

Volunteer Policy

Pocket Money Adventures CIC | Version 1.1

Effective: 2 October 2026 | Review: 2 October 2027 or sooner on relevant change

Policy owner: Nathan Waldron, Director | Signatories: Nathan Waldron and Bernadette Houlton | Approved policy issue

Adopted by Pocket Money Adventures CIC on 2 October 2026.

Signed electronically: Nathan Waldron, Director and Designated Safeguarding Lead.

Signed electronically: Bernadette Houlton, Director and Deputy Designated Safeguarding Lead.

Typed electronic signatures in the established policy format.

Current operating requirements

From 1 September 2026 in England and Wales, supervision does not exempt otherwise qualifying teaching, training, instruction, care or supervision of children from regulated activity. Assess the actual duties, frequency across settings and any overnight activity with the registered DBS body. More than three days in any 30-day period is a relevant period condition; two sessions on one day count as one day. Where the role is regulated activity, PMA requires the appropriate Enhanced DBS with Children's Barred List information before that activity begins, even where a teacher is present. A missing required check means the person does not undertake that role. Do not request barred-list information for an ineligible role. Adult regulated activity has a different test and is not created merely by an adult being vulnerable or attending a money session.

Maximum planned session headcount: 50 people in both school and community settings, including every child, accompanying adult, host or school staff member, volunteer, observer and PMA facilitator. Use the lower of 50, the venue safe capacity and the assessed number supported by competent staff. This is a ceiling, not a supervision ratio or insurance confirmation. Reduce numbers, add support or split groups where necessary.

Verify insurance scope for the actual volunteer activity before deployment; approval of this policy is not confirmation of cover. Complete role assessment, checks, induction, support and reimbursement records before attendance.

Detailed policy and procedures

Volunteer Policy

NG16 3NQ · Company No. 16994988 · ICO Registration No. ZC124930

1. Purpose

Pocket Money Adventures CIC (PMA) involves volunteers in delivering and supporting our family money sessions and community activities. This policy sets out how we recruit, support, protect and value volunteers, and how we keep children, families and volunteers safe.

2. Scope

This policy applies to anyone who gives their time unpaid to PMA, including helping at family sessions, preparing resources, outreach and administration. Volunteers support, and never replace, our paid delivery staff in roles that require them.

3. Our principles

- Volunteers are valued partners and are treated with respect.
- Volunteering is safe, inclusive and well supported, open to people regardless of background, disability or circumstance.
- Volunteers undertake only roles for which all applicable checks and suitability controls are complete; host supervision remains throughout.
- Volunteers know what is expected of them and who to go to for support or to raise a concern.

4. Recruitment and induction

- A short application and an informal conversation about the role.
- References where the role requires it, and a DBS check at the appropriate level where the role is eligible.
- An induction covering this policy, our Safeguarding (Children and Adults) Policy, the code of conduct and the role.
- A named PMA point of contact.

5. Safeguarding and conduct

- Volunteers follow our Safeguarding (Children and Adults) Policy and report any concern to the Designated Safeguarding Lead without delay.
- They maintain professional boundaries, keep family information confidential, and do not arrange private contact with families met through PMA.
- They do not photograph or film children or families except in line with our Photography and Image Use Policy.
- They follow our Health and Safety and Lone Working policies and any session risk assessment.

6. Support, expenses and insurance

- Volunteers are briefed before sessions and offered a debrief and feedback.
- Reasonable, pre-agreed out-of-pocket expenses are reimbursed on receipt.
- Confirm that PMA's current insurance covers the agreed volunteer activity and record the check before deployment.

7. Resolving problems

Concerns raised by or about a volunteer are handled fairly, drawing on our Complaints and, where appropriate, Disciplinary policies. Either party may end the arrangement at any time. Volunteer data is handled under our Data Protection and Privacy Policy.

Appendix: Volunteer Agreement

Volunteer agreement	Complete for the actual appointment
Name / role / start date	To be completed before appointment.
Acknowledgement	I have read PMA's Volunteer Policy and Safeguarding Policy. I agree to follow them, maintain confidentiality and professional boundaries, and report safeguarding concerns to the DSL.
Volunteer signature / date	To be completed by the volunteer.
PMA contact	To be completed for the appointment.

Issue control: current approved issue dated 2 October 2026. Earlier issues are archived. Policy approval does not complete host agreements, individual acknowledgements or venue checks.