



# Trinity MAT

## Trinity Multi Academy Trust

<b>Policy:</b>	Volunteer Policy
<b>Date of review:</b>	September 2018
<b>Date of next review:</b>	September 2021
<b>Lead professional:</b>	HR Manager
<b>Status:</b>	Non-Statutory

## **1. Purpose of policy and guiding principles**

- 1.1 This policy outlines the process and procedures to be followed when engaging volunteers.
- 1.2 Volunteers offer their services to the trust on an unpaid basis.
- 1.3 The trust recognises that volunteers enhance the learning opportunities to students by contributing a range of skills and experiences to their academic studies. By volunteering for the trust, individuals gain a range of experiences that can be applied to their own personal or professional development.
- 1.4 Where payment is made for work the trust's employment policies apply, this includes recruitment and selection processes.
- 1.5 Where volunteers are Governors some specific statutory guidance and processes outside this policy apply and this will be co-ordinated by the Clerk to the Governors.

## **2. Links with other policies or legislation**

- 2.1. Trinity Multi Academy Trust will treat all volunteers equally and consistently. The trust's equalities policy applies throughout all that we do.
- 2.2. Due to the nature of our organisation the Child Protection & Safeguarding and Health and Safety policies apply. In addition, all volunteers need to comply with the requirements of Keeping Children Safe in Education (2018).
- 2.3. All volunteers are required to read and sign the Volunteers Agreement.

## **3. Consultation**

- 3.1. Volunteers are not covered by the Trade Union negotiation instrument.

## **4. Volunteering opportunities**

- 4.1. Generally each academy will offer volunteering opportunities where volunteers' skills can be matched to student learning needs. This may include mentoring, coaching or supporting students to develop their aspirations and/or career opportunities. In these cases a member of staff will usually source individuals with the required skills.
- 4.2. Each academy may also agree to requests from members of the community to volunteer and enhance their personal skills. This could include ex-students who want work experience opportunities. In these cases requests are made to each academy. The decision as to whether to agree to a request lies with a Curriculum Leader/Team Manager.
- 4.3. In all cases a volunteer should meet with the Curriculum Leader/Team Manager to discuss the volunteering opportunity, what they will be expected to do, the limits of their involvement and details of who will support and/or supervise them.
- 4.4. As well as tasks; times and days when the volunteer reports for duties should be agreed. Volunteers are not permitted to 'drop in'. A specified length of the opportunity should also be agreed.

## **5. Requirements of volunteers**

- 5.1. Volunteers are required to:
  - complete a personal details form (**Appendix 1**)
  - sign in at Reception when reporting for duty and await collection by a member of staff
  - apply for an Enhanced DBS check, if required
  - be prepared to produce photographic ID on request (when applying for a DBS check and signing in for the first time)
  - read, sign and return the Volunteers Agreement (**Appendix 2**)
- 5.2. The academy will:
  - provide a named supervisor/contact
  - provide Child Protection (CP) Level 1 training
  - provide information on fire evacuation and first aid provision
  - provide any specific Health and Safety training required for completing tasks
  - retain personal records on file
  - where a volunteer is not known to an academy, at least one reference will be sought
- 5.3. Each HR contact will maintain a register of volunteers and will update the Single Central Record (SCR) as necessary in each academy.

## **6. Supervision and Disclosure and Barring Service (DBS) checks**

- 6.1. A DBS check is not needed for all volunteers. A DBS check is only needed when a volunteer has unsupervised access to children and young people or volunteers who work in regulated activity.
- 6.2. The flow chart in **Appendix 3** explains whether a DBS check is required. Generally all volunteers who have unsupervised access to students require a DBS check.
- 6.3. The majority of volunteers in each academy do not have unsupervised access to students, as they are supervised by a member of staff or are shadowing members of staff, therefore they will not require a DBS check. However, each academy does reserve the right to request a check on any volunteer.

