

## **WHOLE-03-VOLUNTEERS AND VOLUNTEERING**

### **1 INTRODUCTION**

- 1.1 Heart of England Trust welcomes the involvement of volunteers, the benefits which volunteers can bring, and the links they form with the Trust and the community. The Trust benefits from the sharing of knowledge, skills and experience that can enhance the learning opportunities of students. Volunteers benefit by gaining contacts and work experience and can find the work rewarding.
- 1.2 The Trust recognises the importance of ensuring volunteers are involved in appropriate activities with suitable checks and safeguarding measures put in place.
- 1.3 Volunteers may not have had work experience in the recent past. Voluntary activity may lead to a reference being provided.
- 1.4 The purpose of this policy is:
  - 1.4.1 To acknowledge the value of the contribution made by volunteers.
  - 1.4.2 To establish clear values for the involvement of volunteers.
  - 1.4.3 To clarify the role of volunteers and the relationship between volunteers and paid staffs.
  - 1.4.4 To confirm the Trust's commitment to involving volunteers in its work.
  - 1.4.5 To establish a framework for the recruitment and support of volunteers.
- 1.5 The principles of this policy are:
  - 1.5.1 The tasks to be carried out by volunteers which are controlled by the Trust (i.e. not PTA roles) will be clearly defined so that both paid staffs and volunteers are clear about their respective roles and responsibilities.
  - 1.5.2 Volunteers will not undertake roles and responsibilities that should be part of paid employment. Volunteers will complement existing work activity but must not be used to reduce employment opportunities or to cover vacant posts.
  - 1.5.3 Role descriptions and requirements should be produced for each volunteering role.
  - 1.5.4 Agreement to using volunteers must be sought from the Principal before recruitment.

### **2 ROLE OF TRUST BOARD AND COMMITTEES**

- 2.1 The Trust Board has overall responsibility for ensuring compliance with all relevant safeguarding, personal and data protection obligations.
- 2.2 This policy has been developed in conjunction with the full Trust Board, which retains overall responsibility for the wider strategy of the Trust.
- 2.3 This policy is to ensure compliance with the legal responsibilities of the Trust and staff, to safeguard the reputation of the Trust and to ensure the safety of all users.

### **3 ROLE OF PRINCIPAL AND SENIOR LEADERSHIP TEAM**

- 3.1 The Principal is responsible for ensuring that this policy is followed by all volunteers and all who are responsible for volunteers.



#### **4 DEFINING VOLUNTEERS**

- A volunteer is someone who performs tasks at the request of, or in partnership with the Trust, willingly and without any form of compensation.
- No enforceable obligation, contractual or otherwise, can be imposed on volunteers to attend, give, or be set to a minimum amount of time or carry out the tasks provided.
- The Trust is not compelled to provide regular work, expenses or other benefit for any activity undertaken as there is no contract of employment with the Trust.

#### **5 SAFEGUARDING**

5.1 This policy seeks to ensure that the Trust undertakes its statutory responsibilities with regards to the protection of its students and staff, and other volunteers and must respond to any concerns raised.

5.2 Volunteers will be responsible for sharing this commitment and for promoting and safeguarding the welfare of everyone with whom they come into contact.

#### **6 RESPONSIBILITIES OF THE PRINCIPAL/LINEMANAGER TOWARDS THE VOLUNTEER**

6.1 It is the responsibility of the Principal/ line manager to ensure that:

- 6.1.1 The volunteer is aware of their roles and responsibilities,
- 6.1.2 Staff are aware of the reasons for the volunteer being recruited and of the voluntary roles and responsibilities,
- 6.1.3 The volunteer is placed into a suitable role,
- 6.1.4 Pre-engagement processes are adhered to; particularly appropriate pre-commencement checks | (e.g., DBS and/or Barred List Check) on the volunteer,
- 6.1.5 Ensuring equality of opportunity for prospective volunteers,
- 6.1.6 The volunteer receives an induction appropriate to the role,
- 6.1.7 All volunteering is undertaken in a safe working environment: appropriate risk assessments are completed,
- 6.1.8 Any safety related incident is reported in accordance with health and safety procedures,
- 6.1.9 Training, support and information are available during the volunteering placement or activity,
- 6.1.10 That volunteers do not suffer any discrimination and appropriate, reasonable adjustments are made to ensure opportunities are accessible to all.

#### **7 RESPONSIBILITIES OF THE VOLUNTEER**

7.1 Volunteers must agree the following responsibilities: that they will:

- 7.1.1 Fulfil the agreed commitment to the Trust, including the hours required,
- 7.1.2 Notify the Principal/line manager (or designated contact) giving as much notice as possible if they are unable to volunteer as agreed,
- 7.1.3 To provide original documentation into the school as required as part of the engagement process (e.g., DBS certificate),
- 7.1.4 Understand and abide by relevant policies and procedures of the school, including but not limited to:
  - Health and safety requirements and instructions,
  - Keeping everybody safe during their volunteering,
  - To ensure that the privacy, property and confidentiality of others is respected,
  - To behave professionally and with respect to everyone whilst volunteering with the Trust,
- 7.1.5 To report any concerns to their line manager,
- 7.1.6 To comply with their obligations under the Managing Allegations against Staffs policy.

## 8 TYPES OF VOLUNTEERING WORK AVAILABLE

8.1 Volunteers may work in a variety of areas. This Volunteer Policy must be read in conjunction with any guidance or handbooks produced for volunteers in the designated service area.

8.2 There are two main types of volunteer roles:

8.2.1 Individual Volunteers – for example: work placements offering skills/experience to complete specific tasks or projects; parent/grandparent/community helpers and PTA members.

8.2.2 Volunteer groups that work with a member of staff – such as groups or teams from local businesses, colleges or universities that work with the Trust.

8.3 Typical volunteering activities may include:

- Hearing students read
- Working with small groups of students
- Working alongside individual students
- Undertaking art and craft activities with small groups of students
- Working with students on computers
- Accompanying Trust visits or trips
- Helping at Trust events
- Running or assisting with an after-hours club
- Being a member of, or volunteering to help, the PTA.

## 9 AUTHOR

9.1 The author of this policy is the Compliance Officer. They should be contacted for any points of clarification or suggested future amendments.

## 10 VERSION CONTROL

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