
Title of Policy/Procedure Volunteer Policy

Reviewer(s): Deputy Headteacher

To be read in conjunction with the following documents:

- Volunteering Agreement
- A guide for Volunteers

Consultation Process Consultation took place with the Director of Operations and the Deputy Headteacher

Policy Date: May 2018

Review Date: April 2021

1. Introduction

- 1.1**
- A volunteer is a person who gives freely of their time, skills and experience to the Trust without expectation of financial reward.
 - Volunteering can take many forms, some tasks can require particular skills whereas others require no specific skills.
 - Volunteering may be a one-off activity, for a limited time to complete a particular activity or project or carried out on a frequent basis.
 - This policy also covers those who are undertaking work experience within the Trust.
 - A volunteer is not an employee and will not have a contract of employment with the Trust or benefit from any of the Trust's terms and conditions of employment, such as payment for work, holidays or sickness.
 - The Trust will agree a role with the volunteer and there will be an expectation that the volunteer will meet the requirements of the role and that the Trust will provide an opportunity for the volunteer.
 - The volunteer is free to refuse to fulfil the role and the Trust is not bound to provide the opportunity. It is expected that both the Trust and the volunteer will give as much notice as possible if unable to meet these expectations.
 - Volunteers are not, and must never be, a substitute for employees.

2. Policy Statement

- 2.1** The Blue Kite Academy Trust encourages the appropriate use of voluntary workers and recognises the immense benefits that volunteers can bring and the links they can make between the academy and the local community. We believe that parents and carers can add enormous value to children's learning opportunities. Our overriding concern is for the safety and security of the children in our care.

In return the Trust hopes to give its volunteers an opportunity to exercise their skills in a different environment and to undertake new experiences.

3. Aims of Volunteer Helpers policy

- 3.1**
- To ensure that our pupils benefit from working with volunteers.
 - To ensure that volunteers benefit from their experience of working with academies within the Trust.
 - To clarify expectations of the Trust in regard to volunteer placements

4. Completion of an application form

- 4.1** It is essential that the individual:
- Declares all convictions/cautions regardless of whether these are deemed to be spent
 - Provides details of any previous employment working with children
 - Provides 2 references and where relevant, at least one reference to be taken from their work with children regardless of whether this is the current or most recent employer

- Details any gaps in employment/training with an explanation provided in the relevant section

5. A face-to-face interview

- 5.1**
- Safeguarding principles should also apply when interviewing volunteers, but it is important to make interviews more informal than for paid staff. Interviews should be very much a two-way process about selling the volunteer role to them. However, this does not mean that the interview should not probe into candidates' attitudes and motives and their suitability for work with children. This is even more important for candidates who perhaps have no previous experience of work with children. The Good Practice Bank on the Volunteering England website includes examples of advice about interviewing volunteers www.volunteering.org.uk.
 - Any gaps in employment/training/education should be explored
 - Areas of concern with regard to safeguarding could be:
 - No understanding or appreciation of children's needs
 - Inappropriate language when talking about children
 - Unclear boundaries with children
 - Vagueness about experiences and gaps or inability to provide any examples to support what they tell you.

6. Signing in/out

- 6.1** All volunteer helpers must sign in at the school office and collect a visitors badge; this must be worn at all times. Volunteer helpers should indicate their arrival time and which class they will be visiting. Volunteers must also sign out and state the time when they are leaving the premises.

7. Safeguarding Checks

- 7.1** All volunteers should be aware of safeguarding procedures for dealing with a disclosure by a pupil.
- For the children's safety, all volunteer helpers who have regular contact with children must have a Barred List check (this is the DfE list of people who are banned from working with children) regardless of whether they have unsupervised access to children.
 - In addition to these checks, volunteers with unsupervised access to children will be required to have a current DBS Certificate prior to taking up the role.
 - If a parent has had any criminal allegations made against them, these must also be disclosed to the Headteacher prior to volunteering.
 - Any disclosures will be dealt with in strictest confidence. The Headteacher has the authority not to accept the help of volunteers if he or she believes this may not be in the best interest of the children.
 - Volunteers are not permitted to use their mobile phones during their time on the school premises. If for any reason, a mobile phone needs to be on, this **MUST** be with the permission of the headteacher. Any other contact from families or friends should be via the main school office telephone number.

