



Volunteers Policy

Reference: WP/RR/Safeguarding

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Contents

Safeguarding Statement

The Academies for Character and Excellence (ACE) is committed to ensuring that consistent effective safeguarding procedures are in place promoting the welfare and wellbeing of our children and expects all staff and volunteers to share this commitment.

- 1. Introduction and aims.....3
- 2. How we work with volunteers3
- 3. How to apply to volunteer4
- 4. Appointment of volunteers4
- 5. Safeguarding4
- 6. Induction and training5
- 7. Confidentiality.....5
- 8. Conduct of volunteers.....5
- 9. Insurance – check this section with Zurich - RR.....5
- 11. Data protection and record keeping5
- Appendix 1: volunteer application form **Error! Bookmark not defined.**
- Appendix 2: code of conduct for volunteers..... **Error! Bookmark not defined.**
- Appendix 3: requesting a volunteer (information for staff)..... **Error! Bookmark not defined.**

1. Introduction and aims

The Academy for Character and Excellence 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 Academy for Character and Excellence 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's statutory safeguarding guidance, Keeping Children Safe in Education.

2. How we work with volunteers

At the Academy for Character and Excellence 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, music, dance or art
- Running or assisting with after-school clubs
- Supporting children who may have additional needs
- Providing positive role models and one to one support

This isn't an exhaustive list.

Volunteers may be:

- Members of the local committee/governors
- Parents
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTA
- Local clergy or members of the congregation

This is not an exhaustive list.

Members of the local committees working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings), are not covered by this policy. They are covered by our governor code of conduct.

3. How to apply to volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis, e.g. hearing children read, usually approaches the Headteacher or members of the Senior Leadership Team directly.

Volunteers should complete the **Volunteer Application form/Information Sheet (Appendix 1)** with all their relevant details, address, previous employment history, a personal statement supporting the application, the type of activities they would like to help with, and the times they are available to help.

4. Appointment of volunteers

Volunteers are appointed by the Headteacher and staff can request volunteers using the form on Appendix 3. Intake of new volunteers can take 6 weeks, and is dependent on the candidate 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 Headteacher reserves the right to terminate a placement at any time.

Volunteers may be interviewed by the Headteacher if this is deemed appropriate.

5. 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 on volunteers who:

- All volunteers

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

➤ Provide safeguarding training to all volunteers **prior** to them beginning work at the school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education

➤ Require volunteers to agree and adhere to our code of conduct (see appendix 2) and to read, and adhere to, the school's policies on:

- Safeguarding
- Use of mobile phones
- ICT and internet acceptable use
- Online safety
- Behaviour
- SEND policy

- Whistleblowing Policy

› 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

6. Induction and training

Volunteers must complete appropriate training prior to beginning work at the school.

Training requirements will be determined by the headteacher, 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. This must be a safeguarding induction and level 2 safeguarding training.

7. 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 safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our Safeguarding policy, and inform the designated safeguarding lead.

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

8. Conduct of volunteers

Volunteers must comply with the staff code of conduct set out in the appendix to this policy.

9. Insurance

The school's insurance policy does cover volunteers in the event of an accident or emergency.

If a volunteer is working at the school through another organisation, we will also check that organisation's insurance arrangements.

11. Data protection and record keeping

Our privacy notice for volunteers 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.

Policy Change Log

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| April 2023 | ACE logo updated to latest format, equal opportunities monitoring form added, safeguarding statement added |
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