



**HORRIS HILL**

FOUNDED 1888

# Policy on Managing Volunteers

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<b>Policy approval:</b>	<b>Reviewed by Policy Audit Committee October 2020 Approved by Full Governing Board November 2020</b>
<b>Date of next review:</b>	<b>September 2021</b>

## **POLICY ON MANAGING VOLUNTEERS**

Horris Hill School (“the School”) is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The School aims to recruit volunteers that share and understand our commitment to the aims of the School.

All queries on the School’s recruitment process must be directed to the Bursar.

### **The recruitment of volunteers**

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Board of Governors therefore, welcomes and encourages volunteers from the local community to assist in its day to day running. The kinds of activities that volunteers may assist with working with small groups of pupils to assist them in their learning, working alongside individual pupils, or accompanying school visits.

Volunteers will be recruited and vetted via the process set out below. Volunteers who take part in a regulated activity will be subject to safer recruitment checks.

### **Recruitment**

Volunteers will be subject to an informal recruitment process which will involve a meeting with the Headmaster to discuss the requirements of the School and the skills of the volunteer. The purpose of this meeting will be to understand whether the prospective volunteer has any previous relevant experience and find out whether the expectations and requirements of each party meet and whether there is a volunteering opportunity at the School. As well as meeting with the Headmaster the volunteer will meet and liaise closely with their line manager.

Any volunteering position may be offered subject to the following checks, if relevant:

1. an Enhanced Disclosure and Barring Service (DBS) certificate;
2. if the volunteer will be undertaking a regulated activity, a barred list check;
3. evidence of their entitlement to work in the UK, where relevant;
4. a declaration that they are not disqualified from providing childcare as set out in the statutory guidance “Disqualification under the Childcare Act 2006 (July 2018)”;
5. depending on the nature of the role, the volunteer may also be asked to sign a confidentiality statement;  
and
6. references may also be required.

### **Induction**

Volunteers will be provided with training on the following matters once the volunteering position commences:

- Safeguarding and Child Protection Policy and Procedures
- A meeting with the Designated Safeguarding Lead (DSL) to understand safeguarding obligations
- Keeping Children Safe in Education Part I and Annex A
- Staff Code of Conduct

- Whistleblowing Policy
- Good Behaviour and Sanctions Policy
- Missing Child Policy and Procedures
- Prevent Policy
- Health and Safety
- Confidentiality obligations
- Supervision
- Data Protection

### **Data Protection**

The School will comply with its obligations under the relevant data protection legislation. Volunteers' attention should be drawn to the School's Privacy Notice and Data Protection Policy which sets out details of how the School will process volunteers' personal data.