



# **VOLUNTEER POLICY**

## **Academy and College Settings**

The Central Team will review this policy on an annual cycle

Policy Version:	V1
Colleagues affected by this Policy:	Trust staff
Person responsible for the Policy:	Chief Operating Officer
Approved by/ date:	CEO April 2022
Next review:	April 2024
*Reviewed/ *Next review: (*delete)	
*Reviewed/ *Next review: (*delete)	
*Reviewed/ *Next review: (*delete)	

Introduction .....	3
Aim .....	3
Categories of Volunteers.....	3
Types of Activities .....	3
Becoming a Volunteer - Safeguarding & Induction .....	4
Information on the Role of a Classroom Volunteer .....	5
Trust Values and Code of Conduct .....	5
Confidentiality .....	6
Complaints Procedure.....	6
Monitoring and Review.....	6
Related Documents.....	6
Volunteer Recruitment Flowchart .....	7
Volunteer Appointment Tracking Sheet.....	8

## Introduction

The Sea View Trust believe that volunteers provide a valuable contribution to the work at each setting and that they enrich the setting through the breadth of their knowledge and experience. Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of students, without encroaching on the professional teaching responsibilities of the teacher.

The Trust believes that our settings can benefit greatly from developing well planned, active parental and community links through participation in the setting's activities on a voluntary basis. Volunteers are a welcome resource for helping to raise children's achievement through various aspects by supporting the work of teaching and non-teaching staff.

Our family of settings are committed to using volunteers in a way that supports each setting's strategic aims and vision, as well as its development plan.

## Aim

The aim of this policy is to:

- Encourage the wider community to engage with the setting, thereby enhancing the curriculum, raising achievement, and promoting community cohesion
- Ensure that volunteers support the vision and values and adhere to the policies of the setting.
- Provide staff and volunteers with clear expectations and guidelines regarding the work undertaken by volunteers and their conduct whilst in our family of settings
- Set a clear, fair process for recruiting and managing volunteers

## Categories of Volunteers

Volunteers could include any of the following (this list is not exhaustive):

- Member of the Governing Body/Trust
- Parents, carers, guardians, elder siblings, or grandparents of learners
- Students on work experience placements
- University students
- Ex-members of staff
- Residents
- Member of Parents' Committees
- Volunteer drivers for trips or sporting fixtures
- Staff family members

## Types of Activities

Activities in which volunteers may be engaged in could include any of the following:

- Accompanying trips or visits
- Escorting children on local walks
- Running or assisting with clubs
- Activities such as running a disco
- Fund raising activities
- Hear children read
- Work with small groups of children in class
- Work in class with individual children
- Support specific curriculum areas, such as IT, or art

## Becoming a Volunteer - Safeguarding & Induction

The Sea View Trust is committed to safeguarding and promoting the welfare of our children. As such we embrace Safer Recruitment guidelines to ensure the safety of our children. During the induction process all volunteers will be given access to relevant policies, practices, and day to day routines as per the Trust's Induction Policy. Volunteers must sign to confirm they have read and understood all relevant policies prior to their start. A short safeguarding induction to include health and safety should be completed before commencing their voluntary role.

Anyone wishing to work as a volunteer should put their request in writing to the Business Lead. If the setting has a need for volunteers at this time, you will be requested to complete an application form and invited to a brief interview with a trained member of staff. Following the meeting the setting will complete a DBS (Disclosure and Barring Service) check which will require you to produce three pieces of original Identity documents to facilitate an Enhanced DBS check (excluding a Barred List check) and for two references to be sought.

The exceptions to this are:

Work experience students or university placements who apply via their educational establishment, it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at setting. Details of all checks will need to be provided prior to the placement starting and recorded on the SCR (Single Central Record). The student will be expected to complete the induction process and will not be placed in a class with any family connection.

One-off volunteers i.e., assisting with a walk, a fund-raising event or an educational visit will not require a DBS check but the volunteer will remain under the continuous supervision of a member of staff undertaking a regulated activity, usually the class teacher. Care must be taken to ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care (as directed in the Safeguarding policy).

When two satisfactory references and an Enhanced DBS check have been received and checked by the setting you will receive written confirmation of your forthcoming work as a volunteer.

An entry will be made on the Single Central Record and a file maintained with the confidential details of the volunteer which will be retained by setting for 7 years after the volunteer resigns from their volunteering responsibilities.

All volunteers will be fully inducted prior to their start in line with the Sea View Trust Induction Policy.

Volunteers will never be left in sole charge of a learner. Volunteers must be DBS (enhanced) checked where the activity they are carrying out meets the criteria in the regulated activities list. Where an activity does not constitute regulated or controlled activity the Headteacher should conduct a risk assessment and ensure that the volunteer is supervised at all times.

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

## Information on the Role of a Classroom Volunteer

All volunteers work under the supervision of the classroom teacher to which they are assigned. Teachers retain the responsibility for children at all times, including the children's behaviour and the activity they are undertaking. Teachers will provide guidance as to how an activity is carried out and what the expected outcome of an activity is.

The setting will ensure that activities are planned properly and safely, and that volunteers are informed of these plans. The setting will ensure that volunteers have access to a member of staff, should they wish to discuss difficulties or report on issues that may arise.

Volunteers are expected to follow the procedures for signing in and out and reporting their absence to the relevant member of staff identified during their induction.

## Trust Values and Code of Conduct

All adults who work in a Trust setting are expected to work and behave in such a way as to promote the setting and Trust's mission statement and values. Volunteers are expected to behave in an ethical and respectful manner and will be expected to sign to confirm that have read, understood, and will adhere to all relevant policies and procedures.

Volunteers will:

- Observe the high standards of behaviour and ethical conduct mandated by the setting.
- Respect other volunteers, members of staff and learners, and make them feel valued.
- Be approachable, pleasant, and positive role models for learners.
- Adhere to all policies.
- Always maintain confidentiality of personal information unless there is a need to report an issue to a member of staff.
- Treat all learners and members of staff equally.
- Report any incident of bad behaviour to the class teacher or senior member of staff immediately.
- Dress appropriately and behave in a manner which promotes healthy and safe working practices.
- Accept and follow directions and seek guidance through clarification where uncertain of tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report any potential hazards in the workplace to the class teacher, senior member of staff or health and safety representative immediately.
- Avoid waste or extravagance and make proper use of the resources.
- Conduct work in a cooperative manner.
- Turn off mobile phones while on premises.

Volunteers will not:

- Discipline learners; if there are any problems, the class teacher or a senior member of staff will be informed immediately, and they will manage the situation.
- Shout at, hit, threaten, or handle a learner.
- Take photographs in the setting.
- Develop 'personal' relationships with learners.
- Work with learners when medically unfit.
- Behave in an illegal, improper, or unsafe manner, e.g., smoking or drinking alcohol.
- Share personal contact details with learners or make personal arrangements to meet learners outside the setting.
- Express any extremist or discriminatory views, or any views that would offend others.
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
- Behave in a manner which may bring the Trust or setting into disrepute when representing the setting.
- Give or receive (other than 'token') gifts, unless arranged through the Headteacher.

## Confidentiality

Information about learners, parents and staff is confidential. Volunteers are not permitted to discuss issues related to learners, 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 learners or parents.

This does not prevent volunteers from adhering to the setting's safeguarding policy (regarding reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance provided 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 whistleblowing policy.

## Complaints Procedure

Any complaints made about a volunteer will be referred to the Headteacher for investigation.

Following investigation, the Headteacher reserves the right to inform the volunteer that the setting no longer wishes to support the placement.

## Monitoring and Review

This policy has been approved by the CEO (Chief Executive Officer) and will be reviewed every two years and updated in the event of and new guidance.

## Related Documents

SVT Volunteer Application Form

SVT Volunteer Reference Request - Workplace

SVT Volunteer Reference Request - Personal

## Volunteer Recruitment Flowchart

Request from someone to work as a volunteer in your setting - in writing



If you have a requirement for volunteer work, the Business Lead will request that the volunteer complete an application form to be returned to the setting



On receipt of the application form, the volunteer will be invited for interview with a trained safer recruitment interviewer (use standard recruitment questions)



Offer of volunteer work made and followed up in letter with details of pre-employment checks e.g., satisfactory references and DBS (Business Lead to complete letter)



Business Lead to complete pre checks before an appointment is made including DBS if required and reference requests using standard template



Following successful receipt of DBS and references invite volunteer to complete induction (Business Lead to complete induction checklist prior to starting or on first day – policies must be read & understood prior to start) Personal file to be created for volunteer and held securely at the setting by Business Lead



Volunteer to be added to SCR which tracks all volunteers in the setting



## Volunteer Appointment Tracking Sheet

<b>Role</b>		
Volunteer Role:		
Volunteer Supervisor:		
<b>Volunteer Information</b>		
Volunteer Name:		
Address:		
Telephone number:		
Email:		
Emergency contact information:		
Medical risk assessment required (Y/N):		
<b>General</b>	<b>Date Completed</b>	<b>Comment</b>
Proof of ID		
Interview scheduled with applicant		
Reference(s) Received:		
DBS completed		
Induction details		
<b>Reviewed by:</b>		
<b>Name</b>	<b>Date</b>	<b>Position</b>