

Three Counties Academy Trust



# Volunteer Policy

## #G11

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## **Statement of intent**

At Three Counties Academy Trust, we recognise and value the effort taken by volunteers who contribute towards our Trust and schools.

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.

## 1. Legal framework

This policy has due regard to all relevant legislation and 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
- UK General Data Protection Regulation (GDPR)
- The Data Protection Act 2018
- DfE (2022) 'Keeping children safe in education 2022'
- DfE (2018) 'Disqualification under the Childcare Act 2006'

This policy operates in conjunction with the following Trust and school policies:

- Child Protection and Safeguarding Policy
- Allegations of Abuse Against Staff Policy
- Low-level Safeguarding Concerns Policy
- Complaints Policy and Procedures
- Safer Recruitment Policy
- Data Protection Policy
- Staff Code of Conduct

## 2. Definitions

The following definitions apply for the purposes of this policy. For the purposes of this policy:

**“Volunteers”** are individuals who engage in an activity which involves spending time, unpaid (except for travel and other approved expenses), doing something which aims to benefit some third party, i.e., the school, and not a close relative.

**“Occasional volunteers”** are individuals who only accompany staff and pupils on one-off trips that do not involve overnight stays, or who volunteer at specific one-off events, such as sports days.

**“Regular volunteers”** are individuals who volunteer at the school:

- Three or more times in a 30-day period
- Once a month or more
- On an overnight stay

A volunteer will be engaging in **“regulated activity”** if they:

- Will be responsible, on a regular basis in school, for teaching, training, instructing, caring for or supervising children
- Will be working on a regular basis in a specified establishment, such as a school, or in connection with the purposes of the establishment, where the work gives opportunity for contact with children
- Engage in intimate or personal care or healthcare or any overnight activity, even if this only happens once

### **3. Recruitment**

Anyone who wishes to become a volunteer at a Three Counties Academy Trust school, either on an occasional or more regular basis, will be required to submit a [Volunteer Application Form](#) to the Trust Finance Office based at Queen Elizabeth High School, Bromyard.

#### **Occasional volunteers**

Occasional volunteers will be appointed at the Head of Schools discretion and will not be required to go through the recruitment process. A written risk assessment will be conducted to determine what checks, if any, are required and must be signed off by the Trust Executive Leader for Safeguarding and Inclusion.

An occasional volunteer will always be supervised by a member of staff unless the appropriate DBS checks have been obtained.

#### **Regular volunteers**

Regular volunteers will always go through the following recruitment process:

- The individual will be asked to have an informal discussion with the relevant Head of School to ensure they are suitable for the role
- The appropriate safer recruitment checks will be undertaken, and the Executive Leader for Safeguarding and Inclusion must be informed
- The individual will be made aware of the roles and responsibilities they will be undertaking
- Two references will be sought

#### **Safeguarding checks**

Under no circumstances will a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

The Trust will conduct a risk assessment led by the Executive Leader for Safeguarding and Inclusion and use its professional judgement to decide what checks are required. The risk assessment will consider:

- The nature of the work with children, especially if it will constitute regulated activity, including the level of supervision
- What the Trust and school knows about the volunteer, including formal or informal information offered by staff, parents, and other volunteers
- Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability
- Whether the role is eligible for a DBS check, and if it is, the level of check required

Details of the risk assessment will be recorded, and any DBS checks applied for will be recorded on the Trust and individual Trust schools Single Central Record.

If a volunteer will be working in regulated activity, an enhanced DBS check with children's barred list information will be required. The Trust will not request barred list information on a volunteer if they are supervised, as they are not considered to be engaged in regulated activity.

For volunteers who are not in regulated activity, but who have the opportunity to come into contact with pupils on a regular basis, it is at the discretion of the Trust as advised by the Executive Leader for Safeguarding and Inclusion to decide whether or not a DBS check is required.

Volunteers will not be re-checked if they have already had a DBS check; however, the Trust will consider obtaining a new DBS check, at the level appropriate to the role if there are concerns about a volunteer.

All checks will be conducted in line with the Trusts Safer Recruitment Policy.

## **4. Supervision**

If a volunteer is required to be supervised when undertaking an activity, who would otherwise be in regulated activity if not supervised, the Trust and individual Trust school 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 Trust 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

## **5. Induction**

Volunteers will be required to read and agree to the Volunteer Code of Conduct and Staff Code of Conduct before starting their role at a Three Counties Academy Trust school.

All volunteers will be required to make themselves familiar with Trust and school procedures as part of their induction, including the following:

- Child Protection and Safeguarding Policy
- Allegations of Abuse Against Staff Policy
- Low-level Safeguarding Concerns Policy
- Staff Equality, Equity, Diversity, and Inclusion Policy
- Health and Safety Policy
- Fire Safety Policy
- Behaviour Policy
- Anti-bullying Policy
- Whistleblowing Policy
- Disciplinary Policy and Procedure

- Complaints Policy and Procedures
- Allegations of Abuse Against Staff Policy
- Online Safety Policy
- Data Protection Policy
- Data and Cyber-Security Breach Prevention and Management Plan
- Social Media Policy
- Staff ICT and Electronic Devices Policy
- Staff Confidentiality Policy
- Photography and Images Policy

Volunteers will be directed to or provided with access to the above documents upon their induction.

Volunteers will be required to read Part 1 of 'Keeping children safe in education' as part of their induction.

All volunteers will be provided with a point of contact within the individual Trust school who they can go to if they have any questions or issues they need to discuss.

## **6. Safeguarding**

Volunteers will be provided with safeguarding information as determined by the Governing Board and the Executive Leader for Safeguarding and Inclusion, using a proportionate, risk-based approach.

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

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 school Reception
- Volunteers will wear a visitor's badge at all times
- The Head of School will be made aware of where the volunteer is working

Volunteers will be made aware that they must report any safeguarding concerns in line with the Trusts Child Protection and Safeguarding Policy. The identity of the Executive Leader for Safeguarding and Inclusion who acts as the Trust DSL and any individual school deputies will be made known to all volunteers.

Any safeguarding concerns or allegations raised regarding a volunteer will be dealt with in line with the Low-level Safeguarding Concerns Policy and/or the Allegations of Abuse Against Staff Policy.

## **7. Health and safety**

Volunteers will be required to read the Health and Safety Policy prior to undertaking any activity on behalf of the Trust or a Trust school.

Volunteers will ensure that they are familiar with emergency procedures, e.g., evacuation, and of any health and safety procedures relating to the activity they will be undertaking, e.g., whilst in a cookery class.

If a volunteer notices any potential hazard which may put another individual at risk of harm, they will report this immediately to the class teacher or a senior member of staff.

## **8. 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 school on more than three instances may result in the volunteer being unable to attend the school 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 senior leader, and will sign out of the building before leaving the premises.

## **9. Confidentiality**

All volunteers will be required to act in line with the Staff Confidentiality Policy.

Volunteers will not be permitted to discuss any confidential information regarding a pupil or member of staff with any other individual.

Information will be shared with volunteers on a need-to-know basis, and they will not have access to the Trust or school's records unless access is required to fulfil their role.

Any volunteer who breaches the confidentiality rules will be asked to leave the premises and will not be able to return to undertake any further activity.

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. Volunteers will report any concerns to a member of staff and are instructed not to notify the parents.

## **10. Complaints**

Any complaints made in relation to a volunteer will be managed in line with the Trusts Complaints Policy and Procedures.

## **11. Monitoring and review**

This policy will be reviewed in line with the published schedule at the front of this document and at any point material changes require it by the Executive Headteacher, Chief Finance Officer and the Executive Leader for Safeguarding and Inclusion in conjunction with the Governing Board and Heads of School. Any changes made to the policy will be amended by the Executive Headteacher and will be communicated to all members of staff. All staff are required to familiarise themselves with this policy as part of their induction programme.

The next scheduled review date for this policy is 31<sup>st</sup> August 2025.

Signed by:

\_\_\_\_\_ Executive Headteacher Date: \_\_\_\_\_

\_\_\_\_\_ Chair of Trustees Date: \_\_\_\_\_



## **Volunteer code of conduct**

All volunteers are expected to maintain high standards of behaviour and conduct when undertaking any activity at the Trust or a Trust school.

Volunteers will:

- Observe the high standards of behaviour and ethical conduct mandated by the Trust
- Respect other volunteers, members of staff and pupils, and make them feel valued
- Be approachable, pleasant, and positive role models for pupils
- Adhere to all Trust and school policies, including the Child Protection and Safeguarding Policy, Health and Safety Policy, Data Protection Policy, Anti-Bullying Policy, and Conduct for Learning (Behaviour) Policy
- Maintain confidentiality of personal information at all times, unless there is a need to report an issue to a member of staff
- Treat all pupils and members of staff equally
- Report any incident of challenging behaviour to the class teacher or a senior member of staff immediately
- Dress appropriately and behave in a manner which promotes healthy and safe working practices
- Accept and follow directions from the supervisor 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 supervisor
- Make proper use of the resources
- Conduct work in a cooperative manner
- Turn off mobile phones while on Trust premises

Volunteers will not:

- Discipline pupils; 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 pupil
- Take photographs in a Trust school without the prior permission of the Executive Leader for Safeguarding and Inclusion
- Develop 'personal' or sexual relationships with pupils
- Work with pupils when not in the proper physical or emotional state to do so, e.g., under medication which causes drowsiness, or under extreme stress which may impair judgement
- Behave in an illegal, improper, or unsafe manner, e.g., smoking or drinking alcohol
- Share personal contact details with pupils or make personal arrangements to meet pupils outside school
- 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 school into disrepute when representing the Trust within a Trust school
- Give or receive (other than 'token') gifts, unless arranged through the Head of School, e.g., giving an outgrown sports kit, football boots or uniform to a pupil

I, \_\_\_\_\_, have read the code of conduct and agree to abide by the rules outlined in this policy.

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

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

# Three Counties Academy Trust



## Volunteer agreement form

This agreement form must be completed before you undertake any volunteer work at a Three Counties Academy Trust school. In the first section, please write each piece of information in the relevant box on the right. In the second section, please tick each box on the right once you have read the corresponding policy – these policies can be accessed via the Trust and school websites, hard copies can be obtained on request. Please sign and date the first row of the third section.

<b>Name:</b>	
<b>Name of staff member to whom you will report:</b>	
<b>Number of times that you will volunteer in the school:</b>	
<b>Dates that you will volunteer between (to be reviewed after one month):</b>	

**Please tick the appropriate box once you have read and understood the following documents:**

Conduct for Learning (Behaviour) Policy	
Anti-Bullying Policy	
Child Protection and Safeguarding Policy	
Health and Safety Policy	
Staff Equality, Equity, Diversity, and Inclusion Policy	
Data and Cyber-security Breach Prevention and Management Plan	
Data Protection Policy	
Staff ICT and Electronic Devices Policy	
Online Safety Policy	
Social Media Policy	
Fire Safety Policy	
Allegations of Abuse Against Staff Policy	
Low-level Safeguarding Concerns Policy	
Whistleblowing Policy	
Disciplinary Policy and Procedure	
Complaints Procedures Policy	
Staff Confidentiality Policy	
Photography and Images Policy	

**I understand that I am a volunteer and will therefore not receive payment for my duties, other than agreed travel and other out-of-pocket expenses:**

<b>Signature of volunteer:</b>		<b>Date:</b>	
<b>Signature of supervisor:</b>		<b>Date:</b>	

# Three Counties Academy Trust



## Volunteer application form

This application form must be completed before you undertake any volunteer work at a Three Counties Academy Trust school. In the first section, please write each piece of information in the relevant box. In the second section, please circle whether your application is in connection to an educational course and, if so, fill out the table that follows. In the third section, please fill out your availability. Please sign and date the fourth section in the boxes on the right.

**Please give details of why you wish to volunteer and the activities you want to undertake:**

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<b>Name:</b>		<b>Date of birth:</b>	
<b>Postcode:</b>		<b>Telephone:</b>	
<b>Address:</b>			

**Is your application in connection to an educational course? (please circle)**

**Yes/No**

**If you answered 'yes' to the above, please fill out the table below:**

<b>Name of educational school/college/university:</b>		<b>Postcode:</b>	
<b>Address:</b>			
<b>Course details:</b>			
<b>Qualification:</b>		<b>Length of course:</b>	
<b>Link tutor:</b>		<b>Telephone:</b>	

**Please fill out the sections below, providing accurate details of when and how long you are available for:**

**I wish to work on the following school days (please tick):**

- Monday**
- Tuesday**
- Wednesday**
- Thursday**
- Friday**

**I wish to work (please tick):**

- A full day (8:30am – 3:15pm)**
- Mornings**
- Afternoons**

**Please list any other requirements in terms of availability (e.g., specific times):**

**Please provide details of two references whom we may contact to include contact details & your relationship to them**

1.

2.

**If accepted, I understand that I will need to attend an induction meeting and will need to be aware of, and follow, all school policies:**

**Signature of volunteer:**

**Date:**



## Volunteer reference form

<b>Name:</b>	
<b>Name of applicant:</b>	
<b>Relationship to applicant:</b>	
<b>Date:</b>	

Will the volunteer be engaging in Regulated activity, as defined in the DfE's document 'Keeping children safe in education'? (school use only) Circle one:

Yes No

How long have you known the applicant?

How would you describe the general attitude of the applicant?

Does the applicant have any experience working with children? Circle one.

Yes No

If yes, how well does the applicant work with children? Circle one.

Very well    Well    Satisfactorily    Poorly    Very poorly

How effectively can the applicant lead a task?

Do you think the applicant would be willing to undertake an induction or further training? Circle one.

Yes    No

Does the applicant have the right to work in the UK? Circle one.

Yes    No

Did the applicant undertake a Disclosure and Barring Service check, if so, what was the outcome?

Is there any additional information the school should know about the volunteer?

I understand my responsibility to disclose honest and correct information, and the applicant's responsibility to safeguard children. I am aware that I must notify the school of anything that may affect the applicant's suitability to work with children.

I hereby declare that the information I have provided in relation to the volunteer applicant, is accurate.

Date:

Date:

Signed:

Signed TCAT Head of School: