



Volunteers Policy

Approved by:	Mohammed Ummar Azam -Chair of Governors
Reviewed by:	Laura Webb - Governor
Last reviewed:	August 2023
Next review:	August 2024

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 school 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

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 school, 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 isn't an exhaustive list.

Volunteers may be:

- Members of the Governing Body
- Parents
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTA
- Local members of the religious congregation

This is not an exhaustive list.

Members of the Governing Body 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

Volunteers can approach the school by:

- Emailing recruitment@excellencegirlsacademy.co.uk who will be able to forward an application form.
- Approaching senior leaders, class teachers or heads of department who can forward enquires to the recruitment team.

4. Appointment of volunteers

Volunteers are appointed by the Headteacher.

Intake 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. 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.

We will also use an interview process to screen applicants.

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 volunteers who:
 - Work one-on-one with pupils unsupervised
 - Work with groups of pupils unsupervised
 - Supervise or accompany groups of pupils 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 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 staff code of conduct and to read, and adhere to, the school's policies on:
 - Safeguarding
 - 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

6. Induction and training

Volunteers will have an induction which will cover health and safety, policy overviews and who to seek support from amongst other topics.

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

Training requirements will be determined by the Headteacher, 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 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 child protection and safeguarding policy, and inform the Designated Safeguarding Lead (DSL) or deputy (DDSL) in their absence.

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.

9. Expenses

In certain circumstances, the school may pay for expenses incurred by volunteers such as costs of travel or materials. This should be discussed with the Headteacher.

10. Insurance

The school's insurance policy may not cover 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 is available to view and explains what information we collect about volunteers and why we collect it.

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

12. Monitoring and review

This document will be reviewed every year but may be reviewed and updated more frequently if necessary.

It will be reviewed by the Governing Body and approved by the Chair of Governors at every review.

13. Links with other policies

This policy is linked to, but not limited to, the following:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Privacy Notice for Governors and other Volunteers
- Safer Recruitment Policy
- Staff Code of Conduct