VOLUNTEER POLICY

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REVIEW HISTORY

VERSION NO.	DATE OF CHANGE	CHANGE SUMMARY	REF
2.0	15.11.21	Added appendix 3, and appendix 4 (Volunteer Risk Assessment and Volunteer Application form)	2
3.0	-		

Contents

1. Introduction and aims

As a Trust, it is our aim to involve parents in their children's education and to develop and maintain links with the local community. In order to enrich the lives of the children in our schools, and to enable us to deliver the curriculum more effectively, we actively encourage the involvement of parents and volunteers from the community in the work of the schools.

We believe that volunteers provide a valuable contribution to the individual school's work, and that they enrich the school through the breadth of their knowledge and experience.

We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

The aim of this Volunteer Policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion.
- Ensure that volunteers support the school's vision and values and adhere to our policies.
- Provide staff, volunteers and parents with clear expectations and guidelines.
- Set a clear, fair process for recruiting and managing volunteers.

This policy has been developed in line with the Department for Education's statutory safeguarding guidance, [Keeping Children Safe in Education](#).

2. How we use volunteers

A volunteer will not be an employee of the Trust. He or she will not be engaged on a contract of employment nor on any type of contract for services. The engagement will be binding in honour only, there being no legal agreement between the organisation and the volunteer.

At the Trust schools, volunteers may:

- Hear children read
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT or Art
- Assist with national government initiatives

This is not an exhaustive list.

Volunteers may be:

- Members of the local governing body
- Parents
- Former pupils
- Students on work experience
- Local residents

- Friends of the school/members of the PTA

This is not an exhaustive list.

Members of the local governing body working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings), are not covered by this policy. They are covered by the Trust's Code of Conduct for governors.

3. Application process

Volunteers are appointed by the individual school. The volunteer applicant must complete a simple application form which gives permission to obtain references and a Disclosure and Barring Scheme (DBS) check (Appendix 1).

4. Appointment of volunteers

The experience, qualities, skills and needs of any volunteer will be considered when deciding about the recruitment of a volunteer in the school. Please note, there is no guarantee that a volunteer will be found an immediate placement or any placement at all elsewhere. The placement should be mutually beneficial to the school and volunteer.

Intake of new volunteers can take up to six weeks and is dependent on the candidate and available spaces within the school.

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate), satisfactory references and other appropriate safeguarding and recruitment checks, and relevant training.

Each school will ensure that volunteers are given suitable induction training at the beginning of their placement. The volunteer will be given a named contact person who will review the work undertaken by the volunteer and will assist the volunteer generally and particularly in the event of any problems occurring. Regular supervision of the volunteer will be provided as appropriate to the task undertaken and the needs of the volunteer. The volunteer's role, including status with pupils, will be made clear. Volunteers will be given opportunities to contribute their ideas and opinions about the work that they are engaged in. Volunteers will be given guidelines/training regarding child protection procedures.

The Headteacher reserves the right to terminate a volunteer placement with immediate effect at any time.

5. Safeguarding

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we are upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks on volunteers who:
- Work one-on-one with pupils unsupervised
- Work with groups of pupils unsupervised

- Supervise or accompany groups of pupils on overnight residential visits
- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in
- Provide safeguarding training to all volunteers **prior** to them beginning work at the school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education.
- Require volunteers to agree and adhere to our Code of Conduct for Volunteers (see appendix 2) and to read, and adhere to, the school's /Trust's policies on:
    - Safeguarding
    - Use of mobile phones
    - ICT and internet acceptable use
    - Online safety
    - Behaviour

- Ensure that volunteers without an enhanced DBS check are always supervised and are never left alone with pupils.
- Details of volunteers will be added to the online SCR (single central record).
- Conduct a risk assessment to determine whether a volunteer who is not working in regulated activity needs an enhanced DBS check. The risk assessment will consider:

    - The nature of the work they will be doing
    - What we know about them
    - References from employers or other voluntary roles
    - Whether the role is eligible for an enhanced DBS check

6. Induction and training

Volunteers must complete appropriate training prior to beginning work at the school.
Training requirements will be determined by the Headteacher, or the appropriate member of staff.

All volunteers must complete safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing.

7. Confidentiality

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation.

If volunteers have concerns, they should raise these with the appropriate member of staff. They should not discuss them with pupils or parents. This does not prevent volunteers from adhering to the School's Safeguarding Policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in the child protection and safeguarding policy and inform the Designated Safeguarding Lead. If concerns are related to whistleblowing, volunteers must follow the guidance in the Trust's Whistleblowing Policy.

8. Conduct of volunteers

Volunteers must comply with the Code of Conduct for Volunteers set out in Appendix 2 of this policy.

9. Insurance

All volunteers should be made aware of the cover provided by the individual school.

10. Data protection and record keeping

Data will be processed to be in line with the requirements and protections set out in the UK General Data Protection Regulation. The Trust's Data Protection Policy explains what information we collect and why we collect it.

Appendix 1
Volunteer Application Form

Please complete the application form in full.

Data protection notice
Throughout this form, we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law: • You have given us your consent • We must process it to comply with our legal obligations You will find more information on how we use your personal data in the Trust's Data Protection Policy which can be found on the Oak Trust website.

Personal details	
Name:	
Date of birth:	
Gender:	
Telephone number:	
Email address:	
Home address:	

Disclosure and Barring Service (DBS) information	
Do you have a DBS check?	
If yes, what type of check do you have? (please circle)	Enhanced DBS / Enhanced DBS with barred list information
Date of check:	
Certificate number:	

Are you registered with the DBS Update Service?	

Availability					
	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
AM					
PM					
Before school					
After school					
Lunchtimes					
How many hours per week/month can you volunteer?					
Can you commit to at least 1 term?					

Experience and qualifications
Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.

Why would you like to volunteer at this school?
Do you have any particular skills, employment experience you would like to share with the school? **(For example, languages spoken, sports, etc)**
Please list any relevant qualifications

References

Your placement as a volunteer is subject to satisfactory references. Please give the details of two referees who can comment on your suitability (e.g., employers, other voluntary roles, etc).

Name:	**Name:**
Relationship to you:	**Relationship to you:**
Address:	**Address:**
Telephone number:	**Telephone number:**
Email address:	**Email address:**

Disability and accessibility

The Trust is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:

Appendix 2
Code of Conduct for Volunteers

By signing this form, volunteers agree to the following:

Trust rules and policies

Volunteers will follow all school / Trust rules and policies, including those on:

- Child protection
- ICT and internet acceptable use
- Online safety
- Mobile phones
- Data protection
- Health and safety
- Equality
- Whistleblowing
- Behaviour

Copies of the school / Trust policies are available on the school / Trust website or from the school office.

1. **Professional conduct**

   1.1. Volunteers must accept and follow instructions provided by supervisors and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the school's volunteer coordinator, if applicable.

   1.2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy or are struggling to manage the behaviour of pupils with whom they are working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.

   1.3. Volunteers must conduct themselves in a professional manner at all times. This includes:

   1.3.1. Dressing in a way that is professional and appropriate to the work undertaken

   1.3.2. Refraining from using inappropriate language

   1.3.3. Setting an example for pupils by acting in a way that reflects the school's / Trust's ethos and values

   1.3.4. Behaving in a way that is appropriate for the role they are undertaking

   1.3.5. Ensuring that comments, including those made on social media, do not bring the school into disrepute.

   1.4. Any receipt of gifts must be in accordance with the Trust's Finance Policy.

   1.5. Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.

   1.6. Parent volunteers with children at the school must not act in a way that favours their own child and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with staff.

   1.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

2. Safeguarding

2.1. Volunteers must be familiar with, and adhere to, the school's / Trust's safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.

