

# Fylde Coast Academy Trust



## FCAT Volunteer Policy V3 2020-2022

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|---|---|
| Policy Version & Issue Date                       | Version 1 First Version – March 2016<br>Version 2 March 23 <sup>rd</sup> 2018 |
| Policy Version / Issue Date                       | Version 3 March 16 <sup>th</sup> 2020   |
| Electronic copies of this plan are available from | FCAT CENTRAL Academy / group / shared drive                                   |
| Hard copies of this plan are available from       | FCAT CENTRAL  |
| Date of next review                               | March 2022 / As Required  |
| Person responsible for Policy / review            | Gary Fletcher   |

## Statement of Intent

Volunteers within our Academies bring with them a wide range of skills and experience that can enhance the learning opportunities of our young people. We welcome and encourage volunteers from the local community.

### Introduction

Although not an exhaustive list, our volunteers could include:

- Governors
- Trustees
- Parents of students
- Ex-students
- Ex-staff
- Students (over the age of 18) on enrichment placement
- Local residents
- Friends of the Academy

The types of activities our volunteers may be involved in include:

- Working with small groups of students
- Undertaking art and craft activities
- Undertaking sports activities, including coaching
- Leading or supporting extra-curricular enrichment activities
- Assisting with after Academy activities
- Supporting CEIAG activities and events
- Accompanying Academy visits

Some of the benefits of volunteering include:

- Building confidence and self-esteem.
- Being part of the community and part of a team of like-minded individuals.
- Learning new skills and facing new challenges.
- The experience gained from volunteering is useful if seeking employment – it looks impressive to a potential employer and shows you are motivated.
- Making new friends – mixing with a variety of people all with a common goal in mind.
- Sharing your skills, knowledge and leisure time with others in your local community.

### **Becoming a Volunteer.**

Anyone wishing to become a volunteer, either for a one-off event or on a more regular basis, should contact the Head teacher's PA in the first instance. Prospective volunteers will then be invited to have an informal chat about the voluntary opportunities available and what each role involves. All our Volunteers will need to have Enhanced DBS/CRB clearance and be able to provide the details of two referees.

If it is possible for the academy to accommodate the volunteer, a meeting with the Headteacher/Nominated Deputy will be arranged prior to the start of the programme and the Academy will facilitate the Volunteer's application for an Enhanced DBS/CRB certificate, if they do not already have one.

Volunteers will be asked to complete and sign a Volunteer Information sheet (Appendix 1) before starting to help in academy with their contact details, referees, type of activities they would like to help with and the times they are available to help.

(This agreement is not intended to be a legally binding contract and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future).

### **Confidentiality**

All Volunteers in an academy are bound by a code of confidentiality. Any concerns that Volunteers have about the children they work with or come into contact with should be voiced with a member of staff and not with any person outside of the academy. Comments regarding children, their behaviour or learning can be highly sensitive.

Volunteers who are concerned about anything another adult in the academy says or does should raise the matter with the Headteacher or nominated deputy.

### **Supervision**

All Volunteers work under the supervision of a member of academy staff. The staff member will retain responsibility for the students at all times including their behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the member of staff as to how an activity is carried out and what the expected outcome is. Volunteers are encouraged to seek further advice from the staff member in the event of any problems regarding the students or the activity.

### **Health and Safety**

The academy has a Health and Safety policy and this is made available on request to Volunteers working in the Academy.

Line Managers of Faculty or other areas within which a volunteer is working and all staff members should ensure that volunteers are clear about emergency procedures, such as fire alarm evacuations and about any safety aspects associated with particular tasks.

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to a staff member.

### **Child Protection**

The welfare of our students is paramount. To ensure the safety of our students we adopt the following procedures:

- All volunteers are given a copy of the Volunteer policy and are asked to sign a Volunteer Information sheet (Appendix 1)

To ensure the safety of our students at all time, all of our Volunteers must have been cleared by the Disclosure and Barring Service (DBS) prior to the commencement of the voluntary arrangement.

An enhanced certificate is issued by the DBS to the individual for them to produce in the academy. (Details of how to apply for this will be provided by the academy).

All volunteers are asked to provide the details of two referees who are able to give character references. We cannot accept references from friends or family members. Once a clear DBS is secured, an Induction meeting will be arranged (see below)

### **Complaints Procedure**

Any complaints made about a Volunteer will be referred to the Headteacher (or nominated Deputy) for investigation.

