Knowledge-rich, skills-led learning for all
Christ at our heart
Serving everyone in our community
Partnership of love, ambition, joy and peace

Volunteer Policy

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Author:	HR & Policy Mgr	Owner:	Executive Director of Governance & Operations
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1. Introduction and aims

We believe that volunteers provide a valuable contribution to our Trust, and that they enrich the Trust community through the breadth of their knowledge and experience.

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

The aim of the Trust volunteer policy is to:

- Encourage the wider community to engage with the Trust, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the Trust'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

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

This isn't an exhaustive list.

The Trust are particularly keen that concerns over job substitution are addressed. Apart from the potential legal risks, the majority of volunteers do not wish to be classified as employees and paid staff should be undertaking the work that they are paid for.

Volunteers may be:

- Directors of the Trust Board
- Governance Committee Members in our schools
- Parents
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTA
- Local clergy or members of the congregation

This is not an exhaustive list.

Trust Directors and Governance Committee Members volunteering at a school (for instance, conducting school monitoring visits or attending meetings), are not covered by this policy. They are covered by our Trust Director/Governance Committee Member code of conduct.

3. How to apply to volunteer

Individuals who wish to become a volunteer at the Trust or in a Trust school either for a one-off event such as a school visit or on a regular basis should approach the Headteacher or Class Teacher in the first instance or a member of the Trust Office team. The Trust's Volunteer Application form can be found at appendix 1.

4. Appointment of volunteers

Intake of new volunteers can take time, and is dependent on the candidate and available spaces within the school.

Safeguarding remains the Trust's priority and recruitment of regular volunteers should follow safer recruitment guidelines. The Trust Child Protection & Safeguarding Policy provides further details on requirements for volunteers.

When recruiting volunteers, the school should consult with the Trust office and its own Governance Committee as well as considering the following;

- What is the function of volunteers and what tasks are volunteers suited to?
- What skills and experience would the school like volunteers to bring?

- How will the school go about finding volunteers?
- What will the selection process involve?

Volunteers should complete the application form at appendix 1. There is a separate process in place for the recruitment of Trust Directors and Governance Committee Members, please contact the Trust Company Secretary governance@kcsp.org.uk

'Interviews' for volunteers should not be overly formal as people are offering a gift of time, not seeking paid employment. The purpose of any discussion with a potential application should be to understand more about the individual and give time for questions

Once you have decided that the applicant has the necessary attributes for the volunteer role, a start date and any necessary induction time should be allocated

Volunteer references

References for regular volunteers should be sought, depending on the volunteer role. Either a simple letter from two referees or a telephone call with two referees should be suitable to confirm the applicant's suitability and capacity to work within the school.

Refusing volunteers

If the school or Trust decides that an applicant is not suitable for the volunteer role available, they should explain to the applicant the reasons that they will not be accepted as a volunteer.

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

The Headteacher or Trust Director of Finance & HR reserves the right to terminate a placement at any time.

Ex-members of staffWhere an individual who is an ex-employee of the school wishes to volunteer at the same school, the Headteacher must contact the Trust Office to confirm the suitability and applicability of such an individual.

4.1 Status of volunteers

- Volunteers are not employees of the Trust and are not engaged on a contract of employment or a contract for services. The Trust is not under any obligation to provide a volunteer with work and the volunteer shall be under no obligation to carry out any work. This policy does not represent a legally binding contract between the Trust and a volunteer.
- The volunteering arrangement can be cancelled at any time at the discretion of either party.
- Volunteers shall not be entitled to receive any payment or any other benefits for any voluntary work carried out, including training on any area that is outside the volunteer's remit. (See also volunteer expenses in section 9 of this policy.)
- All volunteer placements are conditional upon the completion of an enhanced DBS check (if appropriate, see section 5) and other appropriate safeguarding checks, and relevant training.
- Enhanced DBS checks for volunteers volunteering in the school through other organisations will be conducted by the relevant organisation, if needed. The school will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start volunteering at the school.

5. Safeguarding

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

To ensure we're upholding our responsibility to keep our pupils safe, the Headteacher will ensure that:

- To ensure we're upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks with a barred list check on volunteers who are carrying out regulated activity, e.g.:
    - Regularly (for more than 3 days in a 30-day period) support pupils 1-on-1 unsupervised
    - Regularly (for more than 3 days in a 30-day period) support groups of pupils unsupervised
    - Provide personal care on a one-off basis
    - 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 activity the volunteer will be involved in
- Conduct a risk assessment to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. All risk assessments will be reviewed as required and in the event of a change to the role carried out by the volunteer. The risk assessment will be recorded on the single central record and kept in accordance with GDPR regulations and the school's retention policy. The risk assessment will consider:
    - The nature of the voluntary activity they will be doing, including level of supervision
    - What we know about them
    - References from employers or other voluntary roles
    - Whether the role is eligible for a DBS check, and if so the level of check required (NB those in regulated activity will always require an enhanced DBS check along with a barred list check)
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils

The Headteacher will determine whether a volunteer is considered to be supervised. Where an individual is supervised, to help determine the appropriate level of supervision, we will have regard to Keeping Children Safe in Education (KCSIE) and statutory guidance issued by the Secretary of State (reproduced in KCSIE, Annex E). For a person to be considered supervised, the supervision must be:

- By a person who is in regulated activity relating to children
- Regular and day-to-day, and
- Reasonable in all the circumstances to ensure the protection of children

We legally cannot 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.

- safeguarding training is provided 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
- Volunteers agree and adhere to the Trust Code of Conduct and read, and adhere to, Trust policies including:
    - Child Protection & Safeguarding
    - Use of mobile phones
    - ICT and internet acceptable use
    - Online safety
    - Behaviour
- Volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils
- Regular volunteers are added to the Single Central Record of the school.

Further guidance regarding safer recruitment checks can be found in the Trust's Safer Recruitment and Single Central Record procedure document.

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 have 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 shouldn't discuss them with pupils or parents.

This doesn't prevent volunteers from adhering to the Trust's child protection & safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our child protection and safeguarding policy, and inform the designated safeguarding lead.

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

8. Conduct of volunteers

Volunteers must comply with the Trust Code of Conduct.

Directors and Governance Committee Members are required to abide by the Governance Committee Member Code of Conduct or Director Code of Conduct.

All volunteers should sign a volunteer agreement (see appendix 2).

9. Insurance

The Trust provides a range of insurances for its schools via the RPA agreement. For volunteers, they will be covered by:

- **Public liability or employers' liability insurance** – this provides cover for the Trust if a volunteer is harmed due to negligence.
- **Public liability insurance** – this covers the Trust and the volunteer if a third-party is injured through the volunteer's actions.

10. Data protection and record keeping

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

We will retain records relating to volunteers in line with the Trust's records management policy.

Appendix 1: volunteer application form

Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

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 one 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

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

Disclosure and Barring Service (DBS) information
The 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.

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?
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)
Do you have any relevant qualifications?

Preferences	
What [age group/department/etc] would you prefer to work with?	
Would you prefer to work one-on-one or with a small group?	

References	
Your placement as a volunteer may be subject to satisfactory references. Please give the details of two referees who can comment on your suitability (e.g. employers, colleagues, teachers, 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: Volunteer Agreement

Dear

Thank you for offering your services as a volunteer at St Bartholomew's Catholic Primary School.

Your offer of assistance is greatly appreciated, and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement sheet and return it to the school. You will receive a copy for your records.

- I will follow the Trust's Safeguarding and Child Protection Policy at all times;
- I have received a copy of the Trust's Volunteer Policy;
- I agree to support the aims of the Trust and the academy;
- I will follow the Trust Code of Conduct;
- I am aware of the school's health and safety procedures;
- I agree to treat information obtained from being a Volunteer within the school/the Trust as strictly confidential.
- I understand that an enhanced Disclosure and Barring Service (DBS) check will be undertaken where required
- I have been made aware of my role as a volunteer and of my designated supervisor / point of contact.

Please sign and date below:

X _____

Volunteer name (please print)

X _____ X _____

Volunteer signature Date