

VOLUNTEERS IN SCHOOLS POLICY 2020

The Link Academy Trust is a company limited by guarantee and an exempt charity, regulated by the Education & Skills Funding Agency (ESFA). All Members of the Board of Trustees of the exempt charity are also Directors of the company; the term 'Trustee' used in this Policy also means Director. This Policy applies to all academies within the Link Academy Trust.

This Policy applies to all schools within the Link Academy Trust and is part of the Trust's Safeguarding system.

1.0 Introduction

- 1.1 The value of well-deployed volunteers in a school is now widely recognised. Volunteers are a welcome resource for helping to raise children's achievement, complementing the work of teachers and support staff. There is no doubt that an Academy will benefit greatly from developing well-planned, active parental and community links through participation by adults in the activities of the school on a voluntary basis. It should be emphasised that the role of volunteers in schools provides for the enrichment of pupils' learning experiences but must not encroach on or restrict professional teaching duties.
- 1.2 The deployment of any volunteer, whether for one day or for a number of sessions over a longer period, must be managed with care; in particular taking account of the needs of the pupils and the staff to whom they are assigned and this is the responsibility of the Executive/ Academy Head.
- 1.3 Executive/Academy Heads, Trustees and Governors should be mindful of deploying volunteers appropriately. Volunteers should not be asked to replace paid staff or be given responsibility within the School that would normally be associated with paid employees.
- 1.4 The Executive/Academy Head, Board of Trustees and the Local Boards maintain the right to refuse volunteers and terminate placements.

It is the school's decision to take on volunteers and this will depend on the time of year, the number of volunteers already in school and the potential impact on children.

The Volunteers in School Policy is included in the staff handbook for the information of everyone.

3.0 Deployment of Volunteers

3.1 Volunteers should not be asked to carry out duties which:

- fall normally within a Teacher's responsibility under *loco parentis*
- fall normally within the job description of a Teacher or member of support staff, i.e. they must not be asked to cover the absence of staff from School;
- would normally be performed by a contractor engaged by the Trust or by the school;

It should be noted that the class teacher remains responsible for the organisation of the class and methods of work.

All adults and young people who work in our Academies, whether a paid member of staff, or a volunteer are expected to work and behave in such a way as to actively promote our Trust Vision, values and ethos.

3.2 Supervision of Volunteers

During a visit to the School each volunteer should be designated to a specific member of staff to whom he or she will be directly responsible. Whilst there should be no significant addition to the workload of the staff member taking responsibility for the volunteer, it would be expected that time is taken to ensure the volunteer is adequately inducted into the role and that there is mutual agreement and understanding. This additional responsibility is not compulsory for staff and should only be delegated with the agreement of the employee concerned. It is however essential that the volunteer is clear which member of staff has this responsibility.

4.0 Recruitment, Child Protection and Safeguarding

4.1 Recruiting Volunteers that intend to support the academy regularly and consistently

- 4.1.1 The Trust has a clear process for recruiting and vetting potential volunteers.
- 4.1.2 Academies use the application form for the recruitment of volunteers attached at Appendix A. The form should be used as a framework for structuring the discussion with the individual about the school's needs, their needs and potential contribution and expectations of the volunteering arrangement.
- 4.1.3 Two satisfactory references are obtained before volunteers begin to carry out activities in the school.
- 4.1.4 Every Academy issues all volunteers with an induction leaflet.

4.2 Child Protection and Safeguarding

- 4.2.1 Safeguarding is our priority and we follow the safer recruitment guidelines to ensure that we safeguard our pupils, therefore the process of recruitment of volunteers mirrors the recruitment of paid staff. Child protection and safeguarding procedures are undertaken and training is given where engagement with the academy is ongoing with volunteers in the same way as with employees. The following policies should be consulted for guidance in this area.

Trust's Recruitment, Probation and Exit Interview Policy.

Guidance on Safer Recruitment

<https://www.devon.gov.uk/working-devon-county-council/safer-recruitment-service/>

- 4.2.2 The DBS Disclosure Policy should be followed to ensure that appropriate checks are undertaken:

Many parents and other volunteers help regularly in the classroom and some will require a DBS Disclosure. This should be determined by the frequency and nature of contact with children i.e. if being left unsupervised with children and/or if having regular contact which is defined as 3 times in a 30 day period or more.

Volunteers who only accompany staff and children on one off outings or trips or who help at one off specific events such as sports days, school fetes etc do not need to be DBS checked. If however an overnight stay is involved then an enhanced DBS must be obtained.

- 4.2.3 Consult the Trust DBS Policy for further guidance.

http://www.thelink.academy/web/link_academy_policies/405861

On-line Safety- volunteers, like staff are expected to follow the Online Safety policy. Personal devices are subject to the Mobile Phone and Screen policy- volunteers may not make or receive calls during teaching time.

5.0 School Protocols

Confidentiality

Volunteers in school are bound by a code of confidentiality.

ANY concerns that volunteers have about the pupils they work with/ come into contact with should be voiced with the Designated Safeguarding Officer and NOT with the parents of the child/ persons.

Any information about any child or adult gained in school should remain confidential.

- 5.1 In fairness to all concerned, volunteers are made aware of the rules governing behaviour at the School; the key 'dos' and 'don'ts' for children and adults. This includes procedures designed to avoid hazards or risks associated with the tasks that they are being asked to carry out and, importantly, details of first aid and emergency arrangements such as procedures to follow in case of fire.
- 5.2 As part of their induction to life at the School, volunteers are provided with basic information such as access to a plan of the school and details of those facilities available to them e.g. staff room, toilets etc.
- 5.3 Volunteers are made aware of the following procedures:-
 - expectations with regard to confidentiality, particularly if volunteers use the staffroom at the same time as members of staff. It is recommended that there is a staggered break in order to have separation if possible;
 - access to information related to pupils and/or staff;
 - expected level of behaviour;
 - Trust's Equal Opportunities policy – especially focussing on issues relating
 - to discrimination and the use of appropriate language;
 - the Trust's Complaints procedure;
 - the Trust's Conduct procedure.

Health and Safety

The Trust Health and Safety Policy is made available to volunteers working within each Academy. An appropriate member of staff will ensure that volunteers are clear about emergency procedures and about any safety aspects associated with particular tasks. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Executive/ Academy Head.

6.0 Insurance

- 6.1 Volunteers are informed that whilst volunteering for the school they are covered by the Trust for third party liability only. They may wish to make their own arrangements for insuring against theft, personal injury or damage to their own property.
- 6.2 Volunteers, like staff using their own car to transport children other than their own children to school events, (sport, music etc) must provide documentary evidence that their car insurance covers this.
- 6.3 The Executive/Academy Head must ensure that the appropriate insurance is in place before deploying volunteers to drive a school minibus. All parties are made fully aware of the regulations and drivers are offered appropriate training and instruction before taking children on journeys in vehicles owned by the Trust.

7.0 Out of Pocket Expenses

- 7.1 Appropriate out-of-pocket expenses connected with the tasks volunteers undertake for the Academy may be paid if approved in advance. Volunteers are not employees. In order to make sure volunteers don't fall under the legal or tax definition of an employee, the Trust will ensure the following:
- Only to reimburse expenses after a receipt has been submitted.
 - Not to pay unaccountable round sums to cover expenses
 - Not to pay regular allowances, no matter how small.
- 7.2 State benefits claimed by volunteers can be affected by voluntary work. The Trust in this policy therefore suggests volunteers access the leaflet from DWP “**A Guide to Volunteering whilst on Benefits**”

This Policy is reviewed by the Remuneration Committee on a 2-yearly cycle.

Approved by the Board of Trustees: 7 December 2020

Appendix A

Application Volunteer Staff



Please complete in clearly written or typed black ink, continuing on separate sheets where necessary.

Post applied for: Volunteer	School:
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1. PERSONAL DETAILS

First name/s:	Last name:
Address:	Previous Name(s):
	NI Number:
	Telephone (Daytime):
	Telephone (Mobile):
Postcode:	Email address:

Details of any relevant learning and development. Please include dates.
(e.g. short courses, first aid, computer skills, work-based NVQ etc., and any current courses.)

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2. SUPPORTING STATEMENT

Please tell us a little about yourself and why you would like to volunteer.

3. CHECKS FOR THE SAFEGUARDING OF CHILDREN

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks, including references, and will be required to provide a Disclosure from the DBS.

Rehabilitation of Offenders Act

The school will treat applicants who have a criminal record fairly and will not discriminate because of a conviction or other information revealed. Possession of a criminal record will not automatically prevent applicants from working with the school. As part of the recruitment process any information revealed regarding a criminal record will only be considered in light of its relevance to the post for which the candidate is applying.

As you are applying for a post which is eligible for a DBS Disclosure, you are required to declare information on any convictions, cautions, reprimands or final warnings, which would not be filtered in line with current guidance.

Therefore, if you have received a conviction or caution, which would not be filtered in line with current guidance, you must provide details below (including any convictions in a court of law outside of Great Britain) and any prosecutions that you have pending. If there are none please write 'none'.

4. ADDITIONAL INFORMATION

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Disability Discrimination Act defines a person as having a disability if he or she has," a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities".

Do you have a disability? Yes No

We will make reasonable adjustments to help a person with a disability through the application & selection process and, if successful, to assist you in carrying out the duties of your job.

Are you eligible to work in the UK? Yes No

Do you require a work permit? Yes No

Do you, your partner or family have any interests (financial, professional or otherwise) that may conflict with your employment?
(If yes, give details) Yes No

Are you related to any member of staff / governor / trustee / or elected member of the Trust?
If yes, give name and relationship Yes No

Note: Soliciting support or information to give an unfair advantage may disqualify your application.

5. REFERENCES

Please give details of two referees, one of whom should be your most recent employer and then a personal character referee. If you are in, or have just completed full-time education, one referee should be from your school, college or university. Referees must not be related to you.

References will be taken up before volunteer work commences

Name:	Name:
Address:	Address:
Tel no:	Tel no:
Email:	Email:
Occupation/Relationship:	Occupation/Relationship:
How long have they known you?	How long have they known you?

I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by the Trust under the Data Protection Act.

Signature:

Date:

DATA PROTECTION ACT 1998. INFORMATION FROM THIS APPLICATION MAY BE PROCESSED FOR ANY PURPOSES REGISTERED BY THE SCHOOL / TRSUT UNDER DATA PROTECTION LEGISLATION. INDIVIDUALS HAVE THE RIGHT OF ACCESS TO PERSONAL DATA HELD ABOUT THEM BY THE SCHOOL / TRUST. THIS INFORMATION WILL BE DISCLOSED ONLY TO THOSE PERSONS AUTHORISED TO SEE IT, WILL BE USED FOR THE SELECTION PROCESS AND, FOR SUCCESSFUL CANDIDATES WILL BE RETAINED ON THEIR PERSONNEL FILE, USED FOR PAYROLL AND ADMINISTRATIVE PURPOSES AND MAY BE DISCLOSED TO GOVERNMENT DEPARTMENTS WHERE THERE IS A LEGAL OBLIGATION TO DO SO. INFORMATION HELD ABOUT UNSUCCESSFUL CANDIDATES WILL BE DESTROYED AFTER 6 MONTHS.
 For more information relating to Data Protection and the General Data Protection Regulation, please see our Privacy Policy available from the Trust website http://www.thelink.academy/web/work_for_us/413499