Any complaints by a Volunteer will be referred to the Headteacher (or nominated Deputy).

The Headteacher reserves the right to take the following action:

- To speak with a Volunteer about any concerns or complaints regarding the Volunteer.
- To offer an alternative placement for the Volunteer.
- To inform the Volunteer that the Academy no longer wishes to deploy them.

**Volunteer Information Sheet** (Appendix 1)

Thank you for offering your services within FCAT. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

|                                       |  |
|---------------------------------------|--|
| Name of Volunteer                     |  |
| Date of Birth                         |  |
| Home Address                          |  |
| Telephone number                      |  |
| What area/s would you like help with? |  |
| Referee 1                             |  |
| Referee 2                             |  |

**I confirm that:**

- I have received a copy of the FCAT Volunteer Policy. I have read it and understand it.
- I agree to undergo an Enhanced DBS check and provide two character references.
- I have participated in an induction meeting
- I agree to treat all information I learn from being a Volunteer in Academy as confidential.
- I understand that this Volunteer placement may be cancelled at any time by either party.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name in Capitals: \_\_\_\_\_

## Volunteer Induction

|                  |            |
|------------------|------------|
| Name:            | Start date |
| Name of Academy: |            |

| Activity  | Date | Inductor<br>Signature/ Comments | Volunteer<br>Signature/ Comments |
|---|------|---------------------------------|----------------------------------|
| Tour of premises                                    |      |                                 |                                  |
| Fire exits/ extinguishers<br>Fire / Evacuation Plan |      |                                 |                                  |
| Health and Safety                                   |      |                                 |                                  |
| Safeguarding Children                               |      |                                 |                                  |
| Security Policy                                     |      |                                 |                                  |
| Confidentiality                                     |      |                                 |                                  |
| First Aid   |      |                                 |                                  |
| Absence Policy                                      |      |                                 |                                  |
| Dress code and<br>Conduct                           |      |                                 |                                  |

|  |  |  |  |
|--|--|--|--|
| <b>Health and Safety<br/>Risk Assessment<br/>Lifting and Handling<br/>Food Hygiene</b> |  |  |  |
| <b>Equality Policy (FCAT)</b>  |  |  |  |
| <b>Smoking/ Drugs and<br/>Alcohol</b>  |  |  |  |
| <b>Illness<br/>Accident</b>  |  |  |  |
| <b>Security</b>  |  |  |  |
| <b>Welfare / Meals snacks</b>  |  |  |  |



|                            |  |  |
|----------------------------|--|--|
| <b>Date:</b><br>March 2020 | <b>Policy/Activity:</b><br><b>Volunteer Policy</b> | <b>Assessor:</b><br><b>Gary Fletcher</b> |
|----------------------------|--|--|

| Number | Protected Characteristics  | Any Concerns Arising? | Details of Concerns       | Recommendations   |
|--------|--|-----------------------|---------------------------|---|
| 1      | <b>Disability</b>  | ✓                     | Information accessibility | Make a range of accessibility tools available e.g. 'text to audio', large text, etc. as needed. |
|        | Example: physical disabilities, learning difficulties or medical needs | ✓                     | Accessibility             | Keep accessibility arrangements under review  |
| 2      | <b>Gender</b>  | ✓                     |                           | FCAT Gender Policy  |
|        | Females/Males  |                       |                           |   |
| 3      | <b>Sexual Orientation</b>  |                       |                           |   |
|        | Example: Gay, Lesbian  |                       |                           |   |
| 4      | <b>Gender Reassignment</b>   |                       |                           |   |
|        | Gender Reassignment  |                       |                           |   |
| 5      | <b>Race/Ethnic Group</b>   |                       |                           |   |
|        | Example: Black, Asian, Chinese, etc.                                   |                       |                           |   |
| 6      | <b>Pregnancy/Maternity</b>   |                       |                           |   |
|        | Pregnancy or maternity/paternity                                       |                       |                           |   |
| 7      | <b>Marriage/Civil Partnership</b>                                      |                       |                           |   |
|        | Marriage/Civil Partnership   |                       |                           |   |
| 8      | <b>Religion or Beliefs</b>   |                       |                           |   |
|        | Example: Jewish, Muslim, Christian etc.                                |                       |                           |   |
| 9      | <b>Age</b>   |                       |                           |   |
|        | Age  |                       |                           |   |

(Blank)