



Pennine Academies Yorkshire

Volunteer Policy

POLICY HISTORY

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1. STATEMENT OF INTENT

We believe that volunteers provide a valuable contribution to the work in our Trust schools, 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 PAY Volunteer 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

Our definition of a volunteer is someone who attends school on a **regular and reliable basis** to support its work with children. Adults who support the school on an ad hoc basis, e.g. to accompany a school trip, are classed as 'visitors' rather than 'volunteers'.

This policy has been developed in line with the statutory safeguarding guidance [Keeping Children Safe in Education \(KCSIE\)](#) from the Department for Education (DfE).

2. LEGAL FRAMEWORK

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- [Keeping Children Safe in Education \(KCSIE\)](#)
- [Working Together to Safeguard Children](#)

This policy operates in conjunction with the following statutory and non-statutory guidance:

- [Statutory guidance: Regulated Activity \(children\)](#)

This policy operates in conjunction with the following school policies:

- Safeguarding & Child Protection Policy
- Volunteer Code of Conduct

3. DEFINITIONS

A volunteer is not an employee of Pennine Academies Yorkshire or any of its schools. A volunteer will not receive any remuneration (other than pre-agreed reasonable out of pocket expenses) or financial benefit. There is no intention to create a legal and/or employment relationship between Pennine Academies Yorkshire and its volunteers.

This policy refers to individuals from outside the organisation who give their time freely to support the organisation's work by sharing their experience and expertise. Volunteers generally contribute a few hours per week, with no time limit on their involvement with Pennine Academies Yorkshire and provide added value to the organisation or directly to one of its schools.

4. ROLES & RESPONSIBILITIES

The trust board and/or executive team have responsibility for:

- Implementation, monitoring and review of the policy and procedures.

Headteachers and Operations Managers have responsibility for:

- Recruitment and selection of volunteers;
- Completion of all safer recruitment checks;
- Providing a robust induction process.

The DSL has responsibility for:

- Providing effective safeguarding induction for new volunteers.

All staff and volunteers have responsibility for:

- Implementation and adherence to this policy.

5. HOW WE USE VOLUNTEERS

In our schools, volunteers may:

- Hear children read
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT or art

This is not an exhaustive list.

Volunteers may be:

- Members of the governing board
- Parents
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTA
- Local clergy or faith leaders

This is not an exhaustive list.

Members of the Trustees 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 Staff Code of Conduct.

6. HOW TO BECOME A VOLUNTEER

To become a volunteer you will need to:

- Approach a senior leader to see if the school is recruiting volunteers
- Complete an application form (see Appendix 1)
- Provide the details for two referees to support your application
- Have a meeting/telephone call to discuss your application with a member of the Senior Leadership Team or the Operations Manager
- If both parties are happy to proceed, you must agree to undertake a volunteer enhanced DBS check which will be paid for by the school
- Complete an induction process
- Have a periodic review with a member of the Senior Leadership Team or the Operations Manager to discuss your volunteering work

7. APPOINTMENT OF VOLUNTEERS

Volunteers are appointed by members of the Senior Leadership Team or the Operations Manager.

Appointment of new volunteers can take up to 6 weeks, and is dependent on the candidate and available spaces within the school.

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) 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, if needed. 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.

8. SAFEGUARDING

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

child protection.

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

- Conduct enhanced DBS checks with a barred list check on volunteers who:
 - Work 1-on-1 with pupils unsupervised
 - Work with groups of pupils unsupervised
 - Supervise or accompany groups of pupils on trips or 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 in which the volunteer will be involved.
- 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 Volunteer Code of Conduct (see Appendix 2) and to read, and adhere to, the Trust/school's policies on:
 - Safeguarding & Child Protection
 - Use of mobile phones
 - ICT and internet acceptable use
 - Online safety
 - Behaviour

- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils.
- Conduct a risk assessment to determine whether a volunteer who isn't 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
- We legally cannot carry out a DBS check on a child under the age of 16 who is volunteering at our school. We will ensure that children who are volunteering are always under an appropriate level of supervision, and conduct a risk assessment to consider any potential safeguarding issues.
- Your details will be added to the school's single central record and will be removed when you stop volunteering at the school.

9. INDUCTION & TRAINING

Volunteers must complete appropriate training prior to beginning work at the school. This will include an overview of key policies and procedures volunteers will be expected to follow.

All volunteers must have Safeguarding & Child Protection training. Other training requirements will be based on the nature of the work the volunteer will be doing. Training requirements will be determined by the headteacher, or the appropriate member of staff.

Volunteers will be provided with a named person in school to approach if they have any questions or concerns.

10. 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 should **not** discuss them with pupils or parents.

This does not prevent volunteers from adhering to the Trust's Safeguarding & Child Protection Policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in the Trust's Safeguarding & Child Protection Policy, and inform the Designated Safeguarding Lead (DSL).

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

11. CONDUCT OF VOLUNTEERS

Volunteers must comply with the Volunteer Code of Conduct (see Appendix 2).

12. INSURANCE

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

13. DATA PROTECTION & RECORD KEEPING

Our PAY Main Privacy Notice explains what information we collect about volunteers and why we collect it. You can find a copy of this Privacy Notice on our website:

<https://paymat.org/governance/policies-documents/>

We will:

- Retain records relating to volunteers in line with our Data Retention, Storage & Disposal Policy;
- Remove details of volunteers from the single central record (SCR) once they no longer work at the school.

APPENDICES

Appendix 1: Volunteer Application Form



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 1 or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

You'll find more information on how we use your personal data in our PAY Main Privacy Notice which can be found here: www.paymat.org/governance/policies-documents

PERSONAL DETAILS

Name:	
Date of birth:	
Gender:	
Telephone number:	
Email address:	

PERSONAL DETAILS**Home address:****DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION**

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

An 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 Trust's privacy notice.

Do you have a DBS check? (please circle)

Yes/No

If yes, what type of check do you have? (please circle)

Basic DBS / Standard DBS / 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, especially with children? If yes, please include details in the box below.

Why would you like to volunteer at our school?

EXPERIENCE AND QUALIFICATIONS

Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc.)

Do you have any relevant qualifications? Please list these with the dates they were achieved.

EXPERIENCE AND QUALIFICATIONS

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PREFERENCES

What age group would you prefer to work with?	
Would you prefer to work 1-on-1 or with a small group?	

REFERENCES

Your placement as a volunteer may be subject to satisfactory references. Please give the details of 2 referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc.). If you are unable to provide employer references, please provide a character reference from a person of standing in the community such as a recognised professional, and not from a friend or relative.

Name:	Name:
Relationship to you:	Relationship to you:
Address:	Address:
Telephone number:	Telephone number:
Email address:	Email address:

DISABILITY AND ACCESSIBILITY

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 the arrangements you require:

Appendix 2: Volunteer Code of Conduct



Volunteer Code of Conduct

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:

- Safeguarding & Child Protection
- ICT and Internet Acceptable Use (including use of mobile phones)
- Online Safety
- Data Protection
- Health and Safety
- Equality (Pupils and Staff)
- Whistle-blowing
- Behaviour/Relationships

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 Senior Leadership Team.

2.2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's Behaviour/Relationship 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:

- 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

2.4. Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged at the end of term 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 school, and the pupil's parents have consented.

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 volunteering role being reviewed or terminated.

3. **Safeguarding**

3.1. Volunteers must be familiar with, and adhere to, the Trust'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. Volunteers should ensure they know who the DSL/DDSL is in the school.

3.3. Volunteers should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them e.g. if they need support after falling over.

3.4. Volunteers must alert the DSL if a pupil develops an infatuation with them, and 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:

- Exchanging contact information
- Making contact with pupils outside of school, including on social media
- Arranging to meet pupils outside of school

3.5. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor as part of their work. A school device should always be used.

4. Health and safety

4.1. Volunteers must abide by the Trust'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 the headteacher.

Failure to adhere to this code of conduct may result in the termination of their volunteering role. 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)

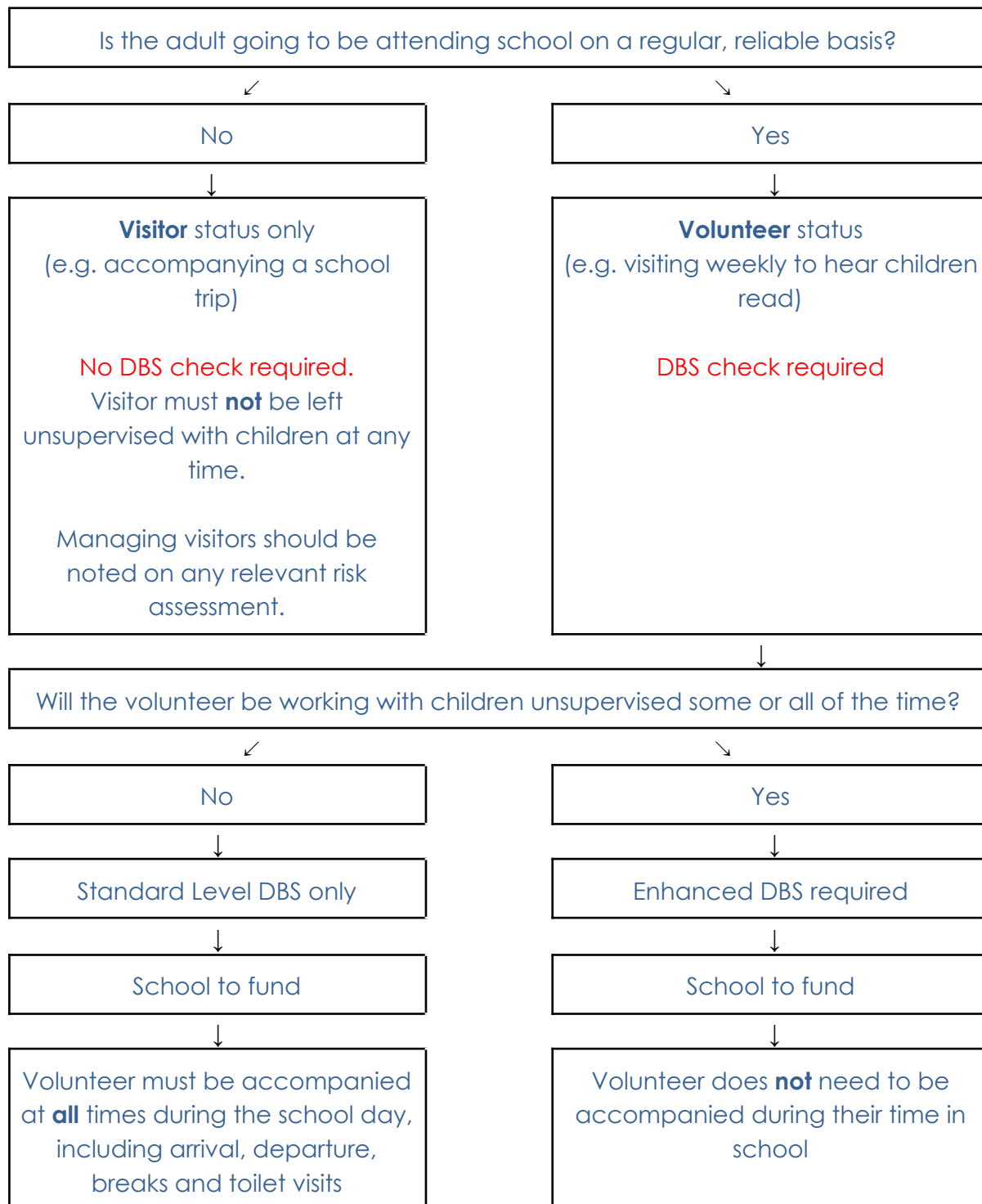
X

Volunteer signature

Date: _____

Appendix 3: Standard Operating Procedure for Volunteer DBS Checks

Please refer to the full SOP for more information about when a volunteer requires a DBS check.



Appendix 4: Requesting a volunteer (information for staff)

If you'd like assistance from a **regular** volunteer in your classroom, or for a specific activity or trip, fill out the form below and submit it to the school office.

Volunteer request form

ACTIVITY DETAILS	
Year group/class	
Activity details	
Date(s) and time(s)	
Is this activity ... (circle one)	Daily? Weekly? Other? If other, please explain:
Will there be any costs for the volunteer (such as entry fees to museums, materials, or travel)?	
How many volunteers do you need?	
Do you need your volunteers to have any specific skills or experience?	