



BOHUNT EDUCATION TRUST VOLUNTEER POLICY

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I. Bohunt Education Trust

The Bohunt Education Trust's principles of "enjoy, respect, achieve" underpin its vision to give all pupils an outstanding education and develop skills not just in the classroom but beyond. These core values help students flourish in and out of school.

2. Introduction

- I. A volunteer is a person who freely gives up their time, skills and experience to the school/Trust without expectation of financial reward.
- II. Volunteering can take many forms, some tasks may require particular skills and others require no specific skills
- III. Volunteering may be a one off activity, for a limited time to complete a particular activity or project carried out on a frequent basis.
- IV. This policy also covers those who are undertaking work experience in the school/Trust.

3. Policy Statement

- I. The Trust encourages the appropriate use of voluntary workers and recognises the immense benefits that volunteers can bring and the links that they make between the Trust and the local community.
- II. In return, the Trust will give volunteers the opportunity to exercise their skills within a different environment and to undertake new experiences.
- III. Voluntary activities will not be a substitute for paid employment.

4. Equal Opportunities Statement

- I. The Trust is committed to ensuring that equal opportunities are available for our volunteers.
- II. The Trust is committed to ensuring that our volunteering opportunities are accessible to all through open and flexible recruitment, selection, monitoring and evaluation procedures.

5. Legal background

This policy complies with the provisions of:

- I. The Employment Rights Act 1996 – Volunteers are not employees of the Trust and therefore do not have a contract of employment or benefit from the Act.

- II. The Immigration, Asylum and Nationality Act 2006 – It is a criminal offence to employ someone who has no right to work in the United Kingdom, or no right to undertake the work being offered. This also applies to voluntary work.
- III. The Rehabilitation of Offenders Act 1974 – Spent convictions will be disclosed and taken into account when considering suitability to work as a volunteer with children, within the voluntary capacity for which the volunteer has applied to undertake.
- IV. The Safeguarding of Vulnerable Groups Act 2006 – All individuals will be subject to an enhanced CRB disclosure check prior to any commencement of duties.
- V. The Health and Safety at Work Act 1974 – The school/Trust has a duty of care to ensure that volunteers who visit the premises are not exposed to health and safety risks.

6. Status

- I. A volunteer is not an employee of the school/Trust and will therefore not have an employee contract. Thus meaning they will not benefit from any of the school's terms and conditions of employment, such as payment for work or holiday/sickness pay.
- II. The school/Trust will agree a role with the volunteer and there will be an expectation that the volunteer will meet the requirements of the role and that the school/Trust will provide an opportunity for the volunteer.
- III. The volunteer is free to refuse to fulfil the role and the school/Trust is not bound to provide the opportunity. Should the opportunity no longer be required/suitable, the school/Trust and the volunteer will give as much notice as possible to the other party.
- IV. Volunteers are not, and will never be, a substitute for an employee.

7. Recruitment

- I. The recruitment process will follow the school/Trust's Safer Recruitment policy.
- II. The volunteer recruitment process will be the responsibility of the Headteacher or a relevant member of staff.
- III. All volunteers should complete a volunteer application form. (see appendix A)
- IV. If a suitable volunteering opportunity is available, the potential volunteer should undergo an interview with the Headteacher or relevant member of staff, in order to determine the person's suitability to the opportunity.
- V. It will be decided, as per the Safer Recruitment policy, as to whether the prospective volunteer will be subject to the following:
 - References – all volunteers should provide at least two references. Reference requests should include a section asking the potential volunteer's suitability to work with children and vulnerable groups. (see appendix B)
 - Disclosure and Barring Service (DBS) checks. This is mandatory if the potential volunteer will have substantial contact with children/vulnerable groups, and must be carried out as per the Safer Recruitment policy states.
 - All DBS checks will be recorded on the school/Trust's Single Central Record.

- Depending on the opportunity, it may be pertinent to check the potential volunteer's medical history/current health status, particularly if the opportunity involves a significant level of physical activity. All health clearances are confidential and simply to ensure that the school/Trust are able to support the potential volunteer should their health condition cause them difficulty whilst undertaking any volunteering responsibilities.
- Volunteers' personal records will only contain necessary information, for example: DBS checks, next of kin details, health conditions, etc. Any information given will be kept confidential, and only used for the purpose it was intended. Information will not be disclosed to others within or outside of the school/Trust without the informed consent of the individual. This will not be the case, should there be a statutory requirement to divulge information.
- Volunteers' information will be stored securely, as per the Data Protection Act requirements.

8. Volunteering Agreement

Where it has been agreed that a role may be undertaken by a volunteer, the volunteer will be invited to enter into a volunteering agreement with the school/Trust. The agreement will be managed by the Headteacher or the appropriate member of staff, to include:

- The volunteer's role
- Any training expectation required
- Health and safety requirements
- The insurance cover to be provided for the volunteer
- Who will supervise the volunteer
- How the volunteer will be notified, should their role come to an end

8.1 Outdoor Education

Due to the nature of this opportunity, a volunteer is likely to be suitably trained or prepared to undergo the relevant training in order to support outdoor educational activities.

Activities are likely to be outside of normal school hours.

Certain health conditions may impact on the volunteer's capacity to undertake certain outdoor educational activities. However, any existing health conditions should have already been disclosed during the recruitment phase, in order to be properly risk assessed.

