



Volunteers Policy

Pocket Money Adventures CIC

Version 1.0

Effective date: 6 May 2026

Review date: 6 May 2027

Approved by: Board of Directors (Pocket Money Adventures CIC)

Part 1: Statement of Intent

Pocket Money Adventures CIC (PMA) values the contribution of volunteers. Volunteers extend the reach of PMA's financial literacy programme and bring energy, community connection, and diverse experience to the children and schools we serve.

This policy sets out how PMA recruits, supports, and manages volunteers. It applies to every person who gives unpaid time to PMA activities, whether in schools, at events, or in an administrative capacity.

PMA is committed to making volunteering a safe, rewarding, and clearly defined experience. We will not ask volunteers to undertake work that places them or any child at risk, and we will ensure that every volunteer has the induction, training, and supervision they need before working directly with children.

Signed: Nathan Waldron, Director, Pocket Money Adventures CIC

Date: 6 May 2026

This policy supersedes all previous volunteer arrangements or informal guidance and is effective immediately on approval.

Part 2: Definitions

The following definitions apply throughout this policy.

Volunteer: Any individual who freely gives their time to PMA without payment. This excludes expenses reimbursement, which does not constitute payment.

Regulated activity: Any work that involves unsupervised access to children, as defined under the Safeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedoms Act 2012).

DBS check: A disclosure from the Disclosure and Barring Service revealing relevant criminal record information.

Supervising volunteer: A PMA staff member or associate who holds responsibility for a volunteer during a specific activity or session.

Volunteering agreement: A written document setting out the role, expectations, and arrangements agreed between PMA and the volunteer. It is not a contract of employment.

Part 3: Scope and Application

This policy applies to all volunteers who give time to PMA activities, including but not limited to:

- Classroom delivery support in primary schools
- School events, assemblies, or parent sessions
- Community engagement activities
- Administrative and office-based support
- Resource preparation and packing
- Mentoring or befriending activities

This policy does not apply to paid contractors, associates, or employees, who are covered by their respective contracts and the PMA HR and Staffing Policy. It does not create a contract of employment or any legally binding obligation between PMA and the volunteer beyond the duty of care PMA owes to anyone working under its name.

Part 4: Recruitment and Selection

4.1 Principles

PMA recruits volunteers on the basis of the skills, interests, and availability relevant to the role. We do not discriminate on grounds of age, sex, race, religion or belief, disability, sexual orientation, gender reassignment, pregnancy or maternity, or marriage and civil partnership.

PMA does not accept unsolicited volunteers working directly with children. Every volunteer working in a school setting must be formally recruited, DBS-checked, and inducted before any contact with pupils.

4.2 Role Descriptions

Every volunteer role has a written description that sets out:

- The purpose and scope of the role
- Activities involved and any that are excluded
- Time commitment expected
- Whether the role involves regulated activity (unsupervised contact with children)
- DBS requirements for the role
- Supervision arrangements

4.3 Application Process

Prospective volunteers complete a volunteer enquiry form. PMA then holds a brief conversation (in person, by phone, or by video) to assess suitability and explain the role. References may be requested where appropriate.

PMA reserves the right to decline any application without being required to provide a detailed reason.

4.4 Pre-Volunteering Checks

Check	Applies to
Enhanced DBS with barred list check	All volunteers in regulated activity (direct, unsupervised contact with children)
Enhanced DBS without barred list	Volunteers in supervised roles with incidental contact with children
Identity verification	All volunteers
Right to volunteer in the UK	All volunteers (where relevant)
Two references	Volunteers undertaking regulated activity

DBS checks are arranged by PMA and funded by PMA. Volunteers must not begin any school-based activity until DBS clearance has been confirmed and the induction has been completed.

Where a volunteer has an existing DBS certificate through the Update Service, PMA will verify it online with the volunteer's consent before deciding whether a new application is required.

Part 5: Induction and Training

5.1 Induction

All volunteers complete a PMA induction before their first activity. The induction covers:

- PMA's mission, values, and programme overview
- The volunteering agreement and this policy
- Safeguarding procedures and how to report a concern
- Health and safety in school environments
- Confidentiality and data protection obligations
- The boundaries of the volunteer's role
- Who to contact with questions or concerns

Induction is delivered by a PMA Director or nominated lead. Completion is recorded and the volunteer signs to confirm receipt of this policy and the volunteering agreement.

5.2 Ongoing Training

PMA provides role-specific training where activities require it. Volunteers are not expected to fund any training required by PMA. We may ask volunteers to complete a short online safeguarding module before working in a school setting. Where circumstances change and a new skill is required, PMA will provide appropriate support before asking the volunteer to take on the new activity.

Part 6: Roles and Responsibilities

6.1 PMA's Responsibilities

PMA will:

- Provide a clear role description before recruitment begins
- Arrange and fund all required DBS checks
- Deliver a structured induction before the volunteer starts
- Assign a named supervising contact to every volunteer
- Ensure volunteers are not left unsupervised with children unless explicitly confirmed as cleared for regulated activity
- Reimburse agreed out-of-pocket expenses promptly
- Listen to and act on volunteer feedback
- Review and update this policy annually

6.2 Volunteer Responsibilities

Volunteers will:

- Complete the induction before starting any activity
- Follow PMA safeguarding procedures and report any concerns immediately
- Act within the scope of the role described and agreed
- Treat all children, staff, and colleagues with respect
- Maintain confidentiality in respect of information about children, families, and schools
- Not photograph children or share any images from school settings on social media
- Tell PMA promptly if they are unable to attend a confirmed session
- Disclose any change in circumstances that may affect their suitability (including any new criminal convictions or cautions)

Part 7: Safeguarding

Safeguarding is PMA's first responsibility. All volunteers must comply with PMA's Children and Adult Safeguarding Policy, which is provided separately and forms part of the induction.

The key safeguarding rules for volunteers are:

- Never be alone with a child in a closed room or out of sight of another adult
- Never make physical contact with a child except in an immediate first-aid emergency
- Never give a child your personal contact details (phone number, social media, email)
- Never communicate with a child or their family outside the school setting or PMA-approved channels
- Report any concern about a child's welfare immediately to the PMA Designated Safeguarding Lead (Nathan Waldron) or, in school, to the school's own DSL

Volunteers who fail to follow these rules will have their volunteering arrangement terminated immediately. Where there is a reasonable suspicion of harm to a child, PMA will refer the matter to the relevant statutory authority.

PMA's Designated Safeguarding Lead is Nathan Waldron. The Deputy DSL is Bernadette Houlton. Contact details are included in the induction pack.

Part 8: Supervision and Support

Every volunteer is assigned a named supervisor for each activity. The supervisor is responsible for briefing the volunteer before the session, monitoring their activity, and debriefing after.

Volunteers in a school setting always work alongside a PMA associate or in the presence of a qualified teacher. Volunteers in regulated activity roles must be confirmed DBS-cleared before any unsupervised contact. Until that confirmation is recorded, the volunteer is treated as in a supervised role.

PMA will check in with each active volunteer at least once per term to review how the arrangement is working and whether the volunteer needs any additional support or training.

Part 9: Expenses

Volunteering is unpaid. PMA does not pay wages, salaries, or honoraria to volunteers.

PMA reimburses the following reasonable out-of-pocket expenses on production of receipts:

- Travel to and from agreed PMA activities (public transport or mileage at HMRC approved rate)
- Parking costs directly associated with a PMA activity
- Meals during an activity exceeding four hours, up to a maximum of £10 per day

Expense claims are submitted on the PMA expenses form and paid within 14 working days of submission. Expenses that were not pre-agreed may not be reimbursed. Volunteers should contact their supervisor before incurring any cost if they are unsure whether it will be covered.

Part 10: Confidentiality and Data Protection

Volunteers may have access to personal information about children, families, and schools in the course of their role. This information is confidential. Volunteers must not disclose it to anyone outside PMA or the relevant school without authorisation.

PMA processes volunteer personal data under the lawful basis of legitimate interests and contractual necessity (as applicable). We hold only the information required to manage the volunteering arrangement and the DBS process. Volunteer data is held securely and deleted when it is no longer needed, in line with PMA's Privacy Policy.

Volunteers are asked to sign a data sharing consent form at induction to confirm how PMA will use their personal data. Questions about data rights may be directed to hello@pocketmoneyadventures.co.uk.

Part 11: Health and Safety

Volunteers are covered by PMA's Health and Safety Policy while engaged in PMA activities. They should read the relevant section of the induction pack before their first session.

Volunteers must:

- Follow all health and safety instructions given by PMA or the host school
- Report any accident, near-miss, or hazard to their supervisor immediately
- Not undertake any activity they believe to be unsafe
- Inform PMA of any medical condition that could affect their ability to carry out their role safely

PMA will provide a site orientation for every new venue. Volunteers will be briefed on fire evacuation procedures, first-aid arrangements, and the location of the nearest first-aider before any session begins.

Part 12: Insurance

PMA holds public liability insurance. Volunteers are covered by this policy while undertaking activities that are:

- Formally included in the volunteering agreement
- Carried out under the supervision of PMA or a named PMA representative
- Within the scope of the role description

Cover does not extend to activities a volunteer undertakes independently or outside the agreed scope. Volunteers should not represent themselves as acting on behalf of PMA in any capacity that has not been explicitly agreed.

PMA's insurance provider is Markel. The current policy reference is CE62659. Volunteers may request a copy of the certificate through their supervisor.

Part 13: Volunteer Wellbeing

PMA wants volunteering to be a positive experience. If a volunteer is struggling with any aspect of their role, they should raise it with their named supervisor in the first instance. PMA will listen and, where possible, adjust the arrangement to address the concern.

Volunteers who experience distress arising from their PMA activities (including exposure to safeguarding disclosures) will be offered a debrief with a PMA Director. PMA will signpost external support where appropriate.

No volunteer should feel pressured to continue in a role that is causing them harm. Arrangements can be paused or ended at any time by either party.

Part 14: Concerns, Grievances, and Complaints

14.1 Volunteers raising a concern

If a volunteer has a concern about their treatment, the conduct of a PMA member of staff or another volunteer, or any aspect of how PMA operates, they should raise it with Nathan Waldron (Director) at hello@pocketmoneyadventures.co.uk.

PMA will acknowledge the concern within five working days and investigate it fairly. The volunteer will be informed of the outcome within 28 days or kept updated if the investigation is ongoing.

14.2 Concerns about a volunteer

If PMA receives a concern about a volunteer's conduct, the matter will be investigated promptly. The volunteer will be informed and given the opportunity to respond before any decision is made. During an investigation, the volunteer may be asked to pause their activities. This is a precautionary measure and does not imply guilt.

Part 15: Ending a Volunteering Arrangement

Either PMA or the volunteer may end the arrangement at any time and without notice. Neither party has a legal obligation to the other beyond the duty of care PMA owes to volunteers while they are undertaking PMA activities.

PMA will end a volunteering arrangement immediately (without notice or investigation) if the volunteer:

- Breaches PMA’s Safeguarding Policy
- Behaves in a way that places a child, colleague, or member of the public at risk
- Misrepresents PMA publicly or to a funder
- Commits a criminal offence related to the role

In all other cases, PMA will follow the concerns process in Part 14 before reaching a decision. On conclusion of the arrangement, PMA will recover any PMA property held by the volunteer and update its DBS and volunteer records accordingly.

Part 16: Policy Review

This policy is reviewed annually by the Board of Directors of Pocket Money Adventures CIC. It is updated whenever operational practice, volunteer arrangements, or relevant legislation changes.

Detail	Information
Policy owner	Nathan Waldron, Director
Version	1.0
Effective date	6 May 2026
Review due	6 May 2027
Replaces	No previous version – new policy
Linked policies	Safeguarding Policy v1.1, H&S Policy v2.0, EDI Policy v1.0, Privacy Policy v1.2

Signed: Nathan Waldron, Director, Pocket Money Adventures CIC
 Date: 6 May 2026