2.2. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the Designated Safeguarding Lead (DSL). Please contact the individual school to obtain this information.

2.3. Volunteers should refrain from physical contact with pupils and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.

2.4. Volunteers must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:

2.4.1. Exchanging contact information

2.4.2. Making contact with pupils outside of school, including on social media

2.4.3. Arranging to meet pupils outside of school

2.4.4. Alerting the DSL if a pupil develops an infatuation with them

2.5. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

3. Health and safety

3.1. Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.

3.2. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.

3.3. Volunteers must sign in and sign out at the beginning and end of every visit and must wear a visitor badge at all times.

4. Confidentiality

4.1. Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers should not discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the Headteacher.

Failure to adhere to this code of conduct may result in the termination of the placement with immediate effect.

Please sign and date below:

_____ Volunteer name (please print)

_____ Volunteer signature

_____ Headteacher

_____ Date

Appendix 3

OAK Multi Academy Trust Individual Risk Assessment of Volunteers in School

This risk assessment should be completed for all volunteers.

Name of volunteer

Nature of volunteering work

Please describe the planned supervision arrangements for the volunteer
(Please note it is recommended that family members do not supervise other family members and that friends do not supervise friends)

Is the volunteer expected to undertake any regulated activity Y / N
If **Yes** then DBS must be sought.

Principle Supervisee will be

(Ensure they are aware of their duties and the expectations of this duty)

Considerations

Age(S) of pupils to be supported	
Additional needs and vulnerabilities of pupils to be supported	
Frequency volunteer will be on site	
Does the volunteer undertake any other un/paid work with children	
Have any references been sought?	
Has the identity of the volunteer been verified?	
Is the volunteer signed up to the DBS update service?	
Is the volunteer aware of any reason why they should not work with children?	

Volunteers who, on an unsupervised basis teach or look after children *regularly*, or provide personal care on a one-off basis in schools and colleges, will be in regulated activity. Any volunteering activity requiring overnight stays and support should be considered as regulated activity.

The school or college should obtain an enhanced DBS certificate (which should include barred list information) for all volunteers **who are new to working in regulated activity**. **Existing volunteers in regulated activity do not have to be re-checked** if they have already had a DBS check (which includes barred list information). However, schools and colleges may conduct a repeat DBS check (which should include barred list information) on any such volunteer should they have concerns.

Having considered the above information it has been determined that the volunteer named in this document requires the following level of DBS check.

Level of check to be applied for:

Additional notes
(Please add any additional notes you feel are necessary here)

The volunteer is aware of the reasons why we have reached the decision to request a DBS check and the level of check, they are also aware that under certain circumstances we may be required to complete rechecks or change the level of DBS check if activities change.

The volunteer will have a safeguarding induction before they commence their activities, a record of this will be made and held **insert information here**

Signature of person completing assessment:
Date:

This assessment will be reviewed (insert date)_____

Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity

Data will be processed to be in line with the requirements and protections set out in the General Data Protection Regulation.

Volunteers Agreement

Thank you for offering your services as a volunteer at OAK Multi-Academy Trust. Your offer of help is greatly appreciated, and we hope that you will both gain from and enjoy your experience here.

Name of volunteer_____

Name of Supervisor_____

Date voluntary work will commence _____

Date voluntary work will end _____

Outline of main tasks/activities that the volunteer will be involved in

_____

Please read and sign both copies of this volunteer agreement, return one to your supervisor and retain one for your records.

Declaration

I have read a copy of the school's Volunteer Policy and agree to always adhere to this. I agree to abide by the school's policies and procedures. I agree to work only as directed by school staff.

Signed   _____

Print Name   _____

Signed   _____ (member of school staff)

Position   _____

Date   _____

Disclosure and Barring Service Applicant's Details

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Please sign and date below:

_____ Volunteer name (please print)

_____ Volunteer signature

_____ Date

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