

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/LINE MANAGER TOWARDS THE VOLUNTEER

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

- The volunteer is aware of their roles and responsibilities,
- Staff are aware of the reasons for the volunteer being recruited and of the voluntary roles and responsibilities,
- The volunteer is placed into a suitable role,
- Pre-engagement processes are adhered to; particularly appropriate pre-commencement checks (e.g., DBS and/or Barred List Check) on the volunteer, using the appendix WHOLE-03-01-Volunteer Personal Information
- Ensuring equality of opportunity for prospective volunteers,
- The volunteer receives an induction appropriate to the role, using the appendix WHOLE-03-02-Volunteers Induction Checklist
- All volunteering is undertaken in a safe working environment: appropriate risk assessments are completed,
- Any safety related incident is reported in accordance with health and safety procedures,
- Training, support, and information are available during the volunteering placement or activity,
- 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 Staff 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

Policy Number	WHOLE-03
Policy Name	Volunteers and Volunteering
Version Number	02
Publication Method	External. A copy must be made available in U:\Staff Information\Policies\WHOLE School Policies
Approved by	People Committee
Date of Approval	October 2023
Key changes since previous version	<ol style="list-style-type: none"> 1. Delegation to the People Committee 2. Adding the appendices WHOLE-A03-01-Volunteers-Personal Information and WHOLE-A03-02 Volunteers-Induction Checklist
Next review date	October 2024

APPENDIX

WHOLE-A02-01-VOLUNTEER PERSONAL INFORMATION

1 INTRODUCTION

- 1.1 This appendix is used to collate the essential personal information about the volunteer.
- 1.2 The appendix also records the volunteer’s agreement for off-site visits.

2 DETAILS

- 2.1 The form to be completed by the volunteer starts on the next page.

3 APPENDIX AUTHOR

- 3.1 The author of this appendix is [job title]. They should be contacted for any points of clarification or suggested future amendments.

4 VERSION CONTROL

Appendix Number	WHOLE-A03-01
Appendix Name	Volunteer Personal Information
Version Number	00
Publication Method	External
Approved by	Full Trust Board
Date of Approval	October 2023
Key changes since previous version	1. This is a new appendix
Next Review Date	October 2024



APPENDIX

VOLUNTEER PERSONAL INFORMATION

Heart of England School is committed to safeguarding and promoting the welfare of its students and staff. It expects everyone involved in working with the school to share this commitment.

This post requires an enhanced DBS check which the school will undertake.

Position Applied For:	
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Personal details			
First Name		Last name	
Address			
Postcode			
Contact details - Correspondence will mostly be by email.			
	Day	Evening	Mobile
Phone numbers			
Email address(es)			

Previous/Existing Connections with Heart of England School			
Are you currently employed at Heart of England School		Yes	No
Have you previously been employed at Heart of England School		Yes	No
If Yes: Date started		Date left	
If Yes: reason for leaving			
Are you related to any governor, employee, or student of Heart of England School?		Yes	No
Role	Name of person	Relationship to you	
Governor(s)			
Employee(s)			
Student(s)			



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Present/Most recent employment details			
Name of employer			
Full address			
Postcode			
Job title			
Date started		Date left	
Brief description of duties and responsibilities			

Relevant skills and Experience Please list only those qualifications, skills and experience which relate to this voluntary work (continue on separate sheet, if needed).

References you need two referees, neither of which can be related to you.			
First reference This should be from your current or most recent employer.			
Name of referee		Job Title of referee	
Name of organisation			
Full address			
Postcode			
Phone Number		Email address	
Do you wish to be consulted before we contact this person?			Yes No
Second reference			
Name of referee		Job Title of referee	
Name of organisation			
Full address			
Postcode			
Phone Number		Email address	
Relationship to you			
Do you wish to be consulted before we contact this person?			Yes No



APPENDIX

Declaration

I confirm that the information in this application is correct, to the best of my knowledge.
 I consent to the processing of my personal data, relating to this application, in line with the Data Protection Act 2018 and General Data Protection Regulations 2018.
 I have received and read a copy of the Volunteers Policy.
 I agree to the terms and conditions as stated in the policy.
 I will support the students I volunteer with, and actively contribute to the smooth running and enjoyment of everyone involved with my voluntary work at Heart of England School.
 I will treat all information I hear about students and staff at Heart of England School as confidential. I will not discuss or disclose it out of school.
 If appropriate: I have read the off-site visits volunteer agreement (see next page).

Signature	
Name (print)	
Date	

For Office Use Only

Reference checks

	Reference 1	Reference 2	
Date received			
Offer of voluntary support accepted		Yes	No
DBS number			
Meeting with DSL		Date	
Date voluntary work will start			



APPENDIX

OFF-SITE VISITS – VOLUNTEER INFORMATION

The purpose of an off-site visit

School trips/visits are an integral part of learning at our school and afford many students opportunities to enjoy, and learn from, activities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper; you will have an important role to play in the success and safety of this school trip/visit.

Please read and return this appendix. Your signature (above) indicates that you are agreeing to the terms stated.

This is part of our school's risk assessment planning and safeguarding arrangements.

Role of the volunteer helper

- To be responsible and look after, in equal measure, all the students in your group under the instruction of the Leader of the school trip.
- To stay with your allocated group of students, ensuring that their wellbeing and safety is maintained for the total duration of the school trip.
- To promote polite, respectful, and courteous behaviour towards each other and members of the public. We all go as ambassadors of our school!
- To ensure that your group keep up with the body of the school visit party, when walking, entering, or exiting from transportation or following speakers for the trip.
- To contact the class teacher/member of staff if there are many issues which concern you relating to first aid, safeguarding, safety and/or behaviour.
- To provide support, as necessary, to other groups.

Working alongside school staff

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of school staff.
- Encourage students to enjoy the new and different activity.
- Show a commitment to their group, an interest in the focus of the visit and assist students in their learning by helping them to read signs/labels/information, asking questions that encourage students to think about tasks and help to explain the areas of interest.
- Follow guidance from the school staff.

Volunteers must NOT

- Bring additional children e.g., siblings or children on the school trip/visit.
- Smoke, vape (e-cigarettes), drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties.
- Take photographs of students, even if directed by staff.
- Give/buy any student/their group any treats e.g., ice creams, biscuits, sweets — before, during or after the school trip

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First Aid

You will be informed if any student in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless you are the Parent/ Carer of the student who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and first aid equipment will be carried by staff.

Emergencies

You are required to inform a member of staff as soon as possible.

If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.