



# Working with Volunteer and Student Policy

## Policy Review Details

This review date is a guideline only and if circumstances or recommendations change then the policy will be reviewed and amended as appropriate.

This policy will be reviewed by the Board of Governors on a 3 yearly basis

Date of Issue: Spring 2021

Chair of Governors Signature

Headteacher Signature

Date of next review: Spring 2023



## Working with Volunteer and Student policy

### 1. Introduction

- A volunteer is a person who gives freely of their time, skills and experience to the school/academy without expectation of financial reward.
- Volunteering can take many forms, some tasks can require particular skills whereas others require no specific skills.
- Volunteering may be a one-off activity, for a limited time to complete a particular activity or project or carried out on a frequent basis.
- This policy also covers those who are undertaking work experience in the school/academy.

### 2. Policy Statement

- Heather Garth Academy encourages the appropriate use of voluntary workers and recognises the immense benefits that volunteers can bring and the links that they make between the academy and the local community.
- In return the academy hopes to give its volunteers an opportunity to exercise their skills in a different environment and to undertake new experiences.
- It is the policy of Heather Garth Academy that voluntary activities will not be a substitution for paid employment.

### 3. Equal Opportunities Statement

- The academy is committed to ensuring that our equal opportunities policy is fully effective. All new volunteers will be given an outline of our equal opportunities policy document. School staff and volunteers will be expected to adhere to the principles contained in the policy.
- The academy is committed to ensuring our volunteering opportunities are accessible to all through open and flexible recruitment, selection, support monitoring and evaluation procedures.

### 4. Legal Background This policy complies with the provisions of:

- The Employment Rights Act 1996 Volunteers are not employees of the academy and therefore do not have a contract of employment or benefit from the terms of the Act
- The Immigration, Asylum and Nationality Act 2006 It is a criminal offence to employ someone who has no right to work in the United Kingdom, or no right to undertake the work being offered. This also applies to voluntary work.
- The Rehabilitation of Offenders Act 1974 Spent convictions will be disclosed and taken into account when considering suitability to work as a volunteer with children, vulnerable adults or in certain other positions of trust.
- The Safeguarding of Vulnerable Groups Act 2006 All individuals seeking to volunteer in regulated activities must undergo an enhanced CRB Disclosure check prior to commencement of duties.
- The Occupier's Liability Act 1957 The school/academy has a duty of care to all individuals, including volunteers, who visit its premises.

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- VI. The Health and Safety at Work Act 1974
- Under section 3 of the Act the academy has a duty to ensure that individuals who are not employees are not exposed to health and safety risks. This includes volunteers.

### 5. Status

I. A volunteer is not an employee and will not have a contract of employment with the academy or benefit from any of the school's terms and conditions of employment, such as payment for work, holidays or sickness.

- II. The academy will agree a role with the volunteer and there will be an expectation that the volunteer will meet the requirements of the role and that the academy will provide an opportunity for the volunteer.
- The volunteer is free to refuse to fulfil the role and the academy is not bound to provide the opportunity. It is expected that both the academy and the volunteer will give as much notice as possible if unable to meet these expectations.
- Volunteers are not, and must never be, a substitute for employees.

### 6. Recruitment

- The recruitment process for volunteers should be carried out by the Head Teacher (or nominated member of staff).
- Unless the volunteering opportunity is a one-off short-term nature a person wishing to become a volunteer should complete a volunteer application form. The applicant should be asked to identify areas in which they would like to volunteer.
- If there is a suitable volunteering opportunity an interview should be conducted to gauge the person's aptitude and suitability.
- Depending upon the nature of the opportunity, the prospective volunteer may be subject to the following checks:
  - References. Two references are mandatory.
  - Disclosure and Barring Service (DBS). This is mandatory where the volunteer will have substantial access to children or other vulnerable groups and must be carried out in accordance with the TAG Recruitment Policy. It is the responsibility of the Head Teacher to ensure that the statutory DBS requirements are met and reference has been made to the Recruitment Policy.
  - Where DBS clearance is required the individual must not commence any unsupervised voluntary activities prior to receipt of satisfactory clearance.
  - The DBS details of volunteers will be recorded on the school/academy's Single Central Record.
  - Medical clearance may be required where the volunteer has declared a medical condition which should be taken into consideration by the Head Teacher or where the volunteer will be required to undertake a role that involves a significant level of physical activity.
  - Volunteers' personal records will contain only relevant information from their recruitment process. Any information given in confidence will only be used for the purpose for which it was intended and will not be disclosed to others within or

outside the school/academy without the informed consent of the individual concerned.

- Volunteers' personal information will be stored securely and access restricted to the individual concerned and appropriate staff members.

## 7. Volunteering Agreement

Where it has been agreed that a role may be undertaken by a volunteer the volunteer will be invited to enter into a volunteering agreement with the academy.

This agreement will identify:

- the volunteer's role
- expectations in terms of how they conduct themselves
- any training that the volunteer is expected to undertake
- health and safety requirements
- the insurance cover that will be provided for the volunteer
- who will supervise the volunteer
- how the volunteer will be notified if their role is to come to an end

## 8. One-off volunteering opportunities.

- Some activities may involve volunteers on a one-off, short-term basis. If the volunteering opportunity is of one day's duration or less and not likely to recur the recruitment process outlined in sections 5 and 6 above will not apply.
- In such cases the Head Teacher or supervisor must ensure that all volunteers involved in the event complete the Volunteers Registration form to record their attendance.

## 9. Health and Safety

- The academy will provide any reasonable training required for the role, including health and safety training.
- The academy has a responsibility for the health and safety of volunteers. Volunteers should at all times follow the school's health and safety policies and procedures.
- Volunteers have a duty to take care of themselves and others who might be affected by their actions.
- Volunteers must be advised that they are not permitted to act outside their authorised area of work.
- Volunteers must report all accidents and 'near miss' incidents to their supervisor.
- It is the responsibility of the supervisor to ensure that an appropriate risk assessment is undertaken for each volunteering opportunity identified.
- The supervisor will ensure that volunteers are provided with appropriate guidance on any health and safety issues that arise.

## 10. Recompense

Volunteers are unpaid and will not be eligible to receive expenses.

## 11. Policies and Procedures

- Volunteers are expected to comply with all statutory regulations whilst they are on the premises or undertaking any of their volunteering duties, including health and safety, anti-discrimination and data protection

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- The Head Teacher or delegated supervisor will ensure that the induction includes an explanation of these policies and procedures and any other policies that are relevant to the volunteering work e.g. safeguarding policies.

### 12. Insurance

- The academy will ensure that volunteers are covered for insurance purposes in respect of personal injury. The school/academy also holds public liability insurance.
- The academy's insurance will not cover unauthorised actions or actions outside the volunteering agreement.

### 13. Confidentiality

- Volunteers may become aware of confidential information about the school, its employees, pupils, customers and suppliers. Volunteers must not disclose this information or use it for their own or another benefit without the consent of the party concerned.
- Volunteers should not speak to the press or communicate with any other media on matters which directly relate to the affairs of the academy. Volunteers must not discuss individual pupils with any person outside of academy including their parents/carers.

### 14. Supervision

A supervisor will be designated to support and manage the volunteer. The supervisor will review the arrangements on a regular basis. If the volunteer has any queries or would like to change their role this should be discussed with the supervisor.

### 15. Dealing with problems

- If a volunteer has any concerns or complaints regarding a pupil they must raise it immediately with their supervisor.
- All volunteers should be aware of safeguarding procedures for dealing with disclosure by a pupil.
- The supervisor will deal with any concerns or complaints raised in a timely manner in accordance with school policies.
- If the volunteer wishes to make a formal complaint this should be put in writing to their supervisor.
- If it is not possible to reach a solution the volunteer may raise the matter with the Head Teacher or designated senior leader who will meet with the volunteer to discuss the issue raised and seek a solution.
- If a complaint is made about a volunteer, this will be notified to the volunteer in writing and the Head Teacher will decide whether any action should be taken

### 16. Volunteer's pack

On commencing the voluntary role, the volunteer will be given an appropriate induction to the service area and (unless the volunteering opportunity is for a one-off event).

### 17. Records

A record of volunteers in each team and a filed record of volunteer agreements and associated documents, as appropriate will be maintained by the Head Teacher in accordance with the Data Protection Act 1988.



