. Volunteers must not give food to pupils. If a pupil has an allergic reaction or becomes unwell, alert a member of staff immediately and follow their instructions.
- Always use professional language and behaviour
- Follow confidentiality rules – do not share pupil information outside school
- Dress appropriately for a school environment

Do Not

- Do not use personal phones or cameras to take photos of pupils
- Do not contact pupils via personal social media or messaging apps
- Do not give gifts, money, or personal items to pupils
- Do not transport pupils in your own vehicle
- Do not ignore safeguarding concerns – always report them immediately
- Do not discuss pupils or Academy School matters outside the school setting

APPENDIX 5

OFF-SITE VISITS VOLUNTEER AGREEMENT - To be read and signed by the **Volunteer** where they will be supporting an off-site visit

Off-site visits are an important part of Academy School life.

Volunteers play a key role in supporting pupil safety and learning.

Where the visit includes an overnight stay, the volunteer must not take part until the required Enhanced DBS Check with Children's Barred List Information has been completed and the volunteer has been approved to participate.

Volunteers agree to:

- Follow instructions from the Visit Leader and Academy School staff at all times
- Supervise pupils as directed and remain with their allocated group
- Promote safe, respectful behaviour
- Report any concerns relating to safety, behaviour or safeguarding immediately to Visit Leads
- Follow the Academy School's mobile device and online safety expectations

Volunteers must not:

- Bring additional children on the visit
- Take photographs or videos of pupils
- Purchase or give treats, gifts or money to pupils
- Smoke, consume alcohol or engage in illegal activity

Date of Visit: _____

Volunteer Name: _____

Volunteer Signature: _____ Date: _____

APPENDIX 6

DISCLOSURE AND BARRING SERVICE (DBS) RISK ASSESSMENT FOR VOLUNTEERS - Academy School/Volunteer Co-Ordinator use only.

To be completed to determine the safeguarding and DBS checks required before the volunteer starts.

This risk assessment must be completed to determine whether the proposed volunteer role is regulated activity and to identify the appropriate Disclosure and Barring Service (DBS) and safeguarding checks required before the volunteer starts.

Volunteer Name:_____

Volunteer Role:_____

Will the volunteer be teaching, training, instructing, caring for or supervising children, providing advice or guidance on their physical, emotional or educational wellbeing, or driving a vehicle only for children?
Yes ☐ No ☐

Will the volunteer be providing relevant personal care or health care to children?
Yes ☐ No ☐

Will this activity take place on more than 3 days in any 30-day period?
Yes □ No □

Will the volunteer be involved in an overnight residential activity?
Yes □ No □

Will the volunteer be working within Early Years Foundation Stage (EYFS) provision?
Yes □ No □

Is the volunteer in regulated activity?
Yes □ No □

Enhanced DBS Check with Children's Barred List Information required?
Yes □ No □

Areas to consider

What is the age group of the pupils that the volunteer will work with?	
Are these pupils regarded as particularly vulnerable?	

How often will the volunteer be teaching, training, instructing, caring for or supervising children? Please include the expected days/dates.	
What is the connection of the volunteer to the Academy School?	
Will any of these activities take place on more than 3 days in any 30-day period?	Yes ☐ No ☐
What motivates the volunteer to want to work in the Academy School?	
Does the volunteer work or volunteer with children at any other school, setting or organisation? If yes, please provide details of the activities undertaken and how frequently they take place.	
Can the volunteer provide at least one reference from someone other than a family member, including a senior person at the employment or voluntary service named above?	
What information does the Academy School already know about the person?	
Has the person's identity been verified?	
Is the person signed up to the DBS Update Service?	
Has a check been completed on the DBS Update Service? **Reminder: you must see the original DBS certificate and obtain volunteer's consent to perform check.**	

Is the person aware of any reason why they should not volunteer to work with children?	
Is the Academy School aware of any reason why the person may not be suitable to volunteer or work with children?	

Assessment and Decision

Based on the information recorded above, please confirm:

1. Have suitable references been obtained, where required?
   Yes ☐ No ☐ N/A ☐

2. Has the volunteer's identity been verified?
   Yes ☐ No ☐

3. Has any existing Enhanced DBS certificate and/or DBS Update Service information been checked, where applicable?
   Yes ☐ No ☐ N/A ☐

4. Have the activities the volunteer will undertake and the frequency of those activities been confirmed?
   Yes ☐ No ☐

5. Is the volunteer undertaking regulated activity?
   Yes ☐ No ☐

6. Will the volunteer be working within EYFS provision?
   Yes ☐ No ☐

7. Have any information or concerns arisen which may affect the volunteer's suitability?
   Yes ☐ No ☐
   If yes, give details: _____

8. Are any additional safeguarding checks or control measures required?
   Yes ☐ No ☐
   If yes, give details: _____

9. Enhanced DBS Check with Children's Barred List Information required?
   Yes ☐ No ☐

10. Volunteer approved to proceed subject to completion of all required checks?
    Yes ☐ No ☐

11. Reason/comments:

TO BE COMPLETED BY THE EXECUTIVE HEADTEACHER/HEADTEACHER/HEAD OF SCHOOL/PRINCIPAL

Important – Regulated Activity and EYFS

When assessing the overall risk, please remember:

- From 1 September 2026, supervision does not take a volunteer outside regulated activity. Where the relevant activity and frequency requirements are met, the volunteer is in regulated activity even if supervised.
- Certain personal care and healthcare activities are regulated activity regardless of frequency.
- Where a volunteer is undertaking regulated activity, an Enhanced DBS Check with Children's Barred List Information is required.
- Where a volunteer will be working within Early Years Foundation Stage (EYFS) provision, they must not begin volunteering until the Academy School has received their Enhanced DBS certificate including Children's Barred List Information.

Overall Risk Assessment

Taking into account all of the information above, including the nature and frequency of the volunteering, references, safeguarding checks, the volunteer's connection with the Academy School and any identified concerns or control measures, please assess the overall level of risk:

☐ **Low Risk:** No concerns have been identified and the information and checks obtained provide appropriate assurance of the volunteer's suitability.

☐ **Medium Risk:** Some additional information, consideration or control measures are required before or during the placement. Details must be recorded below.

☐ **High Risk:** Significant concerns or insufficient information have been identified. The volunteer must not be approved to start unless the concerns have been satisfactorily resolved and the assessment reviewed.

Reason for risk rating/additional control measures:

_____

_____

_____

I confirm that the information above has been considered and that all checks identified as required must be completed before the volunteer is approved to start.

Executive Headteacher/Headteacher/Head of School/Principal
Print Name:_____
Signature:_____
Date:_____

APPENDIX 7

VOLUNTEER RISK ASSESSMENT - To be completed by the **Academy School** before the volunteer starts. The completed risk assessment must be signed by the volunteer and Executive Headteacher/Head of School/Principal

Volunteer Name: **Volunteer Role:**	**Academy/School:** **Date of Placement:**

1. Identifying Risks	2. Level of Risk	3. Control measure to reduce risk
Please indicate any hazards that your volunteer/ work experience student may be exposed to in the tasks/jobs you have allocated	*Low/Medium/High*	*Please indicate any existing or new control measures you have for controlling the hazards and risks you have identified*
Volunteer working in a classroom with children, supporting groups and individuals under the general guidance of the class teacher or member of staff.		The nature and frequency of the volunteer's activities must be assessed before they start. Where the volunteer will be undertaking regulated activity, all required safeguarding checks, including an Enhanced DBS Check with Children's Barred List Information, must be completed before they commence the role. Volunteers will be appropriately supervised in accordance with the nature of their role and the safeguarding arrangements identified by the Academy School.
School/college volunteer/work experience placements		The nature and circumstances of the placement will be considered before it begins to determine the appropriate safeguarding arrangements and whether any DBS check is required. Appropriate supervision and safeguarding arrangements will be put in place for the placement. A safeguarding risk assessment must be completed before the placement starts.

Safeguarding disclosure being made to volunteer by pupil.		Volunteer has read, understood and signed the Volunteer Policy which incorporates KCSIE and relevant safeguarding policies and procedures prior to commencing placement. Safeguarding concerns must be reported immediately to the DSL/DDSL.
Concerning pupil behaviour.		Volunteer has read and signed the Volunteer Policy which incorporates KCSIE and relevant behaviour policies prior to commencing placement. Behaviour concerns must be reported immediately to the relevant staff member.
Pupil medical/first aid/allergies.		All medical and first aid incidents to be dealt with by a trained member of staff only. Volunteer to alert a staff member immediately if incident occurs. Volunteers must only consume food (nut free) in designated areas, ie. staffroom.
Emergency procedures, ie. fire/lockdown alarm.		Volunteer will be informed of emergency procedures and task specific risks prior to commencing role.
Health and safety, ie. trip hazards, heavy lifting, PE and other physical activities.		Volunteer has read, understood and signed Volunteer Policy and relevant health and safety policies prior to commencing placement. Appropriate clothing and footwear must be worn.
Volunteer has a medical condition which requires medication during placement.		Volunteer to declare any medical conditions and medication prior to starting placement and relevant staff to be made aware.
Please add other risks as applicable		

Volunteer Name: _____ Volunteer Signature: _____

Executive Headteacher/Headteacher/Head of School/Principal Name: _____

Executive Headteacher/Headteacher/Head of School/Principal Signature: _____