

**The Nene Education Trust  
Volunteer Policy  
HR15**

<b>Key Manager</b>	HR Director
<b>Ratified:</b>	November 2018
<b>Review Dates:</b>	Autumn 2021
<b>Location of Policy:</b>	Trust wide
<b>Access to Policy:</b>	Open

Revision History

<b>Revision Date</b>	<b>Description</b>	<b>Sections Affected</b>	<b>Revised By</b>	<b>Approved By</b>
07/11/2018	Annual review	All sections	H R Director	HR Committee 07/11/2018
Autumn 2021				

## **1. Introduction**

The Trustees of the Nene Education Trust recognises that volunteers can enhance and enrich the learning opportunities of students across its academies by contributing a range of skills and experience. The Trust is mindful of deploying volunteers appropriately. Volunteers will not replace paid staff or be given responsibility within the Trust that would normally be associated with paid employees.

We welcome volunteers, including Governors, students on work experience, local residents and others, who wish to work with our students on a regular basis.

All adults who work in our academies, including volunteers, have an absolute duty to promote and safeguard the welfare of our children and young people and to fulfil the expectations detailed below.

## **2. Recruitment Procedure**

The Trust has a clear process for recruiting and vetting potential volunteers. Volunteers are required to complete a Volunteer Application Form, references will be sought and a member of the academy's leadership team will interview all prospective volunteers before approval is granted to volunteer within the

Trust. The interview will include consideration of their suitability to work with children and will include questions on Safeguarding children. Two satisfactory references will be obtained before the volunteer can begin to carry out activities in a Trust academy

### **3. Induction**

Volunteers will be expected to complete an induction and participate in appropriate on job training as required. Volunteers will be made aware of

- the rules governing behaviour at the academy and the key 'dos' and 'don'ts' for children and adults
- expectations with regard to confidentiality and data protection
- access to information related to pupils and/or staff,
- Code of Conduct for all adults
- Keeping Children Safe in Education guidance

#### **• Health & Safety**

The induction training will cover key health and safety aspects. The school has a Health & Safety Policy and this is available on request to volunteers working in the Trust. Line managers/teachers will ensure volunteers are clear about any safety aspects associated with a particular task (e.g. using DT equipment /accompanying students on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the line manager/teacher or site manager.

### **4. DBS and Child Protection**

A Risk Assessment will be completed on all volunteers to determine whether an Enhanced DBS clearance is required. It will take into account expected activities and level of supervision likely. If a DBS application is made, the administration costs incurred will be paid by the Trust.

A DBS check with children's barred list check will be undertaken on all volunteers engaged in 'regulated activity'.

A DBS check without Barred List checks will be undertaken on all volunteers carrying out volunteer work fit that would fit the definition of regulated activity if it was undertaken more frequently.

Volunteers will receive child protection and safeguarding training in the same way as with employees.

### **5. Expectations of volunteers**

- **Confidentiality**

All adults in school, including volunteers, are bound by a code of confidentiality. Any concerns that volunteers may have about individual students should be voiced with the teacher/line manager and NOT with any person outside the Trust. Volunteers who have concerns arising from the behaviour of any adults within the Trust that they do not wish to discuss with their line manager should raise the matter with the academy HR lead.

- **Supervision**

Each volunteer will be designated to a specific member of staff to whom he or she will be directly responsible. Teachers retain responsibility for students at all times. Volunteers should have clear guidance from the line manager/teacher as to what is expected of them which could include how an activity should be carried out / what the expected outcome of an activity is. Volunteers are encouraged to seek further advice / guidance from the line manager/teacher in the event of any query or problem.

Volunteer arrangements are by mutual agreement. Both staff and volunteers should be aware that it could be terminated at any point, without reason or notice. The Principal reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Policy 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
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- **All volunteers will be given a copy of the Volunteer Policy and asked to sign to acknowledge receipt and acceptance of the terms of the policy.**

## **Appendix 1 - Volunteer Agreement**

Thank you for offering your services as a volunteer for the Nene Education Trust. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read, sign and return this Volunteer Agreement before starting as a volunteer.

- I have received a copy of the Trust's Volunteer Policy.
- I have received and read a copy of the Trust Code of Conduct for all Adults.
- I have received and read a copy of the Keeping Children Safe in Education Statutory Guidance (Part 1).
- I have received safeguarding training and understand the academy procedures for raising a concern.
- I agree to support the Trust's aims and ethos and observe its policies.
- I agree to treat information I gain from being a volunteer within the Trust as confidential.
- I understand that you are required to undertake checks that may include a DBS to confirm my suitability as a volunteer.
- I understand that my role is voluntary and end at any point without reason or notice.

**Signed:**

**Date:**

**Signed (HR Lead/line manager):**

**Date:**

## **Appendix 2 – Office use only**

### **Documents and steps to be completed to process a volunteer:**

1. Application form completed and returned
2. Identity check completed
3. Two references applied for and checked
4. Interview arranged and completed
5. Agree role of volunteer
6. Volunteer Risk Assessment completed – decision on whether DBS clearance is required.
7. Start date agreed.
8. Induction training arranged and completed.
9. Volunteer agreement signed and returned.
10. Volunteer entered on SCR.
11. Volunteer filed securely stored.
12. 4 week follow up actioned.

**Completed:** .....

**Date:** .....