Grace Academy Coventry

Volunteer Policy

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Authors:	**Principal/School Business Manager**
Applicable to:	**Grace Academy Coventry**
Checked by:	**Local Governing Body**
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1. Introduction and aims

We believe that volunteers provide a valuable contribution to the Academy's work, and that they enrich the Academy through the breadth of their knowledge and experience.

We are committed to using volunteers in a way that supports the Academy's strategic aims and vision, as well as its development plan.

The aim of the Grace Academy Coventry Volunteer Policy is to:

- Encourage the wider community to engage with the Academy, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the Academy'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. How we use volunteers

At Grace Academy Coventry volunteers may:

- Accompany Academy visits
- Work with individual children
- Work with small groups of children
- Invigilation of exams or assessments
- Support specific curriculum areas, such as ICT or art

Volunteers may be:

- Members of the governing board
- Parents
- Former students
- Students on work experience
- Local residents
- Charities or organisations that fit the vision and values of the Academy

This is not an exhaustive list.

Members of the governing board working at the Academy in their capacity as governors (for instance, conducting Academy monitoring visits or attending meetings), are not covered by this policy. They are covered by our governor code of conduct.

3. How to apply to volunteer

- By emailing the Principals' PA for further information and details of how to apply
- Completing an application form (see Appendix 1)

4. Appointment of volunteers

Volunteers are appointed by the Principal

Intake of new volunteers is dependent on the candidate and available spaces within the Academy.

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

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

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

Volunteers will be required to submit an application form and covering letter outlining why they would like to volunteer within the Academy and in what areas. The Principal will then arrange a meeting to discuss their application and will follow the Academies safer recruitment process.

5. Safeguarding

Safeguarding our students is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we are upholding our responsibility to keep our students safe, we will:

- Conduct enhanced DBS checks on volunteers who:
  - Work one-on-one with students unsupervised
  - Work with groups of students unsupervised
  - Supervise or accompany groups of students on overnight residential visits
- Consider the results of any DBS checks that return with unspent and spent listed convictions, and 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
- Provide safeguarding training to all volunteers **prior** to them beginning work at the Academy, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education
- All volunteers will receive Level 1 safeguarding training from the DSL. They will also be required to complete an induction which will include acknowledging the Academies policies and adhering to them at all times.
- All volunteers will be provided with a supervisor.
- Require volunteers to agree and adhere to our code of conduct (see appendix 2) and to read, and adhere to, the Academy's policies on:
  - Safeguarding
  - Use of mobile phones
  - ICT and internet acceptable use
  - Online safety
  - Behaviour
  - T& L Policy
  - Conduct
  - SEND Policy

- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with students
- Conduct a risk assessment to determine whether a volunteer who is not working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
    - The nature of the work they will be doing
    - What we know about them
    - References from employers or other voluntary roles
    - Whether the role is eligible for an enhanced DBS check
- All volunteers will be included on the Academy's Single Central Record.

6. Induction and training

Volunteers must complete appropriate induction prior to beginning work at the Academy.

Volunteers will also be required to follow and adhere to the Academy's policies at all times.

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

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

7. Confidentiality

Information about students, parents and staff is confidential. Volunteers are not permitted to discuss issues related to students, parents or staff with those outside of the organisation.

If volunteers have concerns, they should raise these with the appropriate member of staff. They should not discuss them with students or parents.
This does not prevent volunteers from adhering to the Academy's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our child protection and safeguarding policy, and inform the Designated Safeguarding Lead.

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

8. Conduct of volunteers

Volunteers must comply with the staff code of conduct policy. A copy of this will be provided during the induction.

9. Insurance

The Academy's insurance policy does cover volunteers in the event of an accident or emergency.

If a volunteer is working at the Academy through another organisation, we will also check that organisation's insurance arrangements.

10. Data protection and 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.

More details can be found within our Records and Retention policy.

11. Monitoring and review

This policy has been approved by the Academy Governing Body and will be reviewed regularly.

12. Checks required for volunteers

- Enhanced DBS
- Barred List
- Identification – photographic and proof of address
- References
- Overseas checks – if applicable
- Qualifications – if required for role

Appendix 1: volunteer application form

Complete the application form in full.

Please note that the Academy may not be able to accommodate all preferences.

Data protection notice
Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law: ● You've given us your consent ● We must process it to comply with our legal obligations

Personal details	
Name:	
Date of birth:	
Gender:	
Telephone number:	
Email address:	
Home address:	

Disclosure and Barring Service (DBS) information
The Academy is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate. Volunteers working in regulated activity will also require a barred list check. Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Academies privacy notice.

Do you have a DBS check? (please circle)	Yes/ No
If yes, what type of check do you have? (please circle)	Enhanced DBS / Enhanced DBS with barred list information
Date of check:	
Certificate number:	

Availability					
	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
AM					
PM					
Before Academy					
After Academy					
Lunchtimes					
How many hours per week/month can you volunteer?					
Can you commit to at least 1 term?					

Experience and qualifications
Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.
Why would you like to volunteer at Grace Academy Coventry?
Do you have any particular skills, employment experience or hobbies you would like to share with the Academy? (For example, languages spoken, sports, scouting, etc)

Do you have any relevant qualifications?

Preferences	
What age group or department would you prefer to work with?	
Would you prefer to work one-on-one or with a small group?	

References	
Your placement as a volunteer may be subject to satisfactory references. Please give the details of two referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc).	
Name:	**Name:**
Relationship to you:	**Relationship to you:**
Address:	**Address:**
Telephone number:	**Telephone number:**
Email address:	**Email address:**

Disability and accessibility

The Academy 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 the arrangements you require:

Appendix 2: code of conduct for volunteers

Code of conduct for volunteers

By signing this form, volunteers agree to the following:

1. **Academy processes and policies**

   1.1. Volunteers will follow all Academy rules and policies, including those on:

   1.1.1. Child protection and safeguarding

   1.1.2. ICT and internet acceptable use

   1.1.3. Online safety

   1.1.4. Mobile phones

   1.1.5. Data protection

   1.1.6. Health and safety

   1.1.7. Equality

   1.1.8. Whistle-blowing

   1.1.9. Behaviour

   1.2. Copies of the Academy policies are available online or from the academy office

2. **Professional conduct**

   2.1. 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.

   2.2. Behaviour management is the responsibility of academy staff. If volunteers witness behaviour that is in breach of the Academy's Behaviour Policy, or are struggling to manage the behaviour of students with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.

   2.3. Volunteers must conduct themselves in a professional manner at all times. This includes:

   2.3.1. Dressing in a way that is professional and appropriate to the work they are doing

   2.3.2. Refraining from using inappropriate language

   2.3.3. Setting an example for students by acting in a way that reflects the academies' ethos and values

   2.3.4. Behaving in a way that is appropriate for the role they are undertaking

   2.3.5. Ensuring that comments, including those made on social media, do not bring the academy into disrepute

   2.4. Volunteers must not accept gifts from, or give gifts to, students. The exception is small tokens, such as those exchanged during the holidays or as a way of saying "thank you".

   2.5. Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the Academy, and the pupil's parents have consented.

   2.6. Parent volunteers with children at the academy must not act in a way that favours their own child, and should not approach their child unnecessarily during the academy day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with academy staff.

   2.7. If a volunteer is unable to come into the academy when they are expected/scheduled to be in, they must contact their supervisor or the academy office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

3. **Safeguarding**

   3.1. Volunteers must be familiar with, and adhere to, the academy's safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.

   3.2. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL.

   3.3. Volunteers should refrain from physical contact with pupils.

   3.4. Volunteers must not form personal relationships with students, either inside or outside of the academy, with whom they do not already have a personal relationship. This includes:

   3.4.1. Exchanging contact information

   3.4.2. Making contact with students outside of the academy, including on social media

   3.4.3. Arranging to meet students outside of the academy

   3.4.4. Alerting the DSL if a student develops an infatuation with them

   3.5. Volunteers should not take or share photos of students.

4. **Health and safety**

   4.1. Volunteers must abide by the academies health and safety and first aid policies. Volunteers are not to administer first aid.

   4.2. Volunteers must be familiar with the academies fire safety and emergency evacuation procedures.

   4.3. Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

5. **Confidentiality**

   5.1. Information about students, parents and staff at the academy is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss students with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the Principal.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the academy's staff disciplinary procedures.

Please sign and date below:

X_____

Volunteer name (please print)

X_____

Volunteer signature

X_____

Date