



Volunteers Policy & Procedure

This policy was adopted by the Trustees
of Ivy Education Trust on
15 December 2022

Review date: See Amendment Record

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PURPOSE

Volunteers at the Trust bring with them a range of skills and experience that can enhance the learning opportunities of students at our colleges and schools. A volunteer is an unpaid adult who provides support to our college/school.

POLICY

The Trust intends that this policy gives a clear statement on the engagement and deployment of volunteers and that this document be included in the staff handbook for the information of everyone.

This policy document should be read in conjunction with the Safeguarding & Child Protection Policy, Staff Code of Conduct and Recruitment, Selection and DBS policies.

The policy will be reviewed regularly and be revised in response to changing legislation, guidance, or practice, as necessary.

INTRODUCTION

Our Volunteers include:

- Members of the Governing Body
- Parents of students
- Ex-pupils
- Work experience
- University students
- Ex-members of staff

The types of activities that volunteers are engaged include:

- Hearing students read or play musical instruments
- Working with small groups of students
- Working alongside individual students
- Undertaking arts and craft activities with students
- Supporting teachers to run after college/school clubs
- Working with students on the computer
- Accompanying college/school visits and trips
- Offering administrative support

Becoming a volunteer

Anyone wishing to become a volunteer, either for a one-off event or on a more regular basis, should approach their Subject Team Leader, Assistant Headteacher, Raising Standards Leader, Business Manager, Headteacher, CEO, CFO or People Department.

Before starting in college/school and to ensure the safety of our students at all times, all volunteers will be required to apply for an Enhanced DBS certificate. Please contact the People department for details. We are unable to have any volunteer in college/school unless the People team have received a valid DBS certificate. Should you be employed by an independent organisation, a letter of assurance will be accepted. Volunteers will also be asked to complete an application form which requires two referees to be given. An induction meeting with a nominated representative from the college/school will also be held prior to the volunteer starting work with the students.

Confidentiality Policy

Volunteers working within the Trust are bound by our confidentiality policy. All staff members, voluntary helpers and visitors should be aware that information relating to individual students or members of staff is highly confidential. Whilst in college/school volunteers may hear conversations which are of a confidential nature.

These cover aspects such as student's academic progress, misbehaviour, or home circumstances. All information relating to individual student and staff is totally confidential and volunteers must respect this.

Issues affecting students

Any concerns that volunteers have about the student they work with or come into contact with should be shared with the teacher and NOT with the parents of the student or any person outside college/school. These comments, particularly if taken out of context can cause distress to the parents of the student if not heard directly from the college/ school. A situation may arise in college/school where the duty to the student is greater than that to the parent.

Student Protection

The welfare of our students is paramount. If a student discloses something, this information should be shared promptly with the colleges/schools safeguarding lead. To ensure the safety of our students, we adopt the following procedures:

- All volunteers are given a copy of the volunteer policy and asked to sign a Volunteer Agreement.
- To ensure the safety of our students at all times, all of our volunteers must have been cleared by the (DBS).

Supervision

All volunteers work under the supervision of the teacher or nominated persons to whom they are assigned. Teachers or nominated persons retain responsibility for students at all times, including the student's behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the teachers or nominated person as to how an activity is carried out and what the expected outcome of an activity is. Volunteers are encouraged to seek further advice or guidance from the teacher in the event of any query or problem regarding the student's understanding of a task or behaviour.

Health & Safety

The Trust has a health and safety policy which is available on request. Teachers should ensure that volunteers are clear about emergency procedures (e.g., fire evacuation, lockdown) and about any safety aspects associated with particular tasks (e.g., using cookery equipment). If a volunteer attends a college/school trip, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the teacher or nominated person.

Complaints Procedure

Any complaints made about a volunteer by a volunteer will be referred to the headteacher or nominated person for investigation.

The Trust has the right to take the following actions:

- To speak with a volunteer about the breach of the Volunteer Agreement and seek reassurance that this will not happen again.
- Offer an alternative placement for a volunteer.
- Inform the volunteer that the college/school no longer wishes to use them.
- The full Complaints Procedure is available from the People Department.

AMENDMENT RECORD

Date	Reviewed By	Summary of change	Next Review Date
November 2022	GDH	New policy	No later than November 2025

APPENDIX 1

Volunteer Agreement

Thank you for offering your services as a volunteer at the Trust.

Your offer of help is greatly appreciated, and we hope that you will gain much from your experience here.

Please read and sign the Volunteer Agreement and return it to the People department.

- I have received, read, and will observe the requirements of this policy
- I agree to complete a DBS disclosure form and understand that my role as a college/school volunteer is conditional upon background-check being successful
- I agree to adhere to the working practices explained to me and support the Trust's Aims
- I agree to treat information I learn from being a volunteer in school as confidential

Signed:

Name:

Date:

APPENDIX 2

Off-site Visit Volunteer Agreement

College/ School trips are an integral part of learning at our school/colleges and offer many students opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer; you will have an important role to play in the success and safety of this trip.

Please read and return this appendix, signed, and dated to the People Team.

This is part of our college/school's risk assessment planning and safeguarding arrangements.

Role of the volunteer

- to be responsible and look after, in equal measure, all of the students in your group
- to stay with your allocated group of students, ensuring that their well-being and safety is maintained for the total duration of the college/school trip
- to promote polite, respectful, and courteous behaviour towards each other and members of the general public
- to ensure that your group keep up with the body of the college/school visit party, be it walking, entering, or exiting from transportation or following speakers for the trip
- to contact your student's teacher, nominated person if there are issues with first aid, safety, or behaviour

Working alongside Trust staff

College/School staff expects volunteers to:

- comply with all of the above whilst being under the direct line management of college/school staff
- show a commitment to their group, an interest in the focus of the visit and assist students in their learning by helping them to read signs/ labels /information, asking questions that encourage students to think about the task and help to explain areas of interest
- follow guidance from the school staff

What is not permitted

- to bring additional siblings on the college/ school trip
- to re-organise college/school visit groups
- to smoke, drink alcohol or engage in any illegal practices
- to take photographs of students
- to give or buy their group treats (e.g., ice creams, biscuits, and sweets) before, during or after the college/school trip.

First Aid

You will be informed if any student in your group has medication / needs. If medicine needs to be administered, this will be done by a member of staff unless it is your student who requires medicine in which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and first aid box will be carried by college/school staff.

Emergencies

You are expected to inform a member of staff as soon as possible.

If you have become separated from the rest of the college/school party, please telephone one of the members of staff on your contact list or telephone the college/school.

Name:

I have read the volunteer policy.

I agree to the terms and conditions as stated in the policy.

I will support the students in enjoying the trip and actively contribute to the smooth running of the occasion.

I will treat any information I may hear about students as confidential and will not discuss it out of college/school.

Signed:

Name:

Date: