

POLICY STATEMENT



Policy	Volunteer Policy
Date Written	November 2018
Written by	Michael Lawless
Approved by	Di Durrant
Date of Approval	20 November 2018
Next major review date	August 2019 2019
Location and disseminations	A copy of the policy on the school website.
The context of the policy and its relationship to other policies	This policy should be considered in conjunction with other written policies on behaviour, health and safety, and child protection.

Introduction	2
Aim	2
Categories of Volunteers	2
Becoming a Volunteer	3
Application process: Supervised Volunteers	3
Application process: Volunteers.....	3
Safeguarding Induction.....	4
Information on the Role of a Volunteer	4
School Values	4
Annex A: Application form (Supervised Volunteer).....	5
Annex B: Application form (Volunteer).....	6
Annex C: Supervised Volunteer Agreement	8
Annex D: Volunteer Agreement.....	9
Annex E: Induction record	10
Annex F: Supervised Volunteer Risk Assessment	11

Introduction

Buckswood School believes it can benefit greatly from developing well planned, but occasional participation by adults in the activities of the school on a voluntary basis.

The school believes that volunteers are a welcome resource for helping to raise children's achievement by supporting the work of teaching and non-teaching staff in a variety of aspects of school life. However, Buckswood School believes strongly that in Key Stages 3-5, delivery of the curriculum is the responsibility of teaching staff, supported by suitably trained, employed non-teaching staff. Therefore, this policy does not in any way dilute the school's commitment to this belief.

Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of students, without encroaching on the professional teaching responsibilities of the teacher.

Aim

The aim of this policy is to establish expectations for both staff and volunteers regarding the work undertaken by volunteers and their conduct whilst in school.

Categories of Volunteers

Volunteers could include any of the following (this list is not exhaustive):

- Members of the Governing Body
- Parents, carers, guardian
- Students/teachers on Work experience or placements
- University Students
- Ex-members of staff
- Staff family members
- Visiting teachers from other schools
- Members of the local community

However, we categorise volunteers based on the activity and proposed level of supervision that is needed they will be engaged with, specifically:

1. **Supervised volunteer** i.e. a person who will be engaged for a short period of time, and will be supervised by a member of staff at all times and will have sole responsibility for students
2. **Volunteer** i.e. a person who will be engaged with the intention that they will not need to be supervised by an appropriate member of staff when working with our students.

Types of Activities

Activities in which volunteers may be engaged, depends on their category, but could include any of the following (this list is not exhaustive):

- Accompanying school visits
- Escorting students on activities
- Helping in the classroom to gain experience of teaching

- Running extracurricular activities

Becoming a Volunteer

Anyone wishing to work as a volunteer should contact one of the Co-Principals, who will decide whether there is a need for such a volunteer.

Application process: Supervised Volunteers

If the Volunteer is to be a Supervised Volunteer, the volunteer will need to provide the following information by using the form found in Annex A :

1. Name
2. Date of birth
3. Address
4. Details of any previous enhanced DBS check (certificate reference number date of check etc)
5. Details of any overseas police checks

Supervised Volunteers will need to sign the Supervised Volunteers Agreement and Code of Conduct (Annex C).

The school will carry out a risk assessment of the volunteer before appointing them as a volunteer (Annex E)

Because Supervised Volunteers will not have an enhanced DBS check, they will be chaperoned at all times when on site and when working with students.

Supervised Volunteers will need to attend a school Induction Programme as per Annex D before starting work as a Supervised Volunteer, to cover Keeping Children Safe in Education 2018, behaviour Policy and Staff code of conduct

Application process: Volunteers

In accordance with relevant statutory guidance such as Keeping Children Safe in Education 2018, we will adopt the same recruitment process as we would for staff.

Accordingly, anyone wishing to become a Volunteer at Buckswood School will need to

1. Complete the Volunteer Application form (found in Annex B). This should be completed and returned with the necessary original Identity documents to facilitate an Enhanced DBS check (including a Barred List check) and for two references to be sought.
2. When two satisfactory references and an Enhanced DBS check have been received by the school, the school will interview the applicant volunteer in line with the safe recruitment process.
3. Upon satisfactory completion of all the necessary pre-employment checks the School will then appoint the person as a Volunteer and the Volunteer will sign the Volunteer Agreement.
4. An entry will be made on the school's Single Central Record and a file maintained with the confidential details of the volunteer. This will be retained by school for 7 years after the volunteer resigns from their volunteering responsibilities.

If there is any doubt as to the level of checks required, a decision should be sought from the Deputy Principal (HR)

Volunteers will need to sign the Volunteers Agreement and Code of Conduct (Annex D)

Volunteers will need to attend a school Induction Programme as per Annex D before starting work as a Volunteer, to cover Keeping Children Safe in Education 2018, behaviour Policy and Staff code of conduct

Safeguarding Induction

All volunteers must undertake a short safeguarding induction to include health and safety before commencing their voluntary role.

Information on the Role of a Volunteer

All volunteers should have access to this policy and the staff handbook which includes important information about the day to day routines of the school, a site map and advice on protocol and practices in school. This will be included as part of the Induction session

Volunteers should also have access to the following policies/handbook.

- Health and Safety Policy
- Safeguarding and Child protection Policy
- Behaviour Policy
- Acceptable Use of ICT Policy

School Values

All adults who work in Buckswood School are expected to work and behave in such a way as to promote our school mission statement and values.

Annex A: Application form (Supervised Volunteer)

Full Name		Date of Birth	
Contact number			
Address		
Nationality (and if visiting from abroad passport number)			
Previous enhanced DBS certificate reference number (if applicable)			
Details of any overseas police checks (if applicable)			
Any relevant qualifications/experiences			

1. Has any child or children in your care, or a child, or children within your household in which you live or have lived been subject to an investigation under safeguarding children procedures process?	YES	NO
2. Have you previously been disqualified from working with children or young people by an order under the Criminal Justice and Court Services Act 2000?	YES	NO
3. Have you previously received a final warning from an employer	YES	NO
4. Have you previously been suspended or deregistered for professional misconduct by any professional register or had your employment terminated for unprofessional behaviour?	YES	NO
5. Have you ever been listed upon Section 142 of the Education Act 2000 (formerly List 99)?	YES	NO
6. Do you have any spent and unspent convictions, cautions, reprimands, bind overs and final warnings	YES	NO
7. Do you live with someone who has been disqualified from working with children	YES	NO

Signed:

Date:/...../.....

Annex B: Application form (Volunteer)

Full Name		Date of Birth	
Contact number			
Address		
Nationality (passport number)			
Relevant Qualifications			
Details of referee 1	Name:		
	Relationship to you:		
	Address		
	Contact number		
	Email		
Details of referee 2	Name:		
	Relationship to you:		
	Address		
	Contact number		
	Email		

Reasons for applying to become a Volunteer at Buckswood School

1. Has any child or children in your care, or a child, or children within your household in which you live or have lived been subject to an investigation under safeguarding children procedures process?	YES	NO
2. Have you previously been disqualified from working with children or young people by an order under the Criminal Justice and Court Services Act 2000?	YES	NO
3. Have you previously received a final warning from an employer	YES	NO
4. Have you previously been suspended or deregistered for professional misconduct by any professional register or had your employment terminated for unprofessional behaviour?	YES	NO
5. Have you ever been listed upon Section 142 of the Education Act 2000 (formerly List 99)?	YES	NO
6. Do you have any spent and unspent convictions, cautions, reprimands, bind overs and final warnings	YES	NO
8. Do you live with someone who has been disqualified from working with children	YES	NO

Signed:

Date:/...../.....

Annex C: Supervised Volunteer Agreement

Name	
Date	
Supervisor	

I hereby agree that:

1. I have read the school's Safeguarding handbook and know who and how to report any concerns I have to the DSL
2. I agree that I must be supervised at all times when I am on site
3. I will attend the school's Volunteer induction programme
4. I will not go into any boarding houses at any times
5. I cannot discipline or sanction any student, but if I have a concern I will report this to the person supervising me as soon as possible
6. I understand that both Buckswood School and my supervisor have a duty to safeguard the students. I have read the visitors booklet on Safeguarding and Child protection.
7. I understand that my visit is approved subject to me agreeing with the terms this agreement.
8. I understand that if I commit a breach of this policy, or the school's safeguarding and child protection priorities then I will be asked to leave the school campus immediately and if I am asked I will leave immediately
9. I understand that Buckswood School reserves the right to ask me to leave at any time, and if I am asked I will leave immediately
10. When onsite, I will ensure that my behaviour and conduct does not negatively impact the any students or my Supervisor's responsibilities to the students
11. I will sign in at the School reception upon my arrival and will await for my supervisor to collect me at reception
12. I will wear a visitor's badge at all times when on site and I understand that I will need to be escorted if I visit anywhere in the school
13. I shall not use or disclose to any person either during or at any time after your engagement by the School any confidential information about the business or affairs of the School or any other company in its group or about any other confidential matters which may come to your knowledge in the course of providing the Services. For the purposes of this clause 5, **confidential information** means any information or matter which is not in the public domain and which relates to the affairs of the School or any other company in its group or any of their business contacts.
14. I will be a Supervised Volunteer and nothing in this agreement shall render me an employee, worker, agent or partner of the School and I will not hold myself out as such

Signed:

Date:

Supervisor

1. I am aware that this volunteer does not have a enhanced DBS check
2. I agree to supervise this volunteer at all times when on site

Signed:

Name:

Date:

Annex D: Volunteer Agreement

Name	
Date	
Supervisor/Responsible person	

I hereby agree that:

1. I have read the school's Safeguarding handbook and know who and how to report any concerns I have to the DSL
2. I will attend the school's Volunteer induction programme
3. I will not go into any boarding houses at any times
4. I understand that both Buckswood School and my supervisor/ person responsible for me, have a duty to safeguard the students. I have read the visitors booklet on Safeguarding and Child protection.
5. I understand that my visit is approved subject to me agreeing with the terms this agreement.
6. I understand that if I commit a breach of this policy, or the school's safeguarding and child protection priorities then I will be asked to leave the school campus immediately and if I am asked I will leave immediately
7. I understand that Buckswood School reserves the right to ask me to leave at any time, and if I am asked I will leave immediately
8. When onsite, I will ensure that my behavior and conduct does not negatively impact the any students or my Supervisor's responsibilities to the students
9. I will sign in at the School reception upon my arrival and will await for my supervisor to collect me at reception
10. I will wear a visitor's badge at all times when on site
11. I shall not use or disclose to any person either during or at any time after your engagement by the School any confidential information about the business or affairs of the School or any other company in its group or about any other confidential matters which may come to your knowledge in the course of providing the Services. For the purposes of this clause 5, **confidential information** means any information or matter which is not in the public domain and which relates to the affairs of the School or any other company in its group or any of their business contacts.
12. I will be a Volunteer at Buckswood School and nothing in this agreement shall render me an employee, worker, agent or partner of the School and I will not hold myself out as such

Signed:

Date:

Supervisor / Responsible person

1. I am aware that this volunteer does have a enhanced DBS check
2. I agree to be responsible for this volunteer at all times when on site

Signed:

Name:

Date:

Annex E: Induction record

Name of Volunteer	
Date	

HEALTH AND SAFETY	Initials of person delivering induction
Fire Procedure and Fire equipment	
Identification of specific hazard(s) in department	
Accident Procedure	
First Aid Procedure	
Health and Safety Policy	
Smoking Policy	
Security	

SAFEGUARDING	Initials of person delivering induction
Safeguarding Handbook including Child Protection Policy	
Behaviour Policy	
Keeping Children Safe in Education	
Code of Volunteer Conduct	
Procedure for reporting welfare concerns	

I confirm I have received the Induction Programme as listed. I understand that should I have any queries or require clarification of any point I may contact my Supervisor/Responsible Person.

Signed (Volunteer):	
Signed (Supervisor/Responsible Person):	

Annex F: Supervised Volunteer Risk Assessment

This form is to be used to assist in assessing and recording the risks of allowing someone to be appointed as an Unsupervised Volunteer.

The completion of this risk assessment form is the responsibility of the person carrying out the safer recruitment process, normally the HR manager. However, it must be authorised by one of the Principals **before** the person can be engaged as an Unsupervised Volunteer.

This completed risk assessment form must be placed on the individual's personnel file or other appropriate file and made available to HR, Audit, Safeguarding and OFSTED inspections.

The Risk Assessments will consider a variety of factors including the duration, frequency and nature of contact with children, whether the individual has a DBS certificate with another organisation and whether supervision will be in place.

Candidate's Name:	
Post Applied For:	
Provisional start date:	

Did the applicant submit a fully completed application form	YES		NO	
Has or will the applicant complete the induction programme	YES		NO	
Is the person living with someone who has been disqualified from working with children	YES		NO	
Did the applicant fully complete and sign the declarations on the application form?	YES		NO	
Did the applicant declare any criminal convictions, bindovers, cautions, reprimands or police investigations which might lead to a conviction, orders binding them over or cautions in the UK or any other country?	YES		NO	
<i>If yes, are these convictions relevant to the work that they are being employed to undertake?</i>	YES		NO	
<i>If yes, are these convictions of a serious nature i.e. offences against children / vulnerable adults / violent or sexual offences etc?</i>	YES		NO	
<i>Please state details:</i>				
Did the applicant declare that they had been subject to any disciplinary investigation or action, including suspension.	YES		NO	
<i>If yes, please state details:</i>				
Have you obtained references?	YES		NO	
<i>If not, why not</i>				
Do the individual's references give any cause for concern?	YES		NO	

<i>If yes, please state details:</i>					
At interview, did the individual say or do anything which gave cause for concern, in relation to allowing them to commence work before a Disclosure is received?		YES		NO	
<i>If yes, please state details:</i>					
Has the individual ever had a DBS/CRB/police check previously?		YES		NO	
If yes,	Certificate ref:		Date of check		
Does the job involve regularly caring for, training, supervising of being in sole charge of children?		YES		NO	
Will the individual be required to work alone in their role of a Supervised Volunteer?		YES		NO	
Will the individual have access to, or opportunity to commit an offence against a pupil?		YES		NO	
<i>If yes, what or measures will you put in place to prevent this from happening?</i>					
Has a person been nominated as a supervisor of the Supervised Volunteer?		YES		NO	
Name					
Is the nominated person aware of their responsibilities		YES		NO	

DECLARATION BY PRINCIPALS

Please tick one of the following statements

	I have considered the questions outlined above, and I am not satisfied that it is safe to allow the above-named individual to commence to work as an supervised volunteer
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OR

	I have considered the questions outlined above and confirm that I am satisfied that it is safe to allow the above-named individual to commence work as a supervised volunteer, subject to the safety measures detailed above being in place
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Signed:
Print Name Kevin Samson or Michael Shaw
Date