

The Cam Academy Trust VOLUNTEERS POLICY	
to be read in conjunction with the School Child Protection policy, Health and Safety policy, Safer Employment policy and Keeping Children Safe in Education	
Approved in consultation with the Audit and Risk Committee on behalf of the Trust Board	March 2014
Consulted on with recognised trade unions	June 2021
Reviewed:	Every two years or as appropriate
Date of next review:	June 2023
Reviewed with changes:	March 2019 June 2021 Reviewed to include the purpose of this policy. With reference to: application and recruitment process school rules and policies data protection disqualification
Responsible Officer:	Trust HR Manager
Category – 1	Version – 2

1. Introduction

Volunteers enhance the learning opportunities of students within The Cam Academy Trust by contributing a range of skills and experience. We welcome volunteers, including members of the Local Governing Body, students on work experience, local residents and others, who wish to work with our students on a regular basis. We may also, from time to time use volunteers to support school staff in the completion of specific pieces of work or assignments.

The purpose of this policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers

This policy has been developed in line with the Department for Education's statutory safeguarding guidance, [Keeping Children Safe in Education](#).

2. Context

The introduction of the Protection of Freedoms Act 2012 (the Act) amended the previous regulations on the safeguarding of children and vulnerable adults. The Vetting and Barring scheme run by the Independent Safeguarding Authority (ISA) was dissolved and the powers of the ISA were transferred to the Disclosure and Barring Service (DBS). The Act amended the definition of

regulated activity relating to children, whilst voluntary work is now excluded (even if carried out on a regular basis), this is on the condition that it is under the supervision of someone engaged in regulated activity with children.

In order to fulfil the requirements of The Cam Academy Trust policies relating to Safer Employment and Safeguarding of Children, all adults, including volunteers who work in any school which is part of The Cam Academy Trust have an absolute duty to promote and safeguard the welfare of children in the school, and therefore to fulfil the expectations detailed below.

- Volunteers are required to complete the Volunteer Information Sheet (*Appendix 2*)
- Complete an Enhanced DBS check or supervision can be arranged for those without a current DBS. An appropriate ID badge should be issued and worn on site at all times
- Volunteers must sign to confirm that they have read the Volunteer Policy and other key policies (*Appendix 3*).
- Volunteers are provided with the Guidance Sheet from individual schools (*Appendix 1*)

3. How to apply to volunteer

Volunteers should approach the school directly to enquire about voluntary positions. An application form (*Appendix 1*) should then be completed and sent to the School office or HR.

4. Appointment of volunteers

All prospective volunteers will be interviewed by a senior leader or a delegated member of staff before permission is granted to work in the school.

All appointments are conditional upon the completion of an enhanced DBS check and other appropriate safeguarding and recruitment checks, and relevant training.

The Headteacher reserves the right to terminate a placement at any time.

Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation. The school will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.

Intake of new volunteers can take up to 8 weeks.

5. Induction and training

Volunteers must complete an appropriate induction prior to beginning work at the school. This will include but is not limited to:

- showing them around the school building and work area
- introducing them to key staff and other volunteers
- explaining who they can go to if they have any questions or concerns

- sharing of key policies

Training requirements will be determined by the Headteacher, or an appropriate member of staff.

All volunteers must have safeguarding and health & safety training. Other training requirements will be based on the nature of the work the volunteer will be doing.

6. Expectations of Volunteers

Confidentiality

All adults working in The Cam Academy Trust schools, including volunteers, are bound by a code of confidentiality. Any concerns that volunteers may have about individual students should be voiced with the relevant teacher or member of the Senior Leadership Group and NOT with any person outside of the school. Volunteers who have concerns arising from the behaviour of any adults in the school which they do not wish to discuss with the teacher, should be discussed with the Headteacher / Principal.

Supervision

All volunteers work under the supervision of either a manager or where the volunteer has been assigned to work with a class under the supervision of the teacher of that class. Teachers retain responsibility for students at all times; including their behaviour and the activity they are undertaking. Volunteers should have clear guidance from the manager/teacher as to how an activity is carried out / what the expected outcome of an activity is. Volunteers are encouraged to seek further advice / guidance from the manager or teacher in the event of any query or problem regarding a student's understanding of a task or their behaviour.

School rules and policies

Volunteers will follow all school rules and policies, including those on:

- Child Protection
- ICT and Acceptable use
- Mobile Phone policy
- Data Protection policy
- Health and Safety policy
- Whistleblowing policy
- Behaviour policy

Copies of school policies will be shared at the point of induction but are available online or from the school office

Professional conduct

- Volunteers must accept and follow instructions provided by supervisors and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff.

- Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.
- Volunteers must conduct themselves in a professional manner at all times. This includes:
 - Dressing in a way that is professional and appropriate to the work they are doing
 - Refraining from using inappropriate language
 - Setting an example for pupils by acting in a way that reflects the school's ethos and values
 - Behaving in a way that is appropriate for the role they are undertaking
 - Ensuring that comments, including those made on social media, do not bring the school into disrepute
 - *Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged during the holidays or as a way of saying "thank you".
 - Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.
 - Parent volunteers with children at the school must not act in a way that favours their own child and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.
 - If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible.
- Please see the Gifts & Hospitality Policy for further information.

- **Health and Safety**

Each school within The Cam Academy Trust has a Health & Safety Policy, a copy of which is available on request to volunteers working within the school. Managers/teachers will ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment / accompanying children on visits / working on reception and granting visitors access to the building). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to their manager/teacher or site manager.

- **Child Protection**

Safeguarding the welfare of students is of paramount importance within our schools. The following procedures are in place to ensure that all students are safeguarded and that neither the student nor the school is put at risk:

- All volunteers/work experience students are given a copy of the Volunteer Policy and are asked to sign to confirm that they have received, read and will abide by the policy.
- All volunteers who wish to make a regular commitment (i.e. on three or more occasions in a 30 day period, once a month or more or overnight) within the school must complete a session of Child Protection training with the Designated Person for Child Protection, within one month of starting their service.

- All volunteers who wish to make a regular commitment (as defined above) within the school must apply for an Enhanced Disclosure and Barring Service (DBS) Check.

DBS checks are conducted by the school via a secure online portal. You will be required to provide documentation and proof of identification to process this check. On completion, a DBS certificate will be sent to the volunteer rather than the school. This certificate must be shown to the School office or HR who will record relevant details on the Single Central Record. In situations where volunteers do not have a current / valid DBS, a risk assessment may be completed by the Headteacher/Principal in order to ascertain

if the volunteer may work in the school while the DBS clearance is pending. Under no circumstances can a volunteer who is awaiting their DBS clearance work with students unsupervised or on a 1:1 basis.

It is not necessary to obtain a DBS disclosure for secondary pupils undertaking voluntary work or work experience in other schools. This applies to:

- Secondary pupils on Key Stage 4 (KS4) work experience in other schools, further education colleges or nursery classes.
- Secondary pupils undertaking work in another school or further education college as part of voluntary service, citizenship or vocational studies
- Key Stage 5 (KS5) or sixth form pupils in connection with a short careers or subject placement.

The school placing the student should ensure that he / she is suitable for the placement in question.

Students above school-age who are on extended placements are required to have a DBS check if they are in the school for more than one day per week or more than four times a month or if they have direct contact with students.

All volunteers in regulated activity will be asked to provide information as detailed in Appendix 2 including details of employment history, and reasons for any gaps in employment. References will be requested, and Certificates of Good Conduct will be required for any volunteer who has lived/worked outside of the UK within the last 5 years.

7. Complaints procedure

Any complaints made about a volunteer must be referred to the Headteacher/Principal for investigation.

The Headteacher/Principal reserves the right to inform the volunteer that the school no longer wishes for them to continue their activities within the school. In certain circumstances this may be with immediate effect.

8. Data Protection & Record Keeping

Our privacy notice for volunteers explains what information we collect about volunteers and why we collect it.

We will retain records relating to volunteers in line with our records retention schedule.

APPENDIX 1 - Guidance for volunteers

Welcome to The Cam Academy Trust

Please ensure that you do not have physical contact with students or are not left alone with students at any point during your time with us, unless the latter has been specifically agreed with the Headteacher/Principal and you have a valid Enhanced DBS check. If you have any concerns about the welfare or safety of a student, please refer this immediately to the schools designated Safeguarding Lead.

If you have any concerns about Health and Safety, please raise these with a member of staff at the earliest opportunity. Please wear your visitor's badge at all times. If the fire alarm sounds, you will be escorted to the appropriate evacuation point dependent on where you are within the school. Please make yourself familiar with the school layout and the evacuation points/routes.

For information relating to school opening hours and general structure of the day please speak with a member of staff in the main office. They will also be able to advise on how to obtain refreshments/lunch during the school day.

We hope you that you will enjoy your time working with us.

APPENDIX 2

VOLUNTEER INFORMATION SHEET

To be completed by the volunteer:

Full Name:	Telephone Number:
Full Address:	Other names known by (including maiden names):
Car registration number:	Next of kin contact telephone number:
The Trust is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment and would like us to make adjustments or arrangements to assist you, please state your requirements:	
Do you already have DBS clearance / a current DBS certificate? If yes, please state registered body, certificate number and issue date of certificate.	
Are you subject to any legal restrictions in respect of your employment / residence in the UK?	Yes No
Are you related to or have a close personal relationship with any student, employee or governor within The Cam Academy Trust?	Yes No

To be completed by HR/School office:

Proof of identity checked with following documents:	DBS action:
When will the volunteer be in school?	For what purpose?
Who will the volunteer report to (line manager)?	Duration of voluntary arrangement?

EMPLOYMENT DETAILS (chronologically listed with current post first).

Safer recruitment guidelines for working with children require full history of employment and details of any periods of unemployment or work / living outside of the UK. Do not leave any gaps in the dates below. If there are any gaps in your employment history, please explain them here.

From	To	Employer's Name and Address	Position Held

EXPERIENCE & QUALIFICATIONS

Do you have experience working as a volunteer, especially with children? If yes, please include details below.
Why would you like to volunteer?
Do you have any particular skills, experience or hobbies that are pertinent to the role?

REFERENCE DECLARATION

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

The referee’s relationship with the candidate.

Details of the applicant’s current post

Performance history and conduct.

All disciplinary action which may include those where the penalty is “time expired” and relate to the safety and welfare of children.

Details of any substantiated allegations or concerns relating to the safety and welfare of children.

Details of any child protection concerns, and if so, the outcome of any enquiry.

Whether the referee has any reservations as to the candidate’s suitability to work with children. If so, the School will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

By signing the below, I consent to my named referees being contacted in accordance with the above.

Signature:	
Print name:	
Date:	

Suitable referees include existing/previous employer or a suitable professional such as a police officer, medical practitioner, vicar etc.

STAFF WITH OPPORTUNITY FOR ACCESS TO CHILDREN

It is the Trust’s policy to require all volunteers to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the [Ministry of Justice](#).

In addition, the role that you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are ‘protected’ under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

Do you have any convictions and/or cautions that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended 2013 and 2020)?	
If ‘Yes’ please give details	

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DBS CHECKS

DBS checks are conducted by the school via a secure online portal. If you will have regular unsupervised contact with pupils, you will be required to provide documentation and proof of identification to process this check. We will also require the following information:

Date of Birth	
National Insurance Number	
When did you move to your current address?	Month: Year:
Have you lived or worked outside of the UK in the last 5 years? (If 'Yes' please state when and where)	

I consent to a Disclosure and Barring and Barred List Check being made on me if I will have regular unsupervised contact with pupils and to this form being held by the School as a record that appropriate checks have been carried out.

Signature:	
Print name:	
Date:	

DISQUALIFICATION

It is a legal requirement for schools to ensure individuals who volunteer (including individuals on work experience) who are directly concerned with the management of childcare provision, and/or who work on a regular basis, whether supervised or not, in relevant childcare, are within the scope of the legislation.

I confirm that I fall within the scope of the legislation and I am not disqualified from working with children in Early or Later Years settings (this covers children above reception age but who have not attained the age of 8). I understand and accept that I must inform the Headteacher immediately if I become disqualified.

Signature:	
Print name:	
Date:	

DATA PROTECTION ACT 2018

The information collected on this form will be used in compliance with the Data Protection Act 2018. The information may be disclosed, as appropriate, to the governors, to the Department for Education, and other relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud.

I certify that the information given in Appendix 2 is complete and correct to the best of my knowledge.

Signature:	
Print name:	
Date:	

The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

APPENDIX 3

VOLUNTEER POLICY

Full Name:

Confirmation by Volunteer:

	Please tick
I confirm there is no reason why I should not work with children I understand that all regular volunteers are required to have an Enhanced DBS check	
I confirm that I have read, understand and will abide by Volunteer Policy of The Cam Academy Trust.	
I will follow The Cam Academy Trust rules and procedures, including those relating to Child Protection, Health and Safety, Supervision and Confidentiality.	
I will contact the school at which I am a volunteer if I am unable to attend as expected and will provide as much notice as possible.	

Signed by volunteer:	
Name:	Date:
Signed on behalf of The Cam Academy Trust:	
Name:	Date:

This agreement is binding in honour only and is not a legally binding contract of employment