



MOUNT
KELLY

Volunteers Policy

Adopted	March 2015
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Next review	October 2019
Owner	Deputy Head (Pastoral)/HR Manager

DATE OF REVIEW	AUTHOR	PAGE / PARA	SYNOPSIS OF AMENDMENT
16/09/16	PDH	Page 6, para 4	The reporting line is now Head of Prep, HM.
14/09/2016	HR Manager	Page 3	Updated to include MKEL, MKS and the School
14/09/2016	HR Manager	Page 3	Updated to KCSIE, September 2016
14/09/2016	HR Manager	Page 5 para 4	Updated to KCSIE, September 2016
23/07/2018	HR Manager	Page 4	Updated to KCSIE, September 2018 and WTTSC to 2018
23/07/2018	HR Manager	Page 5	Removed details relating to Early Years disqualification by association.
23/07/2018	HR Manager	Page 5	Updated to KCSIE, September 2018 and WTTSC to 2018

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1. Introduction

This document follows guidelines as laid down in Working Together to Safeguard Children 2018 (WTTSC) and Keeping Children Safe in Education September 2018 (KCSIE). The policy should be used in conjunction with the Mount Kelly Safeguarding Policy and Procedure.

This procedure applies to all employees of the School, Mount Kelly Enterprises Ltd and Mount Kelly Swimming Ltd.

Volunteers offer valuable support and enhance the services provided by Mount Kelly filling a wide variety of roles, which may involve working with staff, children/pupils and so on. Legislative requirements impact on the use of volunteers who work with children and vulnerable adults, particularly in relation to their suitability for this type of work. A Disclosure and Barring Certificate may therefore be required for the role. Volunteers are also required to evidence their entitlement to live and work in the UK in the same way as paid workers.

There are a variety of capacities within which volunteers can be of service, but they cannot replace a member of staff, or to cover a vacant post. In return for their services, a volunteer will receive a sense of identity/fulfilment, social contact, and involvement within the school, together with an opportunity for personal development or continuing professional practice.

Voluntary work by its very nature is unpaid and should not be issued as a commitment to offering of a permanent position, security or remuneration (other than some expenses, which may have been agreed).

Any volunteer, who has a conflict of interest with any activity or programme, whether personal, or financial, must declare this to the Principal.

2. Recruitment of Volunteers

When recruiting volunteers Mount Kelly will comply with equal opportunities, before commencing any voluntary placement the volunteer will be assessed as suitable for the role. The process is outlined in Appendix A.

3. Safer Recruitment Checks

The arrangements for volunteers will vary by individual and activity. At the College the Designated Safeguarding Lead for Child Protection (DSL) and HR Manager will assess whether the individual is in regulated activity, at the Prep School this will be reviewed by the Prep Deputy Head (Pastoral and Co-Curricular) and the HR Manager.

Regular volunteers should have an Enhanced DBS certificate. Other checks may also be required including references and an informal interview. Occasional volunteers may not be required to undertake the checks but will need to be supervised at all times by a member of staff.

Before undertaking a DBS check the HR Manager will explain the reasons for the check and reassure the volunteer that such checks are a standard procedure when working regularly in a school; they will also give reassurance that all information will be treated with the strictest confidence and provide information on how the process will work. A criminal record will not be an automatic bar to volunteering, as only relevant convictions will be taken into account.

A person volunteering in a post will not be permitted to start until appropriate checks have been taken. Volunteers who do not agree to these checks will be refused the opportunity to volunteer for the school. Volunteers who have unsatisfactory checks will be refused and will be advised of the reason for the decision.

The checks relevant to recruiting any staff, paid or volunteer, are required for child safeguarding reasons. Any member of staff recruiting volunteers without following the process above will be subject to gross misconduct disciplinary procedures.

Supervision

Where supervision arrangements are in place they must be 'reasonable in all circumstances to ensure the protection of children', (taking into account the age of the children, the number of children, whether or not other workers are helping to look after the children, the nature of the work, how vulnerable the children are, and the levels of supervision). Even where a volunteer is not in regulated activity they may still require other checks.

Some volunteers, such as a parent volunteering to help out on a school day trip, fete or sports day may not require DBS Certificates.

4. Induction

All volunteers will be subject to induction appropriate to their role to ensure that they know what is expected of them and what they can expect from the school.

Equal opportunities and health and safety within the workplace will be part of the volunteers' induction.

The appointing manager will provide appropriate training and give a clear indication of the role and the limitations thereof. Volunteers will not be required to provide personal care and should refer to their workplace supervisor.

The volunteer should be treated in a fair and consistent manner in a safe working environment. Any volunteer working in the school will receive a safeguarding induction that specifically advises on the safeguarding standards including part 1 of Keeping Children Safe in Education 2018 (KCSIE) and Working Together to Safeguard Children 2018 (WTTSC). The induction will also include clear codes of conduct.

5. Line Management

Volunteers need to be managed appropriately within the working environment and receive regular contact with the person responsible for them. They will be advised how they will be supervised and the type of feedback they will receive.

6. Confidentiality

In the course of their duties, volunteers may need to have access to confidential information. It is the responsibility of the manager to determine whether access to confidential information is appropriate and, if it is, to make sure that the information is kept to a minimum. The manager must also ensure that the volunteer understands the confidential nature of the information and their responsibilities regarding confidentiality, it may be appropriate for them to be asked to sign a confidentiality agreement.

Volunteers will not be given access to the IT system without prior authorisation from the Deputy Head Pastoral/Prep Deputy Head (Pastoral and Co-Curricular).

7. Health and Safety

The school will ensure that, as far as possible, it meets the same health and safety requirements for volunteers as are demanded by law for paid employees.

The line manager must ensure health and safety training and instruction is given to volunteers as defined on the risk assessments relevant to the activities being undertaken. Records should be kept of the information and training provided. The school will ensure that the risk assessment process always involves employees and volunteers who are involved in the activities which are being risk assessed.

8. Training

Volunteers will be required to attend relevant training. The appointing manager is responsible for advising volunteers of appropriate codes of conduct and behavioural standards related to safeguarding.

9. Insurance

Mount Kelly employers' liability insurance contains a clause relating to authorised volunteers which is sufficient to fulfill their legal liability in relation to volunteers carrying out work within the remit of their agreed work programme.

Anyone driving a minibus on behalf of the school must be assessed by the Health and Safety Officer and comply with relevant training and license requirements.

10. Unsuitability Of Volunteers

If, after appropriate support and encouragement, it is determined that a volunteer is unsuitable, they should be advised by the appointing manager that they are no longer required.

Where a voluntary arrangement is cancelled, or a volunteer chooses to leave, then all school property must be returned.

If a volunteer is involved in any safeguarding incident, the school will follow appropriate reporting procedures including reporting the incident to relevant authorities such as the Police or the Disclosure and Barring Service.

11. Termination

Mount Kelly reserves the right to terminate the voluntary relationship, this will usually be confirmed in writing and where possible the school will aim to give at least two weeks' notice. The school however maintains the right to terminate a voluntary arrangement at any time.

If the volunteer wishes to withdraw from the role it would be appreciated if two weeks' notice could be provided however the school recognises the volunteers' right to withdraw at any time.

Appendix A FLOW CHART



