Diocese of Norwich Education and Academies Trust

The Nar Valley Federation of Church Academies

VOLUNTEERS IN ACADEMIES POLICY

Policy Type:	**Trust Core Policy**
Date Issued by MAT:	**21/10/2022**
Approved By:	**Trust Board (Joint Policy Development Committee)**
Approval Date:	**20/10/2022**
Review Date:	**October 2023**
Person Responsible:	**Head of Human Resources**

Summary of Changes

The model policy has been revised to reflect these changes to the statutory guidance as outlined below.

Page Ref.	Section	Amendment	Date of Change
		New Policy	Sep 2022

Our Christian Ethos and Values
All policies within the Diocese of Norwich Education and Academies Trust (hereafter referred to as "the Trust"), whether relating to an individual academy or the whole Trust, will be written and implemented in line with our Christian ethos and values.

We make no apologies for having high ambition for all, and we truly value the wider educational experience.
We walk and talk our Christian values. That means we put people at the centre of the organisation and want to see them flourish and grow. Our schools are inclusive, welcoming those of all faiths and none.

Overall accountabilities and roles
The Trust has overall accountability for all its academies and staff. Through a Scheme of Delegation for each academy it sets out the responsibilities of the Trust, its Executive Officers, the Local Governing Body and the Principal / Head Teacher. The Principal / Head Teacher of each academy is responsible for the implementation of all policies of the Trust. All employees of the Trust are subject to the Trust's policies.

1 Introduction

1.1 Volunteers are private individuals who undertake 'regulated activity' (as defined in Keeping Children Safe in Education) in the school. Broadly, 'Regulated Activity' is defined as having contact once a week or more often, or on four or more days in a 30 day period or overnight, including relevant personal care, health care and advice or guidance relating to children's' physical, emotional, or educational well-being.

1.2 Please note this policy does not apply to the roles of Governors or Trustees. The roles of Governors and Trustees are covered in the following policies:

- NS09 Re-Appointment of Trustees and Local Governors
- S15 Trustee and Governor Allowances Policy

For more information on the roles of Governors or Trustees, please contact the Governance Team governance@donesc.org / 01603 550150.

1.3 Volunteers are a welcome resource for helping to raise achievement, complementing the work of teachers and support staff. There is no doubt that an individual school will benefit greatly from developing well-planned, active parental and community links through participation by adults in the activities of the school on a voluntary basis.

1.4 The deployment of any volunteer, whether for one day or for a number of sessions over a longer period, must be managed with care; in particular taking account of the needs of the students and the staff to whom they are assigned.

2 Deployment of Volunteers

2.1 Volunteers should not be asked to carry out duties which:

- fall normally within a teacher's responsibility to take on some of the functions and responsibilities of a parent under *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 from school.
- would normally be performed by a contractor engaged by the Trust; it should be noted that the teacher remains responsible for the organisation of the class and methods of work.

3 Supervision of Volunteers

3.1 During a visit to the school each volunteer should be designated to a specific member of staff to whom they 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. It is however essential that the volunteer is clear which member of staff has this responsibility.

4 Recruiting Volunteers

4.1 Recruiting and vetting potential volunteers will mirror that used for paid employees.

4.2 Volunteers should complete the standard Trust application form for the recruitment of volunteers - 'Academy Volunteer Application Form' (Appendix 3). The form should be used as a framework for structuring the discussion with the individual about the school's needs, their needs and potential contribution and expectations of the volunteering arrangement. For safeguarding purposes, senior leader discussions with the volunteer should aim to clarify the reason the volunteer wishes to undertake such work.

4.3 Volunteers must complete 'Relationships with pupils outside of work Declaration' (Appendix 2)

4.4 The School Business Manager/Headteacher should complete The Risk Assessment for Volunteers (Appendix 4)

4.5 It is important that two satisfactory references and a clear enhanced Disclosure and Barring Service disclosure are obtained before volunteers begin to carry out activities in the school.

4.6 All volunteers should be issued with an induction pack.

5 Child Protection and Safeguarding

5.1 Child protection and safeguarding procedures should be undertaken with volunteers in the same way as with employees.

5.2 The Recruitment and Selection Policy should be followed to ensure that appropriate checks are undertaken:

Many parents and other volunteers help regularly in the classroom, and some will require a DBS disclosure. This should be determined by the frequency and nature of contact with children i.e., if being left unsupervised with children and/or if having regular contact. In addition to an Enhanced DBS disclosure, the Trust will also carry out a Barred List Check on any volunteers that will be unsupervised.

Volunteers who only accompany staff and children on one off outings or trips or who help at one off specific event such as sports days, school fetes etc. may not need to be DBS checked. If, however an overnight stay is involved then an enhanced DBS disclosure must be obtained.

6 Volunteering whilst involved with Trust Disciplinary Procedures

6.1 If an individual is being investigated under the Trust Disciplinary Procedures and/or is currently suspended, they are not permitted to volunteer at any Trust academy. An individual must disclose any current Trust disciplinary processes if they apply to be a volunteer. If there is a failure to disclose and it is later found that the individual is subject to disciplinary action, that individual will be barred from volunteering immediately at the academy.

6.2 If an individual is engaged in an Employment Tribunal dispute with the Trust, they must not volunteer at a Trust academy. If there is a failure to disclose and it is later found that the individual is subject to disciplinary action, that individual will be barred from volunteering immediately at the academy

7 Academy Protocols

7.1 In fairness to all concerned, volunteers must be made aware of the rules governing behaviour at the school; the key ‘dos’ and ‘don’ts’ for children and adults. This should 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.

7.2 As part of their induction to life at the school, volunteers should also be provided with basic information such as a plan of the school site and details of those facilities available to them e.g. staff room, toilets etc.

7.3 It is essential that volunteers are made aware of the following procedures: -

- expectations with regard to confidentiality

- access to information related to students and/or staff
- our code of conduct and expected levels of behaviour
- our commitment to equality focusing on issues relating to discrimination and the use of appropriate language
- the complaints procedure

7.4 Appendix 1 of this policy provides information on expected standards of behaviour and conduct that is expected of all employees & volunteers.

8 Insurance

8.1 Whilst volunteering for the school volunteers are covered by the Trust for third party liability only. The limitations of this insurance should 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.

8.2 Volunteers using their own car to transport children other than their own children to school events, (sport, music etc.) must provide documentary evidence that their car insurance covers this. The date of expiry will be recorded on the Single Central Register. Evidence will not be retained in line with the Trust's Records Retention policy.

8.3 Volunteers (and employees) driving a school minibus will be covered under the individual school's insurance arrangements.

8.4 The Headteacher must ensure that the appropriate insurance is in place before deploying volunteers to drive a school minibus. All parties must be made fully aware of the regulations and drivers should be offered appropriate training and instruction before taking children on journeys in vehicles owned by the Trust.

9 Out of Pocket Expenses

9.1 Out-of-pocket expenses, authorised by the relevant budget holder in advance, may be reimbursed. There should be no expectation that volunteers should incur out-of-pocket expenses.

9.2 Volunteers are not employees. In order to make sure volunteers don't fall under the legal or tax definition of an employee, schools should ensure the following:

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

9.3 State benefits claimed by volunteers can be affected by voluntary work and volunteers should seek advice from their relevant benefit agency in they have queries in this regard.

10 Review of Policy

10.1 This policy is reviewed and amended every three years or upon change of relevant legislation. We will monitor the application and outcomes of this policy to ensure it is working effectively.

Appendix 1

Examples of Acceptable Behaviour

People behave acceptably when they:

- Treat all individuals in line with the Trust's Christian vision, enabling them to live "life in all its fullness" John 10:10
- Afford dignity, trust and respect for everyone and themselves
- Have awareness of the effects of their behaviour on others and only make reasonable and manageable demands
- Communicate honestly and openly
- Provide and are receptive to honest feedback based on evidence, and challenge discriminatory language and behaviour in an appropriate way
- Devoting full attention while at work to the duties of their position and in-doing so acting with responsibility, good judgement and in good faith carrying out any reasonable instructions given by those with authority to do so
- Not divulging to any unauthorised person or making personal use of confidential information connected with the academy, either intentionally or through negligent behaviour
- Observing the rules, regulations and instructions adopted by the academy
- Following appropriate safeguarding procedures

Examples of Unacceptable Behaviour:

- Verbal aggression, for example using aggressive language, threatening, ridiculing, ignoring people or repeatedly shouting
- Physical aggression
- Misusing social media platforms which brings the Trust into disrepute

This list is not exhaustive. It is simply a guide to help individuals consider their own and others behaviour and gain understanding of what behaviours are unacceptable in the workplace.

Appendix 2

Relationships with pupils outside of work Declaration
It is recognised that there may be circumstances whereby 'volunteers' are known to pupils outside of work. Examples include membership of sports clubs, family connections, or private tutoring.

Volunteers' must declare any relationship outside of the academy that they may have with pupils.

Volunteers Name	**Pupil Name**	**Relationship**

I can confirm that I am fully aware of the code of conduct relating to contact out of work with pupils. I have read and fully understood this policy and confirm that my conduct will be in in line with this policy.
If I am tutoring a pupil outside of the academy, I am aware that the following must be adhered to: -
• I do not, at any point, teach the child in question as part of my daily timetable - this is a stipulation of such tutoring
• I emphasize to parents that this is done completely independently of the academy
• No monies come through the academy at any point, informally (e.g. via the child) or formally
• No private tutoring is to take place on academy premises

I confirm that if these circumstances change at any time, I will complete a new form to ensure the academy is aware of any relationships.

Signed ……..

Date …….....

Appendix 3

Academy Volunteer Application Form

Academy Logo

Academy Volunteer Application Form

This academy can offer three different types of volunteering opportunities: Those who volunteer weekly (for example reading volunteers); those who are willing to be called on to give one off help (such as to accompany a school trip) and those who volunteer occasionally (for specific projects in which you have a particular skill or knowledge).

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Please ensure that you complete all sections of the form. Please note that providing false information will result in the form being rejected. Please note that checks may be carried out to verify the contents of your form.

Name	(Mr/Mrs/Miss/Ms/Mx)	
Address		
Postcode		
Telephone Number	Home:	Mobile:
Academy you wish to volunteer at		
Do you hold an Enhanced DBS Certificate? (delete as appropriate)		**YES / NO**
If **YES,** DBS Certificate No. and date issued		
Are there any reasonable working adjustments you would need us to make to accommodate your health? (delete as appropriate)		**YES / NO**
If **YES** please give details		
Emergency Contact - in the event of illness/accident whilst in school, whom you would want us to contact?		
Name		
Address		
Telephone Number	Home:	Mobile:
Relationship	(e.g. Spouse, Partner, Parent)	
Training, please give any relevant details		

What kind of support would you be willing to give?
(Eg an afternoon hearing 1:1 readers/ admin time to support a class teacher/ maths games with a small group of children/Early Years support/In class support)

Do you have a preferred age range you would like to volunteer with?
(Please note that regular volunteers will not be placed in a year group where they have a child)

Early Years Key Stage One Key Stage Two Don't mind

Weekly volunteering
Please note that all volunteers working in the school on a regular basis will need a DBS certificate*. This is organised and paid for by the school and will require you to complete an online form and bring in proof of ID.

Your availability: (Please circle all the times which you are available)	**Preferred hours:** (Eg, 10 to 12)
Mon AM/PM Tues AM/PM Weds AM/PM Thurs AM/PM Fri AM/PM	

Volunteer Reserves
Please note that all volunteers working with children/in school occasionally will need to be List 99 checked** – you may have already completed this as part of your child's initial enrolment paperwork.

What kind of support would you be willing to give?
(Please tick all that apply)

- ☐ Accompanying different classes on trips in the event that there are insufficient parent helpers available
- ☐ Taking down a display and putting up new backing paper/mounting work.
- ☐ Helping with one off admin tasks (such as sorting new reading books)

DECLARATION

I declare that to the best of my knowledge and belief, the above answers are true.

I also understand that DNEAT is permitted to hold personal information about me as identified on this form, as part of its personnel records and safeguarding procedures and may disclose such information to third parties as part of safeguarding process. This applies to information held, used or disclosed in any medium.

Signature:

Date

Reference request information

Please give details of two referees, one of whom should be your most recent employer (if applicable). If you are in, or have just completed full-time education, one referee should be from your school, college or university. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to being a volunteer.	
Name:	Name:
Address:	Address:
Tel No.	Tel No.
Email:	Email:
Occupation/ Relationship:	Occupation/ Relationship:
How long have they known you?	How long have they known you?

* DBS clearance (Disclosure and Barring Service) allows organisations to gain access to criminal records in order to safeguard children and vulnerable adults from individuals who may be unsuitable. Schools are designated 'regulated activity providers' and it is a legal requirement that adults in regular contact with the children are subject to an enhanced DBS check. This will disclose to the school any offences on your record, even if they have been spent. Depending on the nature and timing of the offence, this may not necessarily prevent you from working in school.
** List 99 is a list of people who are barred from working with children by the Department of Education. The List is maintained by the Children's Safeguards Unit (part of the Department of Education) and contains the names

OFFICIAL USE ONLY

Photo ID Type		Verified by		Date	
If DBS Application required evidence checked					
Evidence checked by whom			Date		
Date new DBS issued		New DBS No.			
Does DBS included a Barred List Check	**YES / NO**				
New DBS checked by whom			Date		
Childcare Disqualification Check ~ has a Self-Declaration Form been completed			**YES / NO**		
Date of last completed Self Declaration Form					

Signed off by:
Position:

Appendix 4

Risk Assessment for Volunteers

Risk Assessment for Volunteers

This risk assessment should be completed when considering whether a person working as a volunteer at the school should be asked to apply for an enhanced DBS certificate.

Name of Person .....

Is the volunteer in 'Regulated' Activity? Yes ☐ No ☐

If 'yes', an enhanced DBS with Barred list check is required.

Is the volunteer not in 'Regulated' Activity? Yes ☐ No ☐

If 'no', an enhanced DBS without a Barred list check *may* be obtained

Areas to consider

What is the age group of the pupils that the volunteer will work with?	
Are these pupils regarded as particularly vulnerable?	
How frequently will the volunteer be in school?	
What is the connection of the volunteer to the school?	
What motivates the volunteer to want to work in the school?	
Is the volunteer in paid employment or do they work in a voluntary capacity elsewhere with children?	

Can the volunteer provide at least one reference from someone other than a family member, including a senior person at the employment or voluntary service named above?	
What information does the school already know about the person?	
Has the person's identity been verified?	
Is the person signed up to the DBS Update Service?	
Has a check been completed on the DBS Update Service?	
Is the person aware of any reason why they should not volunteer to work with children?	
Is the school aware of any reason that the person should not work with children?	

Decision

☐ **High Risk** – the person has no previous connection with the school AND can not provide references from elsewhere.
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school should consider whether the person's uncorroborated background would raise an unacceptable risk.

☐ **Medium Risk** – The person can provide suitable references for other work with children (either paid or unpaid), they have a connection to the school, and no issues have come to light that would mean they would be unsuitable.
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school may wish to do so, as no enhanced DBS has be seen.

☐ **Low Risk** – The person is signed up to the DBS Update Service and the checks reveal no negative information OR The person is employed or

volunteers elsewhere and has a recent enhanced DBS and can provide references OR the school knows the person well (eg. may be a former employee)
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, unless the person uses the DBS Update service, the school may decide to obtain a new enhanced DBS.

Decision

☐ Application for enhanced DBS check is not needed. State reason(s) below:

☐ Application for an enhanced DBS check is needed. State reason(s) below:

☐ Application for an enhanced DBS check and a Barred List check is needed because the person is in Regulated Activity

Headteacher (Print Name) .....

Headteacher (Signature).....

Date.....

Chair of Governors (Print Name).....

Chair of Governors (Signature) .....

Date.....