

Grace Garden School Volunteers policy	
Date approved by Trustees	February 2021
Date for next review	February 2022
Compliance lead	Director of Schools
Agreed Policy file name	Volunteers Policy
Agreed policy location:	RMT website and staff information area
Version 1	

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1. INTRODUCTION/ POLICY STATEMENT
2. MONITORING ARRANGEMENTS

This policy and information report will be reviewed by the Senior Leadership Team every year. It will also be updated if any changes to the information are made during the year.

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1. Introduction and aims

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

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

The aim of the Grace Garden School volunteer policy is to:

- Encourage the wider community to engage with the school, thereby supporting the work of the school, enhancing opportunities for pupils to see positive role modelling of contributing to society 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. How we use volunteers

At Grace Garden School volunteers may:

- Support the work in caring for the land and animals
- Carry out specific time-related projects, such as building a new garden shelter
- Work in the school admin office
- Support the social enterprise aspects of the school

This is not an exhaustive list. Please note, volunteers will **not** be working with individual or groups of students, due to the complexities of some of their profiles and the need for specific trainings.

Volunteers may be:

- Members of the governing board
- Parents
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/ Ruskin Mill Trust

This is not an exhaustive list.

Members of the governing board working at the school in their capacity as governors (for instance, conducting school 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

Those interested in volunteering for the school would approach the school by:

- Enquiring by phone to the School Senior Administrator
- Emailing the Principal of the school
- Completing an application form (see appendix 1)
- An interview process with a member of SLT and the relevant manager with whom the volunteer will be working.
- SLT recommend volunteer and Principal makes final approval.

4. Appointment of volunteers

Volunteers are appointed by Senior Leadership Team.

Intake of new volunteers can take 4-12 weeks, and is dependent on the candidate and available spaces within the school. Intake is conditional upon the completion of an enhanced DBS check, identity confirmation and other appropriate safeguarding and recruitment checks, e.g. minimum two references, as well as completion of the relevant appropriate trainings.

The Principal 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.

5. Safeguarding

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

To ensure we're upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks on all volunteers on site.
- 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 school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education
- Require volunteers to agree and adhere to our code of conduct (see appendix 2) and to read, and adhere to, the school's policies on:
 - Safeguarding and Child Protection
 - Code of Conduct
 - Health and Safety
 - ICT and internet acceptable use
 - Use of mobile phones
- Volunteer application forms and DBS outcomes are stored by the Human Resources department, and included in the single central record.

6. Induction and training

Volunteers must complete appropriate training prior to beginning work at the school.

Training requirements will be determined by the Principal in conjunction with the HEaRT training co-ordinator.

All volunteers must have safeguarding training and Health & Safety training. Other training requirements will be based on the nature of the work the volunteer will be doing, but may include Manual Handling.

Other trainings will be made available to volunteers, such as Introduction to Practical Skills Therapeutic Education, which may be undertaken alongside school/ Ruskin Mill Trust staff.

7. Confidentiality

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

If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents.

This doesn't prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our Safeguarding and Child Protection 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 (available on our website)].

9. Expenses

When the school kitchens are open, free lunch will be given. Hot and cold drinks and refreshments are also given during break times for volunteers. When lunch is not available, a gift may be given, such as a box of eggs.

10. Insurance

The school's insurance policy covers volunteers in the event of an accident or emergency.

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

11. 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.

12. Monitoring and review

This policy has been approved by the Board of trustees and will be reviewed regularly.

Appendix 1: volunteer application form

Complete the application form in full.

Please note that the school 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

Grace Garden School 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 Grace Garden School's 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 school					
After school					
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? If yes, please include details in the box below.

Why would you like to volunteer at Grace Garden School?

Do you have any particular skills, employment experience or hobbies you would like to share with the school?

--

Do you have any relevant qualifications?

--

Preferences

Is there an area of the school you would you prefer to work with?	
---	--

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

Grace Garden School 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:

By signing this form, volunteers agree to the following:

1. School rules and policies

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

- 1.1.1. Child protection
- 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

1.2. Copies of the school policies are available online or from the school 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, or to the school's volunteer coordinator.

2.2. 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.

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 pupils by acting in a way that reflects the school's 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 school into disrepute

2.4. Volunteers must not accept gifts from, or give gifts to, pupils. Please refer to the gifts and hospitality policy.

2.5. Volunteers must not transport pupils in their own car.

2.6. 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.

2.7. 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. Inconsistent attendance may result in the placement being reviewed or terminated.

3. Safeguarding

- 3.1. Volunteers must be familiar with, and adhere to, the school'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. The current DSL and deputy's contact details and names are on posters across the school.
- 3.3. Volunteers should refrain from physical contact with pupils.
- 3.4. Volunteers must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
 - 3.4.1. Exchanging contact information
 - 3.4.2. Making contact with pupils outside of school, including on social media
 - 3.4.3. Arranging to meet pupils outside of school
 - 3.4.4. Alerting the DSL if a pupil develops an infatuation with them
- 3.5. Volunteers should not take or share photos of pupils on personal or school devices.

4. Health and safety

- 4.1. Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.
- 4.2. Volunteers must be familiar with the school's 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 pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or 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 school's staff disciplinary procedures.

Please sign and date below:

X

Volunteer name (please print)

X

Volunteer signature

X

Date

LINKS WITH OTHER POLICIES AND DOCUMENTS:

Safeguarding

Record keeping and GDPR

Staff induction and training