



Volunteer Policy

2024 – 2026

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1. INTRODUCTION AND AIMS

We believe that volunteers provide a valuable contribution to the 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 the 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 statutory safeguarding guidance Keeping Children Safe in Education (KCSIE) from the Department for Education (DfE).

2. HOW WE USE VOLUNTEERS

Volunteers may:

- Hear children read
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas

This isn't an exhaustive list.

Volunteers may be:

- Members of the Local Academy Board
- Parents
- Students on work experience
- Local residents
- Friends of the school/members of the PTA
- Local clergy or members of the congregation (this will be most relevant for faith schools)

This is not an exhaustive list.

Members of the Local Academy Board 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 our Governor Code of Conduct.

3. DEFINITION OF VOLUNTEER

Occasional

Occasional volunteers can be defined as volunteers or parents who only accompany staff and children on one off outings or trips that do not involve overnight stays, or who only help at specific one-off events e.g., a sports

day, school fete. It would be expected that occasional volunteers would be supervised by a 'regulated' member of staff at all times and would not be left unsupervised.

This type of volunteer would not be required to go through a recruitment process including the taking up of DBS checks. Nevertheless, at least one verbal character reference should be sought for occasional volunteers. Where there are known concerns about a parent or other occasional volunteer, it would be at the Headteacher's discretion whether or not to engage this person as an occasional volunteer.

Regular

Regular volunteers be defined as those who help regular or join a residential visit on an overnight stay. An enhanced DBS check with barred list check should be requested for all regular volunteers and should include a children's barred list if they are working in 'regulated activity'.

This type of volunteer would be in a position of trust within the school and even if they are not left unsupervised with children, should always go through the volunteer recruitment process. The school should also take into consideration any knowledge they have of the person in their relationship with the school as a parent, grand-parent, previous employee, governor, committee member etc. when deciding if this person will be trustworthy and make a valuable contribution to the school in the capacity of volunteer.

4. RECRUITMENT PROCESS FOR REGULAR VOLUNTEERS

The process for recruiting volunteers will include:

- Completion of a regular volunteer application form (Appendix 2) which includes personal details, background, skills, types of activities they would like to help in, times they are available.
- An informal discussion/interview with the Headteacher or nominated person which should include a discussion about safeguarding and be advised on the safeguarding policy, confidentiality, and understanding of being in a position of trust.
- 2 references (one of which should, where possible, relate to involvement with children/young people). This should relate to recent paid work or volunteering wherever possible including the last known employer.
- An enhanced DBS check should be requested and include a children's barred list check if they are working in 'regulated activity'.

5. APPOINTMENT OF VOLUNTEERS AND DISCLOSURE AND BARRING SERVICE (DBS) CHECKS

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and other recruitment checks as detailed in Section 4.

Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation, if needed. The school will ask for written confirmation and assurance from that organisation that the person has been properly vetted and has the correct level of DBS required for their role before they commence.

Having a criminal record does not automatically prevent an individual from being a volunteer. The Headteacher would consider the details of the criminal record and balance this against the activities the individual is to undertake. A risk assessment should be completed and further advice may be required from HR in order to make this decision.

If a volunteer commits a criminal offence during their time as a volunteer, they must disclose this to the Headteacher in the same way that any employed member of staff should. The Headteacher will assess whether it is acceptable to continue with the volunteering role, whether the activities should be changed, or whether it is the best interests for all concerned to no longer act as a volunteer. HR advice may be required.

The Headteacher reserves the right to terminate a placement at any time.

6. 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 with a barred list check on volunteers who:
 - May work 1-on-1 with pupils unsupervised
 - May work with groups of pupils unsupervised
 - May 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 all volunteers (occasional and regular) to agree and adhere to our Code of Conduct (see Appendix 2) and to read, and adhere to, the school'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
- Conduct a risk assessment to determine whether a regular volunteer who isn't 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

We cannot legally carry out a DBS check on a child under the age of 16 who is volunteering at our school. We will ensure that children who are volunteering are always under an appropriate level of supervision, and conduct a risk assessment to consider any potential safeguarding issues.

All details of volunteers will be included on the school's Single Central Record during the time they are volunteering.

7. INDUCTION AND TRAINING

All volunteers (occasional or regular) 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 have safeguarding training. Other training requirements will be based on the nature and frequency of the work the volunteer will be doing.

Volunteers will be asked to read and sign the code of conduct document and the volunteer agreement.

8. 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 doesn't 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 our Safeguarding Policy and inform the Designated Safeguarding Lead (DSL).

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

Volunteers should abide by the staff Code of Conduct in relation to personal mobile phones and other personal hand-held electronic devices,

9. CONDUCT OF VOLUNTEERS

Volunteers must comply with the Code of Conduct set out in Appendix 3 of this policy and the school's own Code of Conduct.

10. INSURANCE

The school's insurance policy does cover volunteers in the event of an accident or emergency.

If a volunteer is working at the school through another organisation, we will also check that organisation's insurance arrangements.

11. DATA PROTECTION AND RECORD KEEPING

Our privacy notice explains what information we collect and why we collect it.

We will:

- Retain records relating to volunteers in line with our Data Retention Policy.
- Remove details of volunteers from the single central record (SCR) once they no longer work at our school

12. MONITORING AND REVIEW

This policy has been approved by the Board of Trustees and will be reviewed regularly.

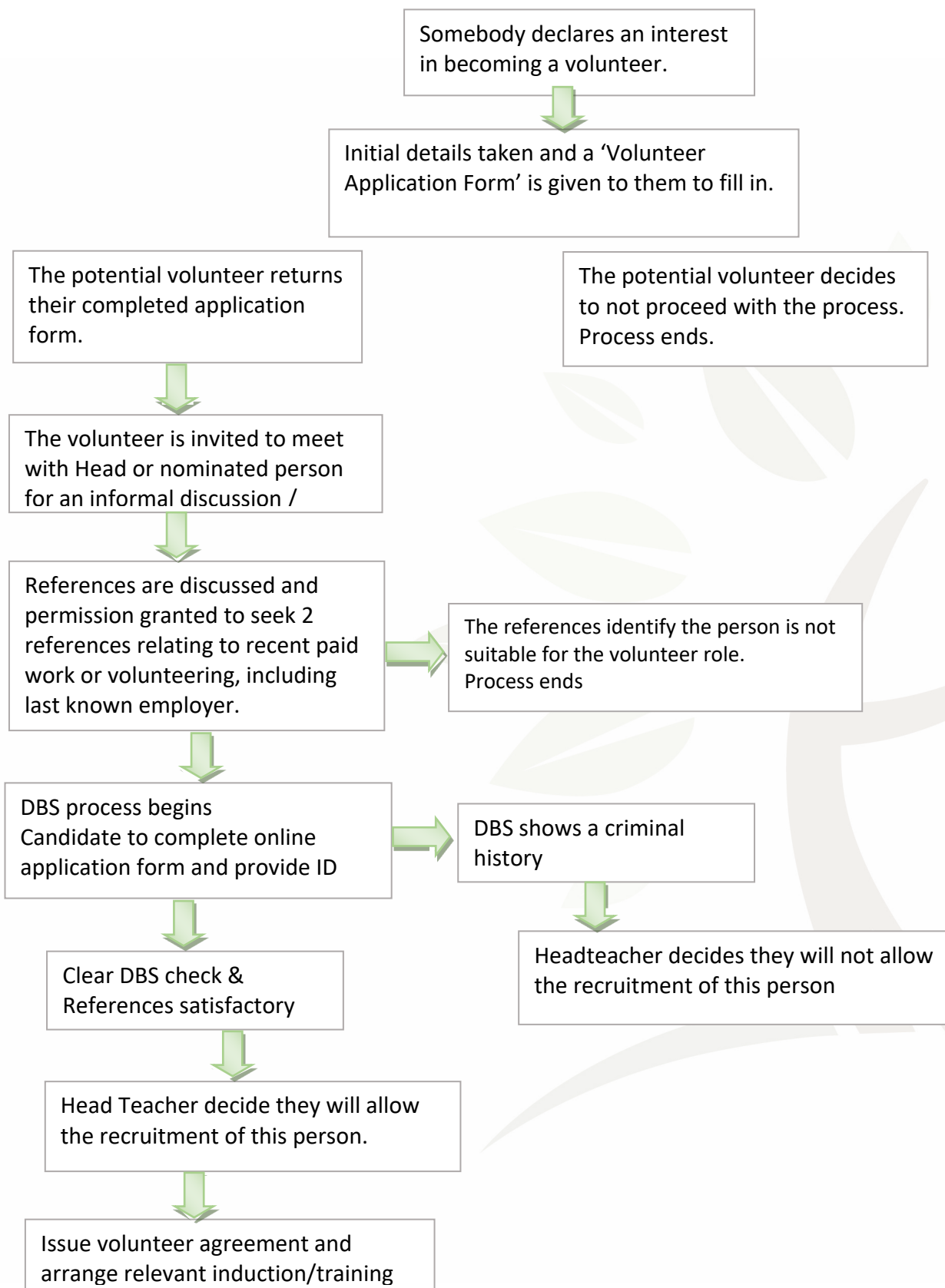
13. LINKS TO OTHER POLICIES

This Volunteering Policy is linked to our:

- Safeguarding Policy and procedures
- Staff Code of Conduct
- Privacy Notice
- Data Retention Policy



APPENDIX 1: FLOWCHART FOR VOLUNTEER PROCESS



APPENDIX 2: REGULAR VOLUNTEER APPLICATION FORM

Please complete the application form in full.

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

Disclosure and Barring Service (DBS) Information			
Enhance Academy Trust is legally obligated to process an Enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The Enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate. Volunteers working in regulated activity will also require a barred list check. Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust's privacy notice.			
Do you have a DBS check? (please circle)	Yes/No	If yes, what type of check do you have? (please circle)	Basic DBS / Standard DBS / 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 or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc.)

--

Experience and Qualifications

Do you have any relevant qualifications?

References

Your placement as a volunteer may be subject to satisfactory references. Please give the details of 2 referees who can comment on your suitability. One of which should, where possible, relate to involvement with children/young people. This should relate to recent paid work or volunteering wherever possible including the last known employer.

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

Disability and Accessibility

The school 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:

Data Protection Notice

Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:

- You've given us your consent
- We must process it to comply with our legal obligations

You'll find more information on how we use your personal data in our privacy notice available on our website.

Declaration

I declare to the best of my knowledge and belief, all details I have provided in this application form are complete and true. I understand that any false or misleading statement or failure to declare information may disqualify me from volunteering. I understand that any offer to volunteer is subject to the receipt of satisfactory references and a satisfactory criminal record check.

Signed:

Date:



APPENDIX 3: CODE OF CONDUCT FOR VOLUNTEERS

By signing this form, volunteers agree to the following:

SCHOOL RULES AND POLICIES

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

- Safeguarding
- ICT and internet acceptable use
- Online safety
- Mobile phones
- Data protection
- Health and Safety
- Equality
- Whistle-blowing
- Behaviour

Copies of the school policies are available online or from the school office

PROFESSIONAL CONDUCT

- 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 Headteacher.
- 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're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.
- Volunteers must conduct themselves in a professional manner at all times. This includes:
 - Dressing in a way that is professional and appropriate to the work they are doing
 - Refraining from using inappropriate language
 - Setting an example for pupils by acting in a way that reflects the school's ethos and values
 - Behaving in a way that is appropriate for the role they are undertaking
 - Ensuring that comments, including those made on social media, do not bring the school into disrepute
 - Not using mobile phones in the presence of children and keeping them in bags/lockers
- Volunteers must not accept gifts from, or give gifts to, pupils.
- 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.
- 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 school staff.
- 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.

SAFEGUARDING

- Volunteers must be familiar with, and adhere to, the school's Safeguarding and Child Protection Policy. Safeguarding training will be provided to all volunteers before they begin their placement.
- 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) or Deputy DSL. The DSL is [insert name] and the [deputy/deputies] [is/are] [insert names].
- 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.

- Volunteers must alert the DSL if a pupil develops an infatuation with them, and 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:
 - Exchanging contact information
 - Making contact with pupils outside of school, including on social media
 - Arranging to meet pupils outside of school
- Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

HEALTH AND SAFETY

- 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.
- Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.
- Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

CONFIDENTIALITY

- Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else.
- Volunteers shouldn't 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.

PLEASE SIGN AND DATE BELOW:

Volunteer Name (Please print) _____

Signature _____ Date _____

Headteacher Signature: _____ Date _____

APPENDIX 4: VOLUNTEERING AGREEMENT

This Volunteer Agreement is a description of the arrangement between the school and you *the volunteer* in relation to your voluntary work.

Your volunteer role is **[insert details]** which commences on **[insert date]**.

The activities/tasks that you will be involved in are **[enter details of work]**

The intention of this agreement is to assure you that we appreciate your volunteering with us and to indicate our commitment to do the best we can to make your volunteer experience with us a positive and rewarding one.

This volunteering agreement sets out the schools' expectations of you in the role of volunteer and what you can expect from the school.

As a volunteer you will not receive any remuneration, benefits or other allowances.

The school commits to the following:

Supervision and support

The school will communicate to you the required standard of service expected and support you to achieve and maintain this standard.

Health and Safety

The school will provide you with reasonable training to allow you to carry out your role in compliance with the Health and Safety policy.

Equal Opportunities Policy

The school will ensure that all volunteers are supported in accordance with the equal opportunities policy, a copy of which is provided to you.

Addressing volunteer concerns

The school will endeavour to fairly and appropriately resolve any concerns or issues you encounter during the course of your volunteering activities with the school. Please initially raise such concerns with **[insert name and job title]** to allow the school to investigate and resolve these.

Volunteer agreement

I, **[insert name in capitals]**, agree to be a volunteer with **[insert school name]** and commit to the following:

- to help fulfil the following services **[insert details of services here]** to the agreed standards which have been clearly explained to me
- to perform my volunteering role to the best of my ability
- to perform my volunteering role to the required timescales
- to adhere to the school's policies and procedures, including the code of conduct, Health and Safety policy and equal opportunities policy
- to maintain the confidentiality of the school's information, and that of its pupils both during and after your volunteering role
- to ensure that any private vehicles used to carry out the volunteering role and appropriately taxed and insured. The vehicle will also be maintained and serviced in line with manufacturer's recommendations

- to provide details of referees who may be contacted and to agree to criminal record check or any other necessary check
- to let the school know as soon as possible when I am unable to volunteer so that the school can make other arrangements

Data Protection

The school collects and processes certain types of data about you and does so in line with current data protection legislation. Please read the school's privacy notice which is available [\[enter details\]](#) for more information about the types of data processed and the reasons for the processing.

You shall make yourself aware of the school's policies in relation to compliance with data protection obligations and undertake to act in accordance with these at all times, including exercising reasonable care to keep safe all documentary or other material containing confidential information. You shall inform the Company immediately upon discovery of a data breach.

Acknowledgement

You acknowledge that you have received and understand this agreement and agree to carry out your volunteering role in line with the required standards. You will also maintain confidentiality of any information received regarding the school during your volunteering role.

This agreement is not intended to be a legally binding contract and is binding in honour only. The agreement does not create an employer-employee relationship and may be cancelled at any time at the discretion of either party.

Signed:
[Volunteer]
Date:

Print name:

Signed:
For and on behalf of [\[School\]](#):
Date

Print name: