

<b>Title</b>	<b>Volunteer Policy</b>
<b>Reviewed</b>	<b>March 2019</b>
<b>Next Review</b>	<b>March 2021</b>
<b>Associated Policies</b>	<b>Recruitment Policy</b> <b>DBS Policy</b> <b>Child Protection Policy</b> <b>Trips and Visits Policy</b> <b>Equality Duty</b> <b>Data Protection Policy</b>
<b>Originator</b>	<b>E Snell / C Hinds</b>
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## 1. Rationale

The Trust recognises the value of well-deployed volunteers in its academies. Volunteers are a welcome resource for helping to raise children's achievement, complementing the work of teachers and support staff. An individual Academy will benefit greatly from developing well-planned, active parental and community links through participation by adults in the activities of the Academy on a voluntary basis. It should be emphasised that the role of volunteers in our Academies provide for the enrichment of the pupils' learning experiences, but must not encroach on or restrict professional teaching duties.

## 2. Deployment of Volunteers

The Trust is mindful of deploying volunteers appropriately. Volunteers will not be asked to replace paid staff or be given responsibility within the Trust that would normally be associated with paid employees.

### **Volunteers will not be asked to carry out duties which:**

- fall normally within a Teacher's responsibility under the common law concept of "*loco parentis*"
- fall normally within the job description of a Teacher or member of support staff, i.e. they must not be asked to cover the absence of staff
- would normally be performed by a specialist contractor engaged by the Trust

The class teacher remains responsible for the organisation of the class and methods of work. For guidance on the role and responsibilities of parents / helpers on trips refer to the Trust's Trips and Visits Policy.

## 3. Recruitment

The Protection of Freedoms Act 2012 sets out the checks that employers are able to carry out on volunteers and the definition of Regulated Activity and Supervision.

### 3.1 Recruiting Procedures

Hatton Academies Trust has a clear process for recruiting and vetting potential volunteers. All prospective volunteers must complete a Hatton Academies Trust application form and will be required to attend an interview. The application form will be used as a framework for structuring the interview with the individual about the Academy's needs, their needs and potential contribution and expectations of the volunteering arrangement. The interview will include consideration of their suitability to work with children and will include questions on Safeguarding children. Two satisfactory references will be obtained before the volunteer begins to carry out activities in a Trust Academy.

### 3.2 Disclosure & Barring Service

Enhanced DBS clearance is required for all volunteers and will be obtained on their behalf by the Trust. The administration costs incurred for DBS applications will be paid by the Trust. In

the event that the volunteer does not qualify for a free disclosure, the Trust will liaise with the applicant accordingly and may request payment in advance of making the application.

Volunteers or parents who accompany staff and pupils on one off outings or trips that do not involve an overnight stay, or who help out at one off specific events e.g. sports days or music festivals may not require a DBS. **IMPORTANT: It is the teachers' responsibility to ensure that volunteers who do not have an enhanced DBS do not have unsupervised access to children. It will be made clear to the teacher what level of checks have been undertaken.**

### 3.3 Children's Barred List Check

For most appointments, a Barred List Check will also be required as the majority of staff and volunteers will be engaging in regulated activity. Further information is available in the Trusts DBS Policy.

## 4. Induction

The Academy will issue all volunteers with an induction pack that includes support materials.

Child protection and safeguarding training will be undertaken with volunteers in the same way as with employees.

Volunteers will be made aware of the rules governing behaviour at the Academy; the key 'dos' and 'don'ts' for children and adults. This will include procedures designed to avoid hazards or risks associated with the tasks that they are being asked to carry out and, importantly, details of first aid and emergency arrangements such as procedures to follow in case of fire.

As part of their induction to the Academy, volunteers will also be provided with basic information such as a plan of the site and details of those facilities available to them eg staff room, toilets etc.

In addition, Volunteers will be made aware of the following:-

- expectations with regard to confidentiality and data protection
- access to information related to pupils and/or staff
- expected level of behaviour
- Trust's Equal Opportunities policy – with specific emphasis on issues relating to discrimination and the use of appropriate language
- the Trust's Complaints procedure
- the Trust's Staff Code of Conduct
- the Trust's Health & Safety Policy
- the Trust's E-safety policy

## 5. Supervision of Volunteers

Each volunteer will be designated to a specific member of staff to whom he or she will be directly responsible. Whilst there should be no significant addition to the workload of the staff

member taking responsibility for the volunteer, it would be expected that time is taken to ensure the volunteer is adequately inducted into the role and that there is mutual agreement and understanding. This additional responsibility is not compulsory for staff and should only be delegated with the agreement of the employee concerned. It is however essential that the volunteer is clear which member of staff has this responsibility. The designated member of staff will have regular meetings with the volunteer to ensure they are happy with the tasks they are doing and receive feedback from the Academy.

Volunteer arrangements are by mutual agreement. Both staff and volunteers should be aware that it can be terminated at any point, without reason or notice. The Principal reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Policy and seek reassurance that this will not happen again
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class
- Inform the volunteer that the Academy no longer wishes to use them

## **6. Insurance**

Volunteers will be informed about the extent of the insurance cover available. Whilst volunteering for the Trust they are covered by the Trust for third party liability only and the limitations of this insurance will be explained carefully to volunteers. They may wish to make their own arrangements for insuring against theft, personal injury or damage to their own property.

Volunteers using their own car to transport children other than their own children to Academy events, (sport, music etc) must provide documentary evidence that their car insurance covers this and must complete a form for authorisation.

Volunteers are not permitted to drive the Trust's mini buses.

## **7. Out of Pocket Expenses**

The Board of Directors will give consideration to paying out-of-pocket expenses connected with the tasks volunteers undertake for the Academy if approved in advance or in exceptional circumstances.

In order to make sure volunteers do not fall under the legal or tax definition of an employee the Trust will:

- only reimburse expenses after a receipt has been submitted.
- not pay unaccountable round sums to cover expenses
- not pay regular allowances, no matter how small.

Volunteers are responsible for seeking advice from the Department of Work and Pensions with regard to how Volunteering may affect entitlement to benefits.

## Appendix 1 – Volunteer Guidelines

Thank you very much for volunteering to help at a Hatton Academies Trust Academy.

The following are a set of guidelines, which we hope will help to establish a successful partnership between staff and volunteers at the Trust.

- Teachers work hard to plan lessons and direct learning in advance. If you are unsure of the purpose of the activity you have been asked to assist with please clarify it with the teacher or teaching assistant at the start of the session.
- If you are committed to helping on a regular basis and for any reasons are unable to attend on a day when you are expected, please inform the teacher or the Academy office in advance. Similarly, if your help is not required on a particular day (for example due to a trip or other activity) then the teacher will provide you with advance notice of this.
- Helping within the Academy where your child is a pupil will give you an insight into his or her education. Should you have any questions that arise out of this please direct them to the class teacher privately on a separate occasion, through Parent /Carer meetings, or through the other channels that already exist within the Academy.
- When you are working with children it is important to create an atmosphere that makes the children want to learn. Enthusiasm and encouragement are extremely important in helping with development.
- Should a child or children spoil an activity for others in which you are participating, please give one warning before asking the teacher or teaching assistant to intervene.
- Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If a child tells you something that you feel is of concern, but you might not know the relevance of, you should discuss this privately with the teacher and no further.
- Confidentiality regarding what might be seen, heard or discussed within the class or group by children or adults is extremely important. Trust staff are bound by the rule of confidentiality that as a volunteer will also apply to you. Please do not discuss any issues that might arise in class with anyone other than the class teacher who is best placed to decide on the correct course of action.

**Volunteers in other areas of the Trust, who may not directly support or have direct contact with children, must also observe these guidelines.**

Thank you very much for volunteering your time, effort and enthusiasm to help in a Hatton Academies Trust Academy. You can be assured that your help is greatly appreciated and will be of genuine help to both children and staff alike.

## Appendix 2 - Code of ethical practice for Hatton Academy Trust staff

All Hatton Academies Trust staff are valued members of the Trust community. Everyone is expected to set and maintain the highest standards for their own performance, to work as part of a team and to be an excellent role model for our pupils.

All Trust staff should:

- place the safety and welfare of pupils above all other considerations
- treat all members of the Trust community, including pupils, parents and carers, colleagues and directors with consideration and respect
- adhere to the principles and procedures contained in the policies in our safeguarding portfolio, the behaviour policy and in teaching and learning policies
- treat each pupil as individuals and make adjustments to meet individual needs
- demonstrate a clear understanding of and commitment to non-discriminatory practice
- comply with the PREVENT agenda and uphold the principles of democracy, rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- recognise the power imbalances between pupils and staff, and different levels of seniority of staff and ensure that power and authority are never misused
- understand that Hatton Academies Trust staff are in a position of trust and that sexual relationships with a pupil, even over the age of 16, is not acceptable and may be a criminal offence. Pupils are considered as 'children'; under the age of 18.
- be alert to, and report appropriately, any behaviour that may indicate that a pupil is at risk of harm
- encourage all pupils to reach their full potential
- never condone inappropriate behaviour by pupils or staff
- take responsibility for their own continuing professional development
- refrain from any action that would bring the Trust into disrepute
- value themselves and seek appropriate support for any issue that may have an adverse effect on their professional practice.

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## Appendix 3 - Volunteer Agreement

Thank you for offering your services as a volunteer for Hatton Academies Trust. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement sheet and return it with your completed application form. You will receive a copy of it for your records.

- I have received a copy of the Trust's Volunteer Policy and Volunteer Guidelines which I have read, understood and agreed to abide by (Appendix 1).
- I have received a copy of the Code of Ethical practice and agree to uphold these standards (Appendix 2).
- I agree to support the Trust's aims and values & follow Trust / Academy policies.
- I agree to treat information I gain from being a volunteer within the Trust as confidential.
- I understand that I am required to undergo a DBS check to advise the Trust of my suitability as a volunteer.
- I understand that the Trust will need to obtain two satisfactory references before my volunteer placement can commence.
- I understand that I will need to provide evidence if my right to work is subject to a work permit/visa/worker registration scheme.
- I understand that, should I be engaged in regulated activity a Children's Barred List check may be carried out and in order to do this, I agree to provide the Trust with my date of birth and previous surnames.
- I understand that deployment at a Hatton Academies Trust Academy as a volunteer is at the sole discretion of the Principal and can be terminated without reason or notice.

### PRIVACY NOTICE

In accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, the Trust is a controller and processor of your personal data. The Trust processes this information in accordance with Article 6 1(e) of GDPR. For special categories of data (i.e. gender, ethnicity, religion, disability) the Trust processes data in accordance with Article 9 of GDPR. Please see the Trust's staff privacy notice for more details <https://www.hattonacademiestrust.org.uk/wp-content/uploads/2018/10/HAT-Staff-Privacy-Notice.pdf>

Name:		Date of Birth:	
Previous Surnames:			
Type of Volunteering role of interest:			
Availability:			
Signature:		Date:	

<b>FOR OFFICE USE ONLY:</b> Authorised by (Principal):		Date:	
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