
VOLUNTEER PROCEDURE



RÆDWALD
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RATIFIED BY CENTRAL LEADERSHIP IN:
NOVEMBER 2021

NEXT REVIEW DATE: SEPTEMBER 2022

VOLUNTEER PROCEDURE

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Policy author:	Natalie Quinton
Date to Central Leadership:	November 2021
Date Approved:	November 2021
Date to be Reviewed:	September 2022
Policy displayed on website:	Yes

CEO Signature:	Angela Ransby
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1. Introduction

Raedwald Trust is committed to the 7 Principles of Public Life (Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership) and volunteers make a vital contribution to our aims. We recognise the added value that volunteers bring to our organisation and those who use our services. Volunteer involvement in this organisation does not replace or devalue the role of paid staff.

Our volunteers may include;

- Members of the Trust / Local Governing Bodies
- Parents of pupils
- Friends of Raedwald Trust

Raedwald Trust aims to have a reciprocal and mutually beneficial relationship with our volunteers; with their involvement informing and developing our work, and our work enabling individuals to learn skills and achieve personal development through our volunteering.

The recruitment of new volunteers can take up to half a term and any intake of new volunteers will be dependent on the candidate and the reason for working within the trust and with our young people. The smooth running of Raedwald Trust academies for our pupils will always be a priority. The Head Teacher Executive Group maintains the right to refuse volunteers and also terminate placements.

The types of activities that volunteers engage in, on behalf of the Raedwald Trust, will be bespoke to that volunteer. The involvement of volunteers will be guided by the following principles of good practice;

- The tasks to be performed by volunteers will be clearly defined, so that everyone is sure of their respective roles and responsibilities;
- The organisation will comply with the Data Protection Act in the use of data held on all volunteers;
- Volunteering opportunities will compliment rather than replace the work of paid staff;
- Volunteers will be provided with regular opportunities to share ideas/concerns with a named contact;
- All existing and future policies will be checked as to how they affect volunteers.

2. Purpose of the Policy

By adopting this policy, Raedwald Trust aims to;

- Highlight and acknowledge the value of the contribution made by volunteers;
- Reflect the purpose, values, standards and strategies of the organisation in its approach to involving volunteers;
- Recognise the respective roles, rights and responsibilities of volunteers;
- Confirm this organisation's commitment to involving volunteers in its work;
- Establish clear principles for the involvement of volunteers; and
- Ensure the ongoing quality of both the volunteering opportunities on offer and the work carried out by our volunteers.

This policy provides an overview of the activities carried out by volunteers currently and provides a basis for the expansion, if required, for the role of volunteers alongside paid staff.

3. Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event such as a specific placement or on a more regular basis e.g. parent of a pupil, will approach the Head Teacher directly. It is the Head Teacher Executive Group decision to take on volunteers and this will depend on the volunteer, reason for volunteering and the potential impact on our children.

Volunteers should complete the Volunteer Application Form (appendix 1) with their contact details, reason and types of activities they would like to help with, and the times they are available to help.

4. Child Protection and Safeguarding

Safeguarding is our priority and we follow the Safer Recruitment guidelines to ensure that the Trust is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to

share that commitment. The process of recruitment of volunteers mirrors the safer recruitment of paid staff to ensure the most suitable adults for our Trust. A list of volunteers will be kept on our Single Central Record. This will be kept up to date and the responsibility of the Head Teacher Executive Group.

To ensure the safety of our pupils, we adopt the following procedures;

All volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement (appendix 2).

All of our frequent volunteers must have been cleared by the Disclosure and Barring Service (DBS). An enhanced DBS disclosure with children's barred list check will be issued to the individual to present to the designated member of staff in the Trust. If a volunteer does not have the appropriate level of DBS check they should not under any circumstances be left with a child alone.

Volunteers have a clear job description which will be agreed in line with the Volunteer Application Form and their supervisors will address any concerns in their work.

Volunteers agree to the visitor's code of practice daily when they sign the visitor's book at reception. All volunteers will have a risk assessment (appendix 4).

Volunteers are required to undergo safeguarding training and have the same responsibility as staff in relation to child protection and safeguarding, this will be arranged on the first day as part of the induction process.

5. Online Safety

Online Safety relates to the teaching and learning of technology and through technology in a responsible and safe environment, focusing on raising awareness of the core messages of safe content, contact and conduct when using it. This can include accessing websites and online content, email, online chat rooms, mobile phones, gaming and games consoles, social networking sites, instant messaging (IM), viruses and spam. Volunteers, like staff, are expected to follow the Online Safety Policy which is available from the Raedwald Trust website.

Personal devices, including mobile phones and wrist watch phones that connect to the internet, should not be used in school during class time. Volunteers may not make or receive calls during teaching time. Use of phones or phone watches must be limited to non-contact time when no children are present. Volunteers should keep devices out of sight in lockers, desks or cupboards when on school property. Volunteers must only use school owned devices for capturing, recording and storing data or photos of children.

6. Process for Recruiting Volunteers

a) Volunteers will be directed to the Trust office and will be given the Volunteer Policy. They will be asked to complete Appendix 1 with a supporting cover letter and return.

b) References will be requested.

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- c) The Head Teacher Executive Group will identify the need and role for volunteers.
 - d) The candidate/s attend the Trust office for an informal discussion to ensure the applicant is suitable for the role.
 - e) Enhanced DBS check undertaken with Children Barred List check.
 - f) The volunteer will be made aware of the role and responsibilities they will be undertaking.
 - g) Two references should be sought where the volunteer arrangement will continue on a regular basis.
 - h) Risk assessment to be completed (appendix 4).
 - i) Induction – Trust policies and documentation explained and issued. These to include the Health & Safety Policy, Behaviour Management Policy and Whistleblowing Policy.
 - j) Volunteer records to be kept on the Single Central Record within the Academy/Trust.

Before starting to help in a school, a volunteer should complete the Volunteer Agreement (appendix 2) which sets out the Trust's expectations of its volunteers and to confirm they have received a copy of this Agreement. The Trust will seek DBS clearance for a volunteer before they come into school, to make an informed decision when accepting volunteers to work with children.

7. Work Experience / Placement Students

Raedwald Trust may accommodate students on placement if we have suitable experiences available based on the smooth running of the academy. Colleges and universities wanting students to be placed with us need to formally make contact with the CEO outlining the aims of the placement and duration.

If the placement is as part of a teaching course (BA/Bed or PGCE) the CEO will deal with further correspondence/details. If the placement is just for work experience purpose the school/college is asked to provide the reference for the student and the student is requested to complete the volunteer's paperwork. Raedwald Trust retains the authority to refuse or terminate a placement to ensure the smooth running of the Trust.

8. 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 Head Teacher or Designated Safeguarding Lead of the academy and not with the parents of the child/persons.

Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Head Teacher. Any information gained at the school about a child or adult should remain confidential.

9. Supervision

All volunteers work under the supervision of the designated member of Raedwald Trust staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behavior and the activity they are undertaking.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the pupils understanding of a task, behavior or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

10. Health and Safety

The Trust has a Health and Safety Policy and this is available on the Trust website. An appropriate member of staff will ensure that volunteers are clear about emergency procedures e.g. fire alarm evacuation and about any safety aspects associated with particular tasks e.g. using DT equipment/accompanying pupils on visits. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated supervisor/Trust Business Manager. Volunteers are covered by Raedwald Trust Public Liability Insurance.

11. Complaints Procedure

Any complaints made about a volunteer must be made following the Trust's Complaints Policy which is found on the Trust website.

APPENDIX 1 - VOLUNTEER APPLICATION FORM (for new volunteers)

Name of volunteer:	
Date of birth:	
Address:	
Home phone:	
Mobile phone:	
Reason for applying to work with the Raedwald Trust	
What activities/areas of the Trust's work would you like to help with?	
Are there any particular age groups/classes you would like to work with?	
Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a volunteer within the Raedwald Trust? If yes, please give details.	
Please provide details of two people who can provide a professional reference for you.	
Name:	Name:
Address:	Address:
Phone number:	Phone number:

Thank you for taking the time to complete this Volunteer Application Form. Please hand it to the Trust office, marked for the attention of the CEO. Your offer of help is greatly appreciated and we will be in touch as soon as possible.

APPENDIX 2 – VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer within the Raedwald Trust.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement and hand it in at the Trust office. You will receive a copy of it for your records.

- I have read and understood and agree to follow Raedwald Trust's Safeguarding Policies
- I have read and understood and agree to follow the Volunteer Policy
- I agree to support the Trust aims
- I have read and understood and agree to follow the Visitor's Code of Conduct
- I agree to treat information obtained from being a volunteer in school as strictly confidential
- I understand that an enhanced Disclosure and Barring Service (DBS) check will be undertaken (if you already have a DBS certificate, please hand it to the school, the number will be recorded and checks made with the issuing body – a new enhanced DBS check must be undertaken)
- I have been made aware of who my designated supervisor is e.g. Head Teacher
- I have read and understood and agree to follow the Online Safety Policy
- I have read and understand and agree to follow the Health & Safety Policy

Signed: _____

Name: _____

Date: _____

APPENDIX 3 – VISITOR’S CODE OF CONDUCT

All visitors and Trust volunteers must:

1. Adhere to the Equalities, Diversity & Inclusion Policy which is available on the Trust website.
2. Use appropriate language and behavior with the children.
3. Sign in and out of the premises and wear a visitor’s badge at all times.
4. Report any breakages or accidents to the main office.
5. Discuss any concerns about the behaviour of a child with the Head Teacher.
6. Seek permission to bring a vehicle onto the school premises from the main office before arrival - the Trust Business Manager will need to assess the risk.
7. Never give a pupil a lift in your vehicle unless you have prior approval from the Head Teacher, appropriate insurance, parental consent and a member of staff present.
8. Turn off mobile phones when on site. In an emergency please use the phone in the main office.
9. Seek permission from the Head Teacher before taking photography or filming within the school.
10. Do not make contact with pupils on social networking sites. If a pupil contacts you, screen print the page and inform the school immediately and do not respond.
11. Be aware that Raedwald Trust has a Whistleblowing Policy, Safeguarding Policies and Online Safety Procedure – these are all available on the Raedwald Trust website.
12. Ensure clothing is respectful of pupils, staff and the working environment and community.

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13. Bring photographic ID and proof of DBS. We request that all professionals make appointments so that their visit is organised and purposeful and does not interfere with the classroom learning.

In signing the visitor's book, you are agreeing to the above Code of Conduct.

APPENDIX 4 – VOLUNTEER RISK ASSESSMENT

This risk assessment should be completed when considering whether a person working as a volunteer at the school should be asked to apply for an enhanced DBS certificate.

Name of Person.....

Is the volunteer in 'Regulated' Activity? Yes ☐ No ☐

If 'yes', an enhanced DBS with Barred list check is required.

Is the volunteer not in 'Regulated' Activity? Yes ☐ No ☐

If 'no', an enhanced DBS without a Barred list check *may* be obtained

Areas to consider

What is the age group of the pupils that the volunteer will work with?	
Are these pupils regarded as particularly vulnerable?	
How frequently will the volunteer be in school?	
What is the connection of the volunteer to the school?	
What motivates the volunteer to want to work in the school?	

Is the volunteer in paid employment or do they work in a voluntary capacity elsewhere with children?	
Can the volunteer provide at least one reference from someone other than a family member, including a senior person at the employment or voluntary service named above?	
What information does the school already know about the person?	
Has the person's identity been verified?	
Is the person signed up to the DBS Update Service?	
Has a check been completed on the DBS Update Service?	
Is the person aware of any reason why they should not volunteer to work with children?	
Is the school aware of any reason that the person should not work with children?	
Is this volunteer with children between the hours of 2am and 6am	This is regulated activity and the person must have an Enhanced DBS check

Decision

- ☐ High Risk – the person has no previous connection with the school AND can not provide references from elsewhere.
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school should consider whether the person's uncorroborated background would raise an unacceptable risk.
- ☐ Medium Risk – The person can provide suitable references for other work with children (either paid or unpaid), they have a connection to the school, and no issues have come to light that would mean they would be unsuitable.
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school may wish to do so, as no enhanced DBS has been seen.

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- ☐ Low Risk – The person is signed up to the DBS Update Service and the checks reveal no negative information OR The person is employed or volunteers elsewhere and has a recent enhanced DBS and can provide references OR the school knows the person well (eg. may be a former employee)
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, unless the person uses the DBS Update service, the school may decide to obtain a new enhanced DBS.

Decision

- ☐ Application for enhanced DBS check is not needed. State reason(s) below:

- ☐ Application for an enhanced DBS check is needed. State reason(s) below:

- ☐ Application for an enhanced DBS check and a Barred List check is needed because the person is in Regulated Activity

Head Teacher (Print Name).....

Head Teacher (Signature).....

Date

CEO (Print Name)

CEO (Signature)

Date