9. One-off volunteering opportunities

- I. There may be an occasion, where by the school/Trust can offer a one-off or short term opportunity for volunteers. If the opportunity is one day's duration or less, then it is unlikely that the full recruitment process previously outlined will be applicable.
- II. In such cases, the Headteacher or other relevant staff member, must ensure that the volunteers are always supervised and complete the appropriate signing in procedures.

10. Health & Safety

- I. The school/Trust will provide any reasonable training required for the role, including health and safety training, thus ensuring volunteers are provided with appropriate guidance on any health and safety issues that arise.
- II. The school/Trust has a responsibility for the health and safety of volunteers. Volunteers, should at all times, follow the school/Trust's health and safety policies and procedures.
- III. Volunteers have a duty of care to themselves and others.
- IV. Volunteers must be made aware of their designated area of work, and should not be allowed to work outside of the area unless authorised by the supervisor.
- V. All accidents or 'near miss' incidents should be reported as per the school/Trust policy and the relevant paperwork completed.
- VI. The supervisor will ensure all necessary risk assessments have been completed.

11. Recompense

Volunteers are unpaid and will not be eligible to receive expenses or other monetary benefits.

12. Policies and Procedures

- I. Volunteers are expected to comply with all statutory regulations whilst they are on the premises or undertaking any other aspect of their volunteering duties, including all relevant Bohunt Education Trust policies.
- II. The Headteacher or other delegated member of staff will ensure that the volunteer receives a suitable induction, which will include an explanation of the necessary policies and procedures e.g. safeguarding policies and school behaviour policy.

13. Insurance

- I. The school/Trust will ensure that volunteers are covered for insurance purposes in respect of personal injury. The school/Trust will hold public liability insurance.

- II. The school/Trust's insurance will not cover unauthorised actions, actions that contravene the school/Trust's health and safety policy, or actions outside of the agreement.

I 4. Supervision

A supervisor will be designated to support and manage the volunteer. The supervisor will review the arrangements on a regular basis. If the volunteer has any queries or would like to change aspects of their role, this should be discussed with the supervisor.

I 5. Dealing with problems

- I. If a volunteer has any concern or complaint regarding a student, they must raise the matter immediately with the supervisor.
- II. All volunteers should be aware of the safeguarding procedures for dealing with a disclosure from a student.
- III. The supervisor will deal with any concerns or complaints within a timely manner in accordance with school/Trust policies.
- IV. Should the volunteer wish to make a formal complaint, this should be put in writing to their supervisor.
- V. If the matter cannot be resolved at supervisor level, the matter may be forwarded to the Headteacher or designated senior person, in order to seek a resolution.
- VI. If a complaint is made against a volunteer, the supervisor must notify the designated senior member of staff in order for that member of staff to decide on the action required. Any allegations made against a volunteer, must be investigated as per the school/Trust's statutory safeguarding policy.

I 6. Induction

In order to ensure that volunteers are fully aware of their role and the school/Trust's requirements of them, it is good practice to undertake an appropriate induction process. This may differ, depending on the role. However, in all instances, the volunteer induction process should include the volunteer receiving:

- A copy of the volunteer policy
- Copy of the volunteer handbook – if applicable
- Safeguarding training/awareness, including mobile phone/social media usage
- Health declaration form for completion
- Completion of necessary documents – next of kin, etc.
- Training/awareness of necessary policies, including
 - Health and Safety

- Staff/Volunteer conduct
- School behaviour policy
- Staff handbook – need to know info

I 7. Confidentiality

- I. Volunteers may become aware of confidential information about the school, it's employees, students, customers and suppliers. Volunteers must not disclose this information or use it for their own or another benefit without the consent of the party concerned.
- II. Volunteers should not speak to the press or communicate with other media on matters which directly relate to the affairs of the school/Trust. Volunteers must not discuss individual students with any person outside of the school/Trust, including their parents/carers.

I 8. Records

All volunteer records, including DBS paperwork, signed agreements and associated documents, should be filed and stored in accordance to the Data Protection Act.

Appendix A – Example of Volunteer Application Form

Volunteer Application Form

Bohunt Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

All volunteers will be subject to pre-employment checks, including enhanced DBS checks satisfactory references.

Name		Title	
Contact Address			
Email Address			
Home Telephone number		Mobile Telephone number	
Area/Activities of Interest			

Employer's name and dates of employment	Work/Voluntary Experience (last 3 years)

References

Referee 1:	Name, address, Telephone Number:
Capacity in which known:	Email address:
Referee 2:	Name, address, Telephone Number:
Capacity in which known:	Email address:

Health

Do you have any health conditions or a disability that we should be aware of? Please delete

as appropriate: Yes / No

If yes, please give details:

Information Requested under the Rehabilitation of Offenders Act 1974 (exception) Order 1975

Normally under the above Act, some criminal convictions do not have to be disclosed after a period of time when they become 'spent'. This does NOT apply to posts in Education.

Due to the nature of the work for which you are applying, this post is made exempt from these rules by the above Order. This means that you MUST answer the following questions about current and ALL previous criminal convictions. Any information will be treated with the strictest confidence and will be considered only in relation to this application.

Disclosure of a criminal record will not exclude you from the appointment unless the Trust considers that the conviction renders you unsuitable.

Failure to disclose this information could lead to your application being rejected, or if you are