- All volunteers are expected to act in a professional manner at all times and are subject to the same expectations as paid members of staff.

8. Confidentiality

8.1 We recognise that for staff and parents of other children to be confident about helpers in school, all volunteers will need to agree to a protocol about confidentiality and conduct. Volunteer helpers are asked to sign a 'Volunteering Agreement', a copy of which will be kept in school.

- No volunteer may use social networking sites or other media to discuss their contribution to school life or any events that happen in school as part of their volunteering.
- Volunteers may become aware of confidential information about the school, its employees, pupils, families and suppliers. Volunteers must not disclose this information or use it for their own or another benefit without the consent of the party involved
- Volunteers should not speak to the press or communicate with any other media on matters which directly relate to the affairs of the Trust or academies within the Trust.
- Volunteers must not discuss individual pupils with any person outside of the Trust, including their parents/carers.

9. Health and Safety and Fire Procedure

- 9.1**
- The academy will provide any reasonable training required for the role, including health and safety training.
 - The school/academy has a responsibility for the health and safety of volunteers. Volunteers should at all times follow the school's health and safety policies and procedures.
 - Volunteers have a duty to take care of themselves and others who might be affected by their actions.
 - Volunteers must be advised that they are not permitted to act outside their authorised area of work.
 - Volunteers must report all accidents and 'near miss' incidents to their supervisor.
 - It is the responsibility of the supervisor to ensure that an appropriate risk assessment is undertaken for each volunteering opportunity identified.
 - The supervisor will ensure that volunteers are provided with appropriate guidance on any health and safety issues that arise.
 - Volunteers should make themselves aware of the evacuation procedure within their area of work, in the event of a fire or major incident.

10. Supervision

10.1 A supervisor will be designated to support and manage the volunteer. The supervisor will review the arrangements on a regular basis. If the volunteer has any queries or would like to change their role this should be discussed with the supervisor.

- If a volunteer has any concerns or complaints regarding a pupil they must raise it immediately with their supervisor.
- The supervisor will deal with any concerns or complaints raised in a timely manner in accordance with school policies.
- If the volunteer wishes to make a formal complaint this should be put in writing to their supervisor.
- If it is not possible to reach a solution the volunteer may raise the matter with the Headteacher or designated senior leader who will meet with the volunteer to discuss the issue raised and seek a solution.
- If a complaint is made about a volunteer, this will be notified to the volunteer in writing and the Headteacher will decide whether any action should be taken

11. Volunteer's Packs

11.1 On commencing the voluntary role, the volunteer will be given an appropriate induction and (unless the volunteering is for a one-off event) a pack containing:

- General information about the academy and Trust, as appropriate
- A copy of this Volunteering Policy
- A standard volunteering agreement
- Details of where the volunteer can access the Academy and Trust policies

12. Records

12.1 A filed record of volunteer agreements and associated documents, as appropriate, will be maintained by the Trust in accordance with the General Data Protection Regulations (GDPR) 2018.

13. Monitoring and review

13.1 The day to day monitoring of this policy is the responsibility for the Headteacher and leadership team.

This policy will be reviewed on a two year cycle or earlier if necessary following any local or national changes to safeguarding requirements.

14.1 Single Central record

- Schools are required to record details of any volunteers in school on the SCR
- There is a separate tab on the SCR template to capture this information

Where volunteers are recruited from another institution, the organisation at which they have come to work should obtain assurance from the institution that the person has been subject to a proper recruitment process that includes the necessary safeguards.

In addition to this, we also ask to see their DBS certificate, and ID and keep a copy, along with a copy of ID in our files.