## **7. Other considerations**

- 7.1. Insurance - each academy's liability insurance extends to volunteers.
- 7.2. Child Protection - all volunteers will receive Child Protection training. All volunteers will be made aware of their responsibility towards promoting the safeguarding and welfare of children and young people.
- 7.3. Code of conduct - all volunteers will receive a copy of the staff code of conduct. This outlines the expectations for all adults working with our students across the trust.
- 7.4. Allegations against staff - volunteers are covered by this policy. An academy will investigate allegations made about volunteers. All elements of this policy apply, including, if necessary, the requirement to refer individuals to the Disclosure and Barring Service.
- 7.5. Confidentiality - all adults working in, and for, an academy in the trust are bound by a code of confidentiality.
- 7.6. IT accounts - volunteers will not be given an IT account or access to IT systems.
- 7.7. ID Badges - an academy's safeguarding and visitors policy applies and volunteers should wear an ID badge at all times. Where volunteers have been DBS checked they will be issued with a visitors badge, showing that they are recorded on the SCR.
- 7.8. Supervision - all volunteers will work under the supervision of a named person. This member of staff retains the responsibility for students (and/or physical resources) at all times. Volunteers should have, and should follow, clear guidance as to the tasks undertaken and what the expected outcome should be. Volunteers should seek advice from this contact. Any issues or concerns should be reported to this person in the first instance.
- 7.9. Health and Safety - each academy has a suite of H&S policies which are available on request. Volunteers should familiarise themselves with the emergency evacuation procedures and first aid provision. Any H&S training for specific tasks should be provided. Volunteers need to

exercise due care and attention and should not undertake tasks that may harm or damage their health. Any risks or hazards should be reported to their named contact.

- 7.10. Lunch/catering arrangements - tea and coffee are available in the staff room, and should not be taken out of the staffroom.
- 7.11. Refusal - each academy reserves the right to refuse, or terminate a volunteering arrangement.

## Appendix 1 – Personal details form



### Volunteer personal details form

Title:	Surname:	Forename:
Home Address:		Email:
		Telephone (Home):
		Telephone (Work):
<p>Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-Overs:          You must declare, whether spent or not, any convictions, cautions or reprimands, warnings or bind-overs which you have ever had and give details of the offences. The fact that you have a criminal record will not necessarily bar you from volunteering at the academy.          Do you have ANY convictions, cautions or reprimands, warnings or bind-overs?</p> <p>Please tick the relevant box:      Yes    <input type="checkbox"/>                      No    <input type="checkbox"/></p> <p>If the answer is “yes”, you must record full details in a separate, sealed envelope marked with your name and ‘Confidential Criminal Record Declaration’ and enclose it with your application. In accordance with statutory requirements, you may be subject to satisfactory DBS check (formerly an Enhanced Disclosure CRB clearance).</p>		
Car Registration:	Emergency contact information:	
	Name:	
	Contact number:	
Please detail below any access arrangements we should be aware of:	Please detail below any medical information we should be aware of:	

Please return this completed form to the HR contact.

### HR Admin purposes

Action	Completed?	Date
Copy ID		
Update SCR		
Arrange CP training		
Issue Code of Conduct and Keeping Children Safe in Education (Part 1)		
Issue GDPR guidance		
H&S – advised of Fire and First Aid procedures		
Update Medical Welfare Officer/First Aider (if required)		
File personal details		

## Appendix 2 – Volunteer agreement



**Name of volunteer:**

Named academy contact:

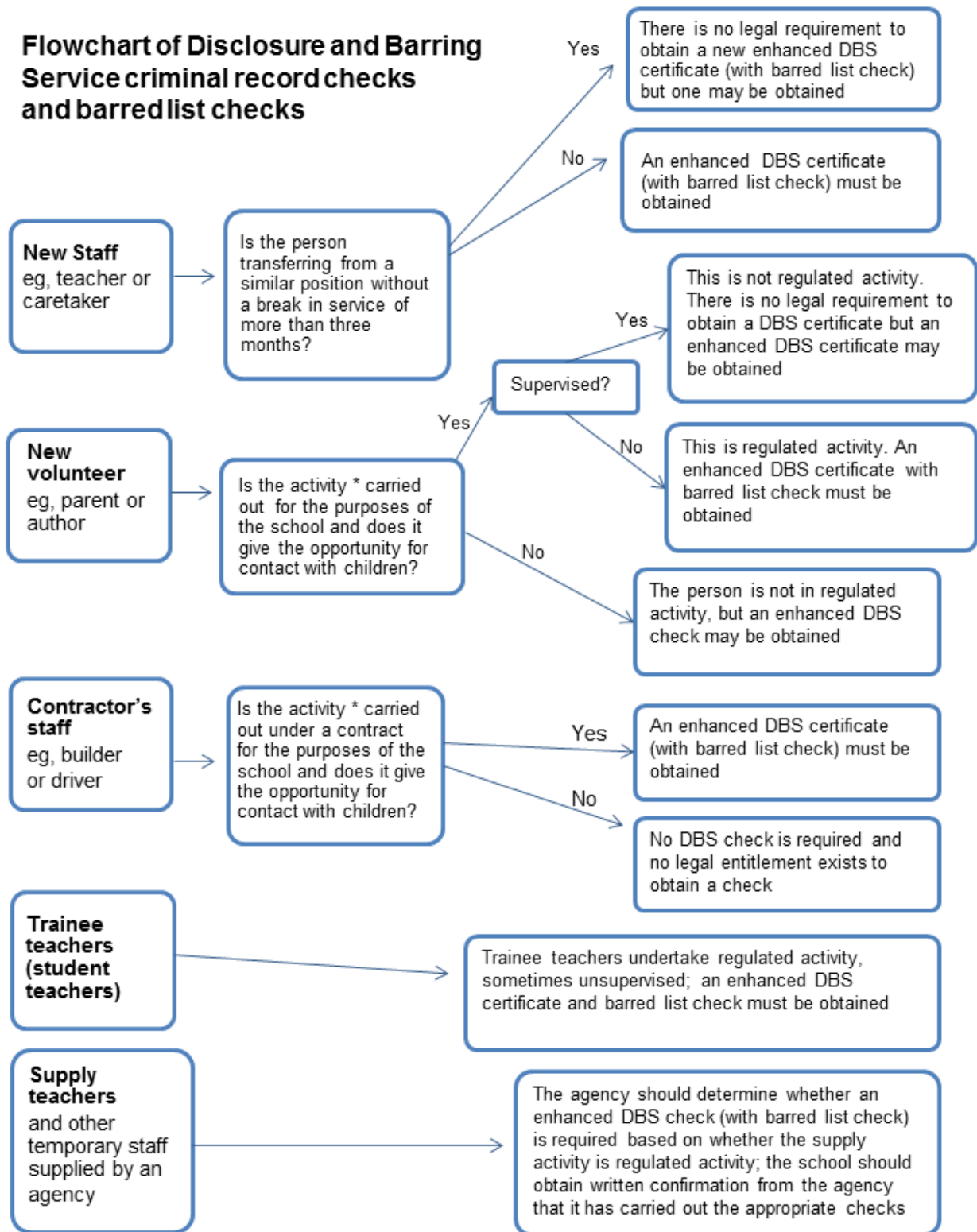
	Please tick
I confirm there is no reason why I should not work with children and young people.	
I confirm that I have read Keeping Children Safe in Education September 2018 (Part 1).	
I confirm that I have read the academy's Code of Conduct for staff and volunteers and will abide by these expectations. (Please be particularly aware of our social media expectations).	
I understand that I need to make myself available to attend basic Child Protection training.	
I confirm that I have read the academy's Fire Evacuation procedures.	
I confirm that I am aware of the academy's First Aid procedures.	
I can confirm that I have read the GDPR guidance.	
I understand that as a volunteer without a DBS Enhanced check I should not have unsupervised contact with students. I understand that I should report this to the Child Protection officer to ensure that I do not put myself in a difficult position.	
I understand that as a volunteer I am required to follow the guidance given to me, and I will seek advice from my named contact in the first instance. I also understand this is the person I should raise any issues or concerns with.	
I will contact the academy if I am unable to attend as expected, and will provide as much notice as possible.	
I understand that I need to exercise due care and attention during my time in the academy and should not undertake tasks that may harm or damage my health. Any risks or hazards should be reported to the contact above.	
I will wear my name badge at all times and will sign in, via the visitor's book on my arrival and departure.	
I understand that as an adult I will be expected to role model behaviour, attitude and profession standards to students at all times.	

Signed:	Date:
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Please return this completed agreement to [the](#) HR contact.

**Appendix 3 – When a DBS check is required**

**Flowchart of Disclosure and Barring Service criminal record checks and barred list checks**



\* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'