

## Volunteer Policy

### 1.0 Introduction and aims

The Consortium Trust believes that volunteers provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience. We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

The aim of the Consortium Trust volunteer policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion.
- Ensure that volunteers support the school's vision and values and adhere to our policies.
- Provide staff, volunteers and parents with clear expectations and guidelines.
- Set a clear, fair process for recruiting and managing volunteers.

This policy has been developed in line with the Department for Education (DfE)'s statutory safeguarding guidance, [Keeping Children Safe in Education \(KCSIE\)](#).

### 2.0 How we use volunteers

**Volunteers may be:**

- Parents,
- Former pupils,
- Students on work experience,
- Local residents,
- Friends of the school/members of the PTA,
- Local clergy or members of the congregation,
- **Consortium Trust volunteers may:**
- Hear children read,
- Accompany school visits,
- Work with individual children,
- Work with small groups of children,
- Support specific curriculum areas, such as ICT or art,

*This is not an exhaustive list.*

*Volunteers can also be Members, Trustees or Locality Committee members. Please see the Consortium Trust Scheme of Delegation and Articles of Association for further information.*

*Members of the Localities Committees or Trust Board working at the school/Trust in their capacity as LC/Trustee (for instance, conducting school monitoring visits or attending meetings), are not covered by this policy. They are covered by the Governor Code of Conduct.*

### 3.0 How to apply to volunteer

**School Volunteers**

- By emailing a named member of staff, or a specific inbox
- Approaching senior leaders, class teachers or heads of department
- Completing an application form ([appendix 1](#))

### 4.0 Appointment of volunteers

**School Volunteers**

- Volunteers are appointed by Academy Head/Senior Leadership Team/Phase Leader
- Appointment and induction of new volunteers can take several weeks and is dependent on the candidate, required checks and available spaces within the school.



- All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training.
- The Academy Head reserves the right to terminate a placement at any time.
- Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation, if needed. The school will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.
- A skills audit or interview may be requested to consider suitability of volunteer for required tasks.

## 5.0 Safeguarding

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we're upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks with a barred list check on volunteers who:
  - Work 1-on-1 with pupils unsupervised.
  - Work with groups of pupils unsupervised.
  - Supervise or accompany groups of pupils on overnight residential visits.
- Conduct a risk assessment to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
  - The nature of the work they will be doing.
  - What we know about them.
  - References from employers or other voluntary roles.
  - Whether the role is eligible for an enhanced DBS check.
- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in.
- Ensure that volunteers without an enhanced DBS check are always supervised and are never left alone with pupils.
- Provide safeguarding training to all volunteers **prior** to them beginning work at the school, including ensuring that they have read and understood Keeping Children Safe in Education (Part 1).
- Require volunteers to agree and adhere to our code of conduct ([appendix 2](#)) and to read, and adhere to, the School's/Trust policies on:
  - Safeguarding
  - Use of mobile phones
  - ICT and internet acceptable use
  - Online safety
  - Behaviour

## 6.0 Induction and training

Volunteers must complete appropriate training prior to beginning work at the school and have completed all of the required checks, statutory reading and signed Code of Conduct.

Training requirements will be determined by the Academy Head or the appropriate member of staff. **All volunteers** must have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing.



## 7.0 Confidentiality

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation.

If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents.

This doesn't prevent volunteers from adhering to the school's/Trust's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our Safeguarding and Child Protection Policy and inform the designated safeguarding lead (DSL).

If concerns are related to whistleblowing, volunteers must follow the guidance in our Whistle-blowing Policy.

## 8.0 Conduct of volunteers

Volunteers must comply with the Code of Conduct set out in [appendix 2](#) of this policy.

## 9.0 Expenses

Any requests or claims for covering expenses for volunteers MUST be agreed in advance. There is no obligation to cover any expenses, but you may wish to claim for things like travel and materials.

Any expense claim by a volunteer must be completed using our expenses claim form in [appendix 4](#).

## 10.0 Insurance

The School's/Trust RPA insurance policy covers volunteers in the event of an accident or emergency.

## 11.0 Data protection and record keeping

The Trust Privacy Notice explains what information we collect about volunteers and why we collect it. We will:

- Retain records relating to volunteers in line with our records retention schedule,
- Remove details of volunteers from the single central record (SCR) once they no longer work/volunteer at our School/Trust

## 12.0 Links to other policies

This volunteering policy is linked to our:

- Safeguarding and Child protection policy and procedures
- Code of Conduct
- Whistle Blowing Policy
- Gifts and Hospitality Policy

## Appendix 1: Volunteer Application Form

Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

### DATA PROTECTION NOTICE

Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:

- You've given us your consent,
- We must process it to comply with our legal obligations.

A copy of the Privacy Notice can be found on the Trust Website

<https://www.consortiumtrust.org/page/?title=Privacy+Notices&pid=191>

### PERSONAL DETAILS

<b>Name:</b>	
<b>Date of birth:</b>	
<b>Gender:</b>	
<b>Telephone number:</b>	
<b>Email address:</b>	
<b>Home address:</b>	

### DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

The School/Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust's Privacy Notice.

<b>Do you have a DBS check? (please circle)</b>	Yes/No
<b>If yes, what type of check do you have? (please circle)</b>	Basic DBS / Standard DBS / Enhanced DBS / Enhanced DBS with barred list information
<b>Date of check:</b>	
<b>Certificate number:</b>	

AVAILABILITY					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
Before school					
After school					
Lunchtimes					
How many hours per week/month can you volunteer?					
Can you commit to at least 1 term?					
Declaration of personal relationships – child or adult					

EXPERIENCE AND QUALIFICATIONS
<p><b>Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.</b></p>          
<p><b>Why would you like to volunteer at INSERT SCHOOL NAME</b></p>          

**EXPERIENCE AND QUALIFICATIONS**

**Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc.)**

**Do you have any relevant qualifications?**

**PREFERENCES**

What [Age group/Class] would you prefer to work with?

Would you prefer to work 1-on-1 or with a small group?

**REFERENCES**

Your placement as a volunteer may be subject to satisfactory references. Please give the details of 2 referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc.).

<b>Name:</b>	<b>Name:</b>
<b>Relationship to you:</b>	<b>Relationship to you:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone number:</b>	<b>Telephone number:</b>
<b>Email address:</b>	<b>Email address:</b>

**DISABILITY AND ACCESSIBILITY**

The School/Trust is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:



## Appendix 2: Code of Conduct for volunteers

By signing this form, volunteers agree to the following:

### 1. School rules and policies

1.1. Volunteers will follow all school rules and policies, including those on:

- Child protection
- ICT and internet acceptable use
- Online safety
- Mobile phones
- Data protection
- Health and safety
- Equality
- Whistleblowing
- Behaviour
- Gifts and Hospitality

1.2. Copies of the school policies are available online at <https://www.consortiumtrust.org/> or from the school office.

### 2. Professional conduct

2.1. Volunteers must accept and follow instructions provided by supervisors and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the school's volunteer coordinator.

2.2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy, or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.

2.3. Volunteers must conduct themselves in a professional manner at all times. This includes:

- Dressing in a way that is professional and appropriate to the work they are doing.
- Refraining from using inappropriate language.
- Setting an example for pupils by acting in a way that reflects the school's ethos and values.
- Behaving in a way that is appropriate for the role they are undertaking.
- Ensuring that comments, including those made on social media, do not bring the school into disrepute.

2.4. Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged at the end of term or as a way of saying "thank you". Details of the Gifts and Hospitality policy can be found on the Trust Website.

2.5. Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.

2.6. Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.

2.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

### 3. Safeguarding

- 3.1. Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.
- 3.2. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL. A list of the DSL is displayed in the School/Trust.
- 3.3. Volunteers should refrain from physical contact with pupils and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.
- 3.4. Volunteers must alert the DSL if a pupil develops an infatuation with them, and must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
  - Exchanging contact information.
  - Making contact with pupils outside of school, including on social media.
  - Arranging to meet pupils outside of school.
- 3.5. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

### 4. Health and safety

- Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.
- Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.
- Volunteers must sign in and sign out at the beginning and end of every visit and must wear a visitor badge at all times.

### 5. Confidentiality

- 5.1. Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the headteacher.

**Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.**

**Signed:**

**Name:**

**Date:**

**Appendix 3: Requesting a volunteer (information for staff)**

If you'd like assistance from a volunteer in your classroom, or for a specific activity or trip, fill out the form below and submit to volunteer coordinator.

**Volunteer Request Form**

ACTIVITY DETAILS	
<b>Year group/class</b>	
<b>Activity details</b>	
<b>Date(s) and time(s)</b>	
<b>Is this activity ... (circle one)</b>	One-off? Daily? Weekly? Other? If other, please explain:
<b>Will there be any costs for the volunteer (such as entry fees to museums, materials, or travel)?</b>	
Volunteer details	
<b>How many volunteers do you need?</b>	
<b>Do you need your volunteers to have any specific skills or experience?</b>	

**Submitted by:**

**Appendix 4: Volunteer Expenses Request Form**

Any requests or claims for covering expenses for volunteers MUST be agreed in advance. There is no obligation to cover any expenses, but you may wish to claim for things like travel and materials. Record any out-of-pocket expenses on this form.

Submit your form promptly to the volunteer coordinator or to the school office. Please attach your receipts to this form. We can't reimburse expenses without them.

**Name:**

DATE	TYPE OF EXPENSE	AMOUNT

**Signature:**

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**For school use only:**

Authorised by:

Date:

## Document Control

### Changes History

Version	Date	Amended By	Details of Change
V1	2/5/2023	Liz Frere-Smith, HoS People	New Policy
V2	16/07/2024	Liz Frere-Smith Hos People	Amended new policy to correct references to Trustees and Members

### Approval

Name	Job Title	Signed	Date
Andrew Aalders-Dunthorne	CEO	Electronic signature	25.05.2023
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	25.05.2023
Andrew Aalders-Dunthorne	CEO	Electronic signature	09.09.2024
Lisa Jones	Director of Finance & Resources	Electronic signature	09.09.2024

This policy will be reviewed every 3 years by Head of Service for People or as required by changes in legislation.

At every review, this policy will be approved by the Executive Committee.

**END OF DOCUMENT**