

Volunteer Policy

1. Introduction

- 1.1 Creative Education Trust (the Trust) views volunteering as enriching and a value-added resource which brings mutual benefits to pupils, staff, parents, volunteers and the local community.
- 1.2 The Trust recognises that volunteering provides useful work experience and skills to access better employment and training opportunities. Furthermore, it gives volunteers the chance to make a worthwhile contribution to the local community and support regeneration and social cohesion in the area.
- 1.3 The Trust welcomes volunteers and recognise that they can bring with them a range of skills and experience; and can make an invaluable and significant contribution to enhance learning opportunities and raise achievements of pupils.
- 1.4 The Trust's overriding concern is for the welfare, safety and security of the children in our care. The Trust's policy is to ensure that the children benefit from as much help and support as necessary while being ensured of the best security possible. We are committed to safeguarding pupils and expect all volunteers to share that commitment. To ensure the safety of our pupils all our Volunteers will be DBS cleared.
- 1.5 The Headteacher / Principal has the authority not to accept the help of volunteers if they believe that it is not in the best interest of the children.

2. Purpose

- 2.1. The aim of this policy is to:
 - Demonstrate our commitment to working with and supporting volunteers;
 - Recognise the value-added contributions that volunteers make;
 - Ensure good quality work experience and safe working practices for volunteers;
 - Provide volunteers a framework with clear expectations, induction and guidelines for working in the Trust;
 - Encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion.
- 2.2. The types of activities that volunteers engage in, on behalf of the Trust, may include:
 - Classroom support
 - Listening to pupils whilst they read;
 - Working with small groups of pupils to assist them in their learning;
 - Support for individual pupils;
 - Help in developing the school library;
 - Undertaking art & craft activities with children;



- Supporting after-school clubs;
- Helping with art or other practical subjects;
- Helping with supervision of children on school visits;
- Helping with classroom organisation;
- Helping with group work;
- General administration / Reception duties;
- Special projects such as test centre duties.

2.3 Volunteers will not be allowed to do the following activities:

- Take responsibility for all or some of the class;
- Change very young children or supervise them changing;
- Take responsibility for children engaged in PE or other specialist activities;
- Take the children off the school site without a teacher in charge.

2.4 The responsibility for the health and welfare of the children remains with the class teacher at all times.

3. Scope

3.1 The volunteer policy and procedure apply to all volunteers, which could include:

- Members of the Governing Body
- Parents, carers, guardians, elder siblings or Grandparents of Pupils
- Students on Work Experience or Placement
- University Students
- Ex-members of staff
- Local residents
- Staff family members
- Local interest groups e.g. local businesses, organisations and service groups

The above list is not exhaustive.

3.2 This policy does not apply to employees or contractor of the Trust who are governed by employment policies.

4. Equal Opportunities

4.1 Creative Education Trust are committed to ensuring consistency of treatment and fairness. It will abide by all relevant equality legislation including the requirement to make reasonable adjustments for volunteers with disabilities.

5. Responsibilities

5.1 The Board has overall responsibility for the effective operation of this policy, but has delegated day-to-day responsibility for its operation to the Chief Executive Officer (CEO) and the Director of HR.

5.2 All managers have a specific responsibility for operating within the boundaries of this policy, ensuring that all staff understand the contents of the policy.



5.3 All staff (including volunteers) are responsible for the success of this policy and should ensure that they take the time to read and understand it.

6. Procedure

6.1 Anyone wishing to work as a volunteer who will be based in a school within the Trust, on a regular basis or a one-off occasion should complete a Volunteer Application Form (**Appendix 1**) and return it with the necessary original Identity documents to facilitate a DBS (Disclosure and Barring Service) clearance check and for two references to be sought.

6.2 Only when two satisfactory references and a clear enhanced DBS has been received by the school, the volunteer will be invited to attend an induction programme whereby school policies, procedures and documentation will be explained and issued. All information pertaining to volunteers will be treated with confidentiality and volunteer records will be kept in a central place within the school.

6.3 The exceptions to this are:

- Work Experience Students or University Placements who apply via their educational establishment as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at the Trust. The student will be expected to sign the Volunteer Agreement, (Appendix 2) share their DBS certificate with the Headteacher / Principal and will not be placed in a class with any family connection;
- Where a DBS has not been returned the volunteer may begin activities providing there is an authorised risk assessment in place;
- One-off volunteers i.e. assisting with a school walk, a fund-raising event or a school visit will not require a DBS. Care should be taken to ensure these volunteers do not have unsupervised access to children.

6.4 If there is any doubt as to the level of checks required, a decision should be sought from the Headteacher / Principal.

6.5 Before starting to help in a school, volunteers will complete the Volunteer Agreement (**Appendix 2**), which sets out the school's expectations of its volunteers and to confirm they have received a copy of this Agreement.

7. Volunteers expectations of school/Trust:

7.1 Volunteers in school should expect to:

- be recognised for their valuable contribution to the learning experience for the children they support
- be assigned worthwhile tasks
- have access to any school policies or procedures that are relevant to their role
- have access any training that is necessary for the success of their activities.

8. Trust's expectations of volunteers

8.1 The Trust expects volunteers to:



- Adhere to the name protocol for staff e.g. Miss Brown;
- Adhere to the school's Health & Safety Policy, Safeguarding Policy, Data Protection Policy, Safer Code of conduct regulations and ICT Acceptable Use (where appropriate);
- Read and work within the Keeping Children Safe in Education Part 1 and Child Protection Policy;
- Work under the supervision and direction of staff;
- Be role models for the children they work with e.g. please think about the language and gestures used;
- Wear appropriate, smart casual dress in line with the school's Dress Code;
- Refer any behavioural or safeguarding concerns to the class teacher and not to attempt to deal with any such issues themselves;
- Use the staffroom but be reminded of school policies as stated above;
- Commit to a regular window of time to allow the school to plan activities to include the volunteer;
- Advise school as soon as possible when it is not possible to attend;
- Be familiar with school evacuation procedure and follow staff instruction;
- Annually disclose any information of a criminal nature.

9. Confidentiality

- 9.1 Volunteers in the Trust are bound by a code of confidentiality. Volunteers should maintain the confidentiality of all information which they are exposed to whilst volunteering at with the Trust.
- 9.2 Any concerns that volunteers have about the pupils they work with/encounter should be voiced with the class teacher and NOT with the parents of the child/persons outside school. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school.
- 9.3 Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher so that appropriate action can be taken.
- 9.4 Volunteers who are concerned about anything in the school, which may affect their work, should raise the matter with the Headteacher or appropriate senior member of staff.

10. Parent volunteers

- 10.1 It is the policy of the Trust to ask parents not to support in their own child's classroom, as this can be distracting for the child and perhaps can place the class teacher in a difficult situation. Helpers will be asked to support in classes where there is the most need for individual support.

11. Supervision

- 11.1 Volunteers should be supervised by a member of staff whom they are assigned to work with. Teachers retain ultimate responsibility for children always, including the children's behaviour and the activity they are undertaking.



- 11.2 Volunteers should be given clear guidelines on how they are expected to help and encouraged to ask for help and support from staff if queries or problems occur.
- 11.3 Prior to starting their volunteering role, they should be given an induction which includes an introduction to their volunteering role and responsibilities and ensures that volunteers are aware of their agreed responsibilities and are provided with regular support.

12. Health and safety

- 12.1 The Trust has a duty to ensure as far as reasonably practicable, that volunteers are not exposed to unnecessary risks to their health and act safely whilst undertaking their role in school.
- 12.2 The Trust demonstrates the same responsibility for volunteers as that of paid employees. However, in the light of this, volunteers have a duty of care towards themselves and to others. Volunteers must abide by the Health and Safety policies of the school and failure to adhere to the Health and Safety policies could be construed as negligence.

13. Complaints

- 13.1 Any complaints made about a volunteer will be referred to the Headteacher or appropriate senior member of staff for investigation. Any complaints made by a volunteer will be dealt with in the same way.
- 13.2 The Headteacher or designated member of staff reserves the right to take the following action:
- To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again
 - Offer an alternative placement for a volunteer, e.g., helping with another activity or on another class
 - Based upon the facts identified in the investigation it may be necessary for the school to inform the volunteer that the school no longer wishes to use them
 - Provide the volunteer with a copy of the school's full Complaints Procedure
 - Refer to the appropriate regulatory body if serious concerns are raised.

14. Review of the policy

- 14.1 This policy is reviewed every three years.
- 14.2 We will monitor the application and outcomes of this policy to ensure it is working effectively.



Appendix 1

Volunteer Application Form

This Volunteer Application form is part of the Trust's safeguarding systems.
The information that you provide will be treated as private and confidential.

1. Personal Details

Title - Please circle: Mr / Mrs / Miss / Ms/ Other		
Surname	First name	
Address.....		
.....		
Postcode	Home Tel	Mobile Tel
Email	Date of Birth	

2. Emergency Contact

Please give us a contact number of a close relative or friend who you would want us to contact in case of emergency	
Name	Relationship
Telephone Number	

3. Why you are interested

Please tell us in a few words why you are interested in volunteering at [insert name of school] within the Creative Education Trust
Is this a work experience / placement? Yes / No
If yes please give the course title and name and contact details for your tutor

4. General Information

Please give a brief description of any experience you have that may be relevant to volunteering at [insert school]
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5. Skills Assessment

Please complete the following form to help us to identify the areas of work you are interested in and the skills you may have

	Very confident	Quite confident	Not done before but want to try	Am not interested
Supporting children with their learning in literacy				
Supporting children with learning in numeracy				
Supporting children in other areas of learning				
Supporting children with their play at break times				
Volunteering on trips				
Volunteering to improve the outdoor environment				
Photocopying				
Word Processing				
Creating banners/posters				
Filing				
Helping with displays				
Clearing and sorting in the classroom				
Mending equipment and books				
Sorting equipment and books				
Cleaning equipment and books				
Making resources				
Doing DIY tasks				
Helping to organise events/activities				
Helping with the Covid -19 testing centres – please cross out the roles below that you are not interested in (role descriptions attached): <ul style="list-style-type: none"> • Registration Assistant • Results Recorder • Test Assistant • Cleaner • Processor 				

Which languages do you speak? Please indicate if fluent, intermediate or basic

.....

Do you have any illness or health problem that you would like us to be aware of?

.....



6. Availability

How much time would you like to spend in school?
Please tick in the boxes below when you are available:

	Mon	Tue	Wed	Thurs	Fri
AM 9.00 – 12.00					
Midday 12.0 – 1.00					
PM 1.00 – 3.30					

7. Child Protection

As part of our commitment to safeguarding the children in our care, we require all our volunteers to provide the following information:

- an original document giving proof of identity, e.g. photocard driving licence, passport (we will photocopy this and retain it for our records)
- an up to date enhanced DBS check (if registered on the online update service) or complete a new enhanced DBS check
- the name, address and telephone number of two people (employer or professional person, but not a relative or friend) who can comment on your suitability to work with children.

	Reference 1		Reference 2
Name		Name	
Address		Address	
Tel		Tel	
Email		Email	
Relationship To you		Relationship To you	

8. Criminal Record Disclosure

The volunteering position you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013). The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed is on the Ministry of Justice website. Do you have any convictions, cautions, reprimands or final warnings, whether in the United Kingdom or in another country? These should exclude those defined as "protected" by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended in 2013. Please circle: **YES** **NO**

If yes, please provide full details below

Date	Details

9. Declaration

I confirm that the above details are true. I consent to an enhanced DBS check and references being taken up as part of my application to be a volunteer.

Signed: _____ Date: _____

Thank you for your form – once all appropriate checks have been made you will be contacted shortly to arrange an informal meeting, and we'll try to get you started as soon as possible.



Appendix 2 Volunteering Agreement

This Volunteer Agreement is a description of the arrangement between us Creative Education Trust ('the Trust') and you *[insert name]* ('the Volunteer') in relation to your voluntary work.

Your volunteer role is based at *[insert details]* which commences on *[insert date]*.

The intention of this agreement is to assure you that we appreciate your volunteering with us and to indicate our commitment to do the best we can to make your volunteer experience with us a positive and rewarding one.

This volunteering agreement sets out the Trust's expectations of you in the role of volunteer and what you can expect from the Trust.

As a volunteer you will not receive any remuneration, benefits or other allowances, other than the reimbursement of your expenses as detailed below.

The Trust commits to the following:

Induction and training

The Trust will provide an induction process to the Trust's work and its employees and provide you with necessary training to enable you to carry out your volunteer role.

Supervision and support

The Trust will:

- communicate to you the required standard of service provided by the Trust and support you to achieve and maintain this standard
- allocate a named member of staff who will regularly meet with you to discuss and review your role
- provide support to allow you to develop within your role
- provide support to allow you to develop positive working relationships with other volunteers and Trust employees.

Health and safety

The Trust will provide you with reasonable training to allow you to carry out your role in compliance with the Trust's health and safety policy.

Reimbursement of expenses

The Trust will reimburse all reasonable expenses incurred by volunteers in order to carry out their volunteer role. Reimbursement will be in line with the Trust's Financial Regulations and will be subject to approval from the Headteacher, or designated member of staff.

Providing insurance cover

The Trust will provide necessary insurance cover that covers you whilst you are carrying out any approved and authorised voluntary work. This will include insurance cover for driving Trust vehicles but does not include private vehicle or contents cover.



Equal opportunities policy

The Trust will ensure that all volunteers are supported in accordance with the Trust's Equal Opportunities Policy, a copy of which is available on the Trust's website.

Addressing volunteer concerns

The Trust will endeavour to fairly and appropriately resolve any concerns or issues you encounter during the course of your volunteering activities with the Trust. Please initially raise such concerns with *[insert name and job title]* to allow the Trust to investigate and resolve these.

Volunteer agreement

I, *[insert name in capitals]*, agree to be a volunteer with Creative Education Trust and commit to the following:

- to perform my volunteering role to the best of my ability
- to perform my volunteering role to the required timescales
- to adhere to the Trust's policies and procedures, including the code of conduct, health and safety policy, child protection policy and equal opportunities policy
- to maintain the confidentiality of the Trust's information both during and after my volunteering role
- to ensure that any private vehicles used to carry out the volunteering role is appropriately taxed and insured. The vehicle will also be maintained and serviced in line with manufacturer's recommendations
- to provide details of referees who may be contacted and to agree to the enhanced DBS check or any other necessary check
- to inform the Trust in writing, as soon as possible when I am unable to volunteer so that the Trust can make other arrangements.

Data protection

The Company collects and processes certain types of data about you and does so in line with the General Data Protection Regulation and the Data Protection Act in force from time to time. Please read the Trust's Employee Privacy Notice which is available on the Trust's website.

You shall make yourself aware of the Trust's policies in relation to compliance with the General Data Protection Regulation and the Data Protection Act in force from time to time and undertake to act in accordance with these at all times, including exercising reasonable care to keep safe all documentary or other material containing confidential information. You shall inform the Trust immediately upon discovery of a data breach.

Confidentiality Agreement

Whilst in school, it is possible that you may come in to contact with confidential/sensitive information. This may be concerning people with whom you have dealings outside of the school setting such as; parents, children, staff and other individuals representing the school.

Please remember that any information that you are privy to whilst at this school is confidential and must remain so. This includes personal and social media interactions.



If you have concerns regarding a breach of sensitive information or indeed, feel there is a matter which needs to be brought to the attention of the Headteacher, please contact the school office as soon as possible. The school views any breach of confidentiality as a very serious matter and will take appropriate action in the event of any such breach.

Acknowledgement

You acknowledge that you have received and understand this agreement and agree to carry out your volunteering role in line with the required standards.

You acknowledge that you have received copies of Keeping Children Safe in Education part 1 and the Child Protection Policy

This agreement is not intended to be a legally binding contract and is binding in honour only. The agreement does not create an employer-employee relationship and may be cancelled at any time at the discretion of either party.

Signed:
[Volunteer]

Print name:

Date:

Signed:
For and on behalf of Creative Education Trust

Print name:

Date: