



# Volunteer Policy

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**Policy Reviewed and Adopted by**  
**Governing Board: 14th March 2022**

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**Responsible Officer: Business Manager: R Foxton**



## Introduction

Hawes Side Academy is committed to ensuring that every child should have access to a broad, balanced, relevant and differentiated curriculum. This should take account of their individual strengths and needs and should allow each child to fulfil their potential.

## Purpose of this policy

We recognise that our community have a range of skills and experience that can significantly enhance the learning experience and opportunities of our pupils and we welcome, encourage and will provide development opportunities for volunteers who are willing to support this.

We also that we have a duty to ensure that the welfare of pupils is promoted, and that they are safeguarded from harm.

This policy sets out the practices and procedures which will be followed when appointing, managing and supervising volunteers, as well as a code of conduct which all volunteers are required to comply with.

## Linked Documentation

The Volunteer policy is part of the academy safeguarding systems.

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- The Childcare Act 2006
- The General Data Protection Regulation (GDPR)
- The Data Protection Act 2018
- [Updated] DfE (2020) 'Keeping children safe in education'
- DfE (2018) 'Disqualification under the Childcare Act 2006'

This policy should be read in conjunction with the

- Child Protection and Safeguarding Policy
- Equal Opportunities Policy
- Health and Safety Policy
- Fire Safety Policy
- Behaviour Policy
- Whistleblowing Policy
- Disciplinary Policy and Procedure
- Complaints Policy
- Online Safety Policy
- Data Protection Policy
- Social Media Policy
- Acceptable Use Policy
- Staff code of conduct

Volunteers will also be expected to follow any relevant Risk Assessments in relation to individuals, activities of school processes.

## Roles and Responsibilities

It is the responsibility of all users of the academy to comply with the academy Volunteer policy and related procedures.

### Principal

The Principal has overall responsibility for safeguarding in the academy and ensuring this policy is maintained and



followed.

## **Employees with specific delegated responsibilities i.e. Designated Officers for Safeguarding Children; Volunteer coordinator**

### **Designated Officers for Safeguarding Children**

Designated Officers for Safeguarding Children (DOS) are Mrs Julie Fleckney, Mrs Marianne Beckett, Mrs Caroline Boothroyd and Mrs Angie Jones (Breakfast and After School Club only)

### **Volunteer Coordinator**

The Volunteer Coordinator will:

- Maintain an appropriate register of volunteers in liaison with the academy office
- Ensure all appropriate paperwork is in place
- Coordinate the volunteer timetable with academy staff
- Provide an induction to the academy including Emergency routines.
- Act as the main point of communication for all of our volunteers.

### **Other Academy Staff**

All volunteers in class work under the supervision of academy staff to which they are assigned. Academy staff retain responsibility for academy pupils at all times.

Volunteers should be provided with clear guidance from academy staff as to how activities are carried out and the expected outcome. Volunteers should seek further advice/guidance from academy staff in the event of any query/problem regarding children's understanding of a task or their behaviour.

Academy staff have a responsibility to support volunteers with health and safety related routines, and particularly emergency routines.

## **Definitions**

For the purpose of this policy, a volunteer will be engaging in "regulated activity" if they work unsupervised when teaching or looking after pupils regularly or provide pastoral care on a one-off basis.

## **Related Procedures**

As an academy we welcome and encourage volunteers from all of our community e.g.:

- Members of the Governing board
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students
- Local residents
- Friends of the academy.

The types of activities that volunteers are ordinarily engaged in include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Accompanying trips and visits
- Sharing their skills/knowledge by talking to the class

### **Becoming a Volunteer**

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis, e.g. hearing children read, should contact the academy office in the first instance.



All academy volunteers are required to complete a *Volunteer Information Sheet* (Appendix 1) which includes

1. Contact details
2. Activities of interest
3. Availability i.e. Dates and times

Upon receipt of interest the Volunteer coordinator will contact the potential volunteer for a discussion.

The academy may not accept volunteer placements where there is a conflict of interest. The academy may however, be able to support in obtaining an alternative placement if this is the case.

Before beginning the placement, volunteers are required to complete the *Volunteer Agreement* (Appendix 2), which will request further personal information, evidence for DBS, official evidence of academic course being taken if the request to volunteer is to support this, and sets out the expectations of volunteers and asks volunteers to confirm they have received a copy of this policy. Depending upon the placement the volunteer will also be required to sign the academy Acceptable Use policy and Privacy Notice.

All regular volunteers will be subject to DBS clearance. Ad hoc volunteers without a DBS clearance will be chaperoned at all times whilst in the academy.

### **Safeguarding/Child Protection**

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

- All volunteers are given a copy of this Volunteer Policy and asked to sign a *Volunteer Agreement* (Appendix 2)
- Volunteers will be made aware of our Safeguarding/Child Protection policy
- Volunteers will be made aware of our Designated Officers for Safeguarding Children (DOS) i.e. Mrs Julie Fleckney, Mrs Marianne Beckett, Mrs Caroline Boothroyd and Mrs Angie Jones (Breakfast and After School Club only)
- To ensure the safety of our pupils at all times, volunteers are subject to DBS Clearance (this may be at a charge if the request to volunteer is to obtain a qualification). Where a volunteer is engaged in a 'one off' activity e.g. sharing their skills/knowledge by talking to the class, no formal checks are carried out although a visitor agreement may be required. These volunteers will also be supervised at all times (see below).
- All volunteers are required to be identified and located at all times. For this reason, the following process will be adhered to:
  - Volunteers will sign in and out of the building at the academy office
  - Volunteers will wear a visitor's badge at all times
  - The Principal will be made aware of where the volunteer is working
- All volunteers will remain alert to and, when it comes to their attention, report to the LA the potential need for early help for a pupil who:
  - Is disabled and has specific additional needs.
  - Has SEND.
  - Is a young carer.
  - Is showing signs of being drawn into anti-social or criminal behaviour, including gang involvement.
  - Is frequently missing or goes missing from care or home.
  - Is at risk of modern slavery, trafficking or exploitation.
  - Is at risk of being radicalised or exploited.
  - Is in a family circumstance presenting challenges, such as drug and alcohol misuse.
  - Is misusing drugs or alcohol themselves.
  - Has returned home to their family from care.

Allegations of abuse made against volunteers will be dealt with in accordance with the Child Protection Policy.



### **Disqualification under the Childcare Act**

Any individual who is classified as being disqualified under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 and section 25 of the Childcare Act 2006, is unable to provide any means of childcare provision.

Any volunteer who is directly concerned with the management of childcare provision, or who works with children on a regular basis, whether supervised or not, is covered by these regulations and may be disqualified.

An individual will be classed as disqualified if:

- They have been reported on the DBS Children's Barred List.
- They have been noted as committing certain violent and/or sexual offences against children and/or adults.
- They have been refused any provision relating to childcare, or have been prohibited from private fostering.
- They have received certain orders in relation to the care of children.

The academy will not employ any volunteer who is classified as being disqualified under the above regulations.

When gathering information to make decisions, the academy will ensure that they act proportionately in order to minimise any intrusion into an individual's private life. The GDPR does not prevent an employer from asking questions relating to the suitability of the individual employed on safeguarding grounds.

### **Supervision**

If a volunteer is required to be supervised when undertaking an activity, who would otherwise be in regulated activity if not supervised, the academy will ensure that:

- There is supervision by an individual who is in regulated activity.
- The supervision is regular and day-to-day.
- The supervision is reasonable in all the circumstances to ensure the protection of the pupils.

When determining what supervision is reasonable so that the volunteer would not be in regulated activity, the school will take the following factors into consideration:

- The ages of the pupils, including whether there is a large gap in their ages
- The number of pupils that the volunteer is working with
- Whether or not there are other staff members present during the activity
- The nature of the volunteer's work and the opportunity for contact with pupils
- How vulnerable the pupils are
- How many volunteers would be supervised by each member of supervising staff

### **Absence**

Volunteers are required to inform the school office by 8:00am on the day they were due to attend if they are unable to attend at the agreed time.

Failure to inform the academy on more than three instances may result in the volunteer being unable to attend the academy on any further occasions.

If a volunteer is called away in the event of an emergency while volunteering, they will inform the class teacher or volunteer co-ordinator, and will sign out of the building before leaving the premises.

### **Confidentiality**

Volunteers in the academy are bound by a code of confidentiality. Under this code, it is essential that volunteers never discuss or share with any unauthorised person (inside or outside of the academy) any personal or confidential information about any child(ren) or any academy matters of which they become aware of during their volunteer activities, the sharing of data is protected under the Data Protection Act 2018.



There may be instances where a volunteer is required to pass information to a member of staff, such as if they notice a pupil being bullied or subjected to harm or a safeguarding issue is raised. If volunteers are ever unsure about what information they may share and with whom, they should ask the Volunteer Coordinator.

Any concerns regarding a breach of confidentiality may result in termination of the placement.

### **Health and Safety**

The academy has a Health and Safety Policy and this is made available on request to volunteers working in the academy. It is the responsibility of the Volunteer Coordinator and academy staff to ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using equipment/accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class teacher/Phase Leader/ Academy Office.

### **Internet use**

All volunteers will be required to behave in an ethical and respectful manner with regards to email and internet use, and will be expected to follow the processes outlined in the following academy policies:

- Online Safety Policy
- Data Protection Policy
- Social Media Policy
- Acceptable Use Policy

Volunteers will have restricted access to the school network and will be instructed on ensuring appropriate use.

No volunteers are permitted to make contact with pupils via social media or email, or arrange to meet pupils outside of the academy.

### **Equality**

The academy has an Equalities Policy and this is made available on request to volunteers working in the academy.

### **Complaints**

Any complaint will be dealt with in line with the academy complaints policy.

In cases where a complaint is made about a volunteer the Principal reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again;
- Offer an alternative placement for a volunteer, e.g.: helping with another activity or in another class;
- Inform the volunteer that the academy no longer wishes to use them
- The full Complaints Procedure is available from the Principal.

## **Monitoring and Review**

This policy will be quality assured by the governing body and reviewed by the Principal every two years, or earlier if considered necessary.

## **Appendices**



## Appendix 1



### VOLUNTEER INFORMATION SHEET - FOR NEW VOLUNTEERS

|  |  |
|--|--|
| Name<br>(please include other names known by,<br>including maiden names)   |  |
| Contact details<br>Tel/ Email  |  |
| Dates/Times available to volunteer   |  |
| What skills can you bring/ which areas<br>would you like to help with in academy?  |  |
| Are there any particular age<br>groups/classes you would like to work<br>with?   |  |
| Is this placement part of an academic<br>qualification?<br>If Yes, please provide official evidence of<br>your course membership.<br>Please also note, you will be charged for a<br>DBS certificate. |  |
| Please provide any other relevant<br>information   |  |

**Thank you for taking time to complete this Volunteer Information Sheet. Your offer of help is appreciated and we will be in touch shortly.**



## Appendix 2



### Volunteer Agreement

Thank you for offering your services as a volunteer at Hawes Side Academy. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement and hand it in at academy. You will receive a copy of it for your records.

- I have received a copy of the Volunteer policy
- I am aware of the academy Safeguarding/Child Protection policy
- I have received and signed the academy Acceptable use policy (where applicable)
- I have received and signed the academy Privacy Notice (where applicable)
- I have been advised where to access other required policies
- I know who the designated safeguarding member of staff is in the academy
- I agree to treat information I learn from being a volunteer in academy as confidential
- I understand that I am required to undergo a DBS check to advise the academy of my suitability as a volunteer.
- I understand that I am required to provide official evidence of any course membership related to the placement

Signed .....

Name.....

Date.....



## DATA COLLECTION FORM: GOVERNOR/VOLUNTEER



| Personal details   |            |                    |            |
|--|------------|--------------------|------------|
| Title  |            |                    |            |
| Surname  |            | Forename(s)        |            |
| Previous Surname<br>(please provide the date changed)  |            | Middle Name        |            |
| Address details (please provide a 5 year history)  |            |                    |            |
| Current Address  |            | Previous Address 1 |            |
|  | Post Code: |                    | Post Code: |
| Address Start date   |            | Address Start date |            |
|  |            | Address End date   |            |
| Previous Address 2   |            | Previous Address 3 |            |
|  | Post Code: |                    | Post Code: |
| Address Start date   |            | Address Start date |            |
| Address End date   |            | Address End date   |            |
| Contact details  |            |                    |            |
| Home telephone   |            | Email              |            |
| Mobile telephone   |            |                    |            |
| Next of kin details  |            |                    |            |
| Title  |            |                    |            |
| Surname  |            | Forename(s)        |            |
| Previous Surname   |            | Middle Name        |            |
| Home telephone   |            | Email              |            |
| Mobile telephone   |            |                    |            |
| Medical Needs  |            |                    |            |
| Do you have any disabilities/other medical needs we need to take into account when working as a volunteer in school? (please give details)   |            |                    |            |
| Transport details  |            |                    |            |
| Car Make   |            | Model              |            |
| Registration   |            | Colour             |            |
|  |            |                    |            |
| Declaration  |            |                    |            |
| The data collected in this form will be managed in line with GDPR and the HSA Governor/Visitor privacy Notice. Please sign below to acknowledge this and to confirm that the data is correct at the date stated to the best of your knowledge. |            |                    |            |
| Signed   |            | Date               |            |
| For office use only  |            |                    |            |
| Form received  |            | Form checked       |            |
| Signed   |            | Date               |            |