

# C34 Volunteer Policy

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## 1. Introduction

- 1.1 The University of Brighton Academies Trust, herein after referred to as the Trust, believes that volunteers are a welcome and valuable resource for helping to raise children’s achievements by supporting the work of our Trust, particular teaching staff in delivering curriculum to all pupils. Volunteers bring with them a breadth of skills and experience which can enrich our academies and enhance the learning opportunities of all children through their contribution.
- 1.2 The aim of this policy is to encourage the wider community to engage with Trust and our academies and to establish expectations for both staff and volunteers regarding the work undertaken by volunteers and their conduct whilst working in one of our academies or Professional Services departments.
- 1.3 This policy has been developed in line with the Department for Education’s statutory safeguarding guidance, Keeping Children Safe in Education.
- 1.4 This policy applies does not apply to Trustees or Local Board Members, for whom separate guidance is available.

## 2. Roles and Responsibilities

- 2.1 Volunteers may undertake roles in any of our academies or Professional Services departments. Volunteers may be involved in (this list is not exhaustive):
  - Hearing children read
  - Accompanying school visits
  - Working with individual children
  - Working with small groups of children
  - Supporting specific curriculum areas, such as ICT or art

- Social activities such as running a disco
- Fund raising activities such as running a cake stall or helping at the Summer Fair
- Carrying out administrative work or other suitable agreed duties

## 2.2 Volunteers may be:

- Parents, carers, guardians, or grandparents of pupils
- Former pupils or staff
- Students on work experience or placement
- Local residents
- Friends of the school/members of the PTA

## 3. Becoming a volunteer

- 3.1 Anyone wishing to work as a volunteer with the Trust on a regular basis or as a one-off should contact the Principal or relevant Head of Professional Services department. Volunteers should complete the relevant application form with their contact details, types of activities they would like to help with and the times they are available to help. The Principal/Head of Professional Services department (or staff member with delegated responsibility) will interview the potential volunteer and an appropriate voluntary role will be agreed.
- 3.2 If the voluntary role is academy and class/pupil-based, this will normally be with a class/pupil(s) which has no family or friend connection to the volunteer. A regular day(s) and time(s) will be agreed, where not one-off, and the applicant will be expected to sign all relevant documentation.
- 3.3 All documents relating to the completion of a DBS should be returned with the necessary original identity documents to facilitate a DBS (Disclosure and Barring Service) clearance check if required. Where the volunteering is a placement linked to a course of study the cost of the DBS (if required) will be met by the volunteer (or his/her college).
- 3.4 An entry will be made on the Trust's/Academy's Single Central Record and a file maintained with the confidential details of the volunteer which will be retained by school for 7 years after the volunteer resigns from their volunteering responsibilities.
- 3.5 The exceptions to this are students on work experience university placements who apply via their educational establishment when as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at The Trust. It is the responsibility of the Principal or Head of Professional Services department to ensure these checks have been completed. The student will be expected to sign a confidentiality agreement and will not be placed in a class with any family or friend connection.
- 3.6 If there is any doubt as to the level of checks required, a decision should be sought from the Recruitment Advisor by email to [recruitment@brightonacademiestrust.org.uk](mailto:recruitment@brightonacademiestrust.org.uk).

## 4. Appointment of volunteers

- 4.1 Volunteers are appointed by the Principal/Head of Professional Services department.
- 4.2 All appointments are conditional upon the completion of statutory recruitment checks which include the following:
- An enhanced DBS check (if appropriate – see 5.1)
  - Barred list check
  - Verification of ID
  - Two references detailing the volunteer's suitability to work with children
- 4.3 The Principal/Head of Professional Services department reserve the right to terminate a placement at any time.

## 5. Safeguarding

- 5.1 Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection (please refer to and read the Child Protection and Safeguarding Policy which is available by visiting the relevant academy website). To ensure we're upholding our responsibility to keep our pupils safe, we will conduct enhanced DBS checks on volunteers who:
- Work one-on-one with pupils unsupervised
  - Work with groups of pupils unsupervised
  - Supervise or accompany groups of pupils on overnight residential visits
- 5.2 Should the results of any DBS checks return with unspent and spent listed convictions and cautions, the Trust will assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in.
- 5.3 In addition to the DBS check, anyone wishing to become a volunteer must complete a criminal record self-declaration form at interview.
- 5.4 The Trust will provide safeguarding training (see 6.3) to all volunteers prior to them beginning work at the school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education.
- 5.5 The Trust requires all volunteers to agree and adhere to our Staff Code of Conduct. Additionally volunteers must inform Principals/Head of Professional Services department of any criminal convictions/cautions that occur whilst a volunteer.

## 6. Induction and training

- 6.1 All volunteers should have access to this policy which must be provided to them when making an application. Volunteers should also have access to the following policies which are all available from the Trust's website [Home - Brighton Academies Trust](#)
- Health and Safety Policy
  - Confidentiality Policy
  - Data Protection Policy
  - Safeguarding & Child Protection Policy
  - Safeguarding Guidance
  - Equal Opportunity Policies
  - Behaviour Policy
  - ICT Acceptable Use Policy (where regular access to the Trust's computer network is necessary)
  - Staff Code of Conduct
- 6.2 All volunteers who work for the Trust are expected to work and behave in such a way as to promote our Trust values.
- 6.3 All volunteers must have safeguarding training (see 5.4) prior to starting in the voluntary role and this must be renewed annually if the volunteer is to continue as a volunteer. Other training requirements will be based on the nature of the work the volunteer will be doing.
- 6.4 All volunteers must also complete the following online training before commencing their voluntary role: Prevent Training; Health and Safety Overview; Manual Handling and, should they be required to use display screen equipment as part of their volunteer role, Working with Display Screen Equipment.
- 6.5 This is not required where a volunteer is engaged in a one-off activity as the volunteer will be accompanied by a member of staff at all times.

## 7. Confidentiality

- 7.1 Volunteers are reminded that all information on individual pupils and members of staff is confidential and that the sharing of data is protected under the General Data Protection Regulations 2018. They are not permitted to discuss children's or staff member's issues with other professionals in the school.
- 7.2 Volunteers who break this confidentiality rule will be asked to leave.
- 7.3 There may be instances where volunteers MUST pass information to the Principal or class teacher. Volunteers should report concerns regarding the welfare of a child to their nominated supervisor. If a child protection disclosure is heard or made, volunteers must report this to a member of the safeguarding team as instructed within the academy protocols. Volunteers should maintain confidentiality and not discuss welfare concerns other than with their supervisor and safeguarding team. Under no circumstances should a volunteer discuss information about a child with a parent or carer without prior consent from their supervisor.

## 8. Equal Opportunities

- 8.1 At the Trust, we do not tolerate discrimination on the grounds of age, disability, race, ethnic background, colour, religion, gender, sexual orientation or marital, social or financial status.
- 8.2 All volunteers are always required to make a commitment to this policy and treat everyone with respect.

## 9. Complaints Procedure

- 9.1 Any complaints made by a volunteer or about a volunteer will be referred to the Principal/head of Professional Services department for investigation.
- 9.2 The Principal/Head of Professional Services department reserves the right to take the following action:
- To speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated
  - Offer an alternative placement or activity for a volunteer
  - Inform the volunteer that the placement has been withdrawn

## 10. Policy Status and Review

Written by	Talent Partner
Owner	Head of People
Status	Approved
Equality Impact Assessment	Initial Impact Assessment Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Full Impact Assessment Yes <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
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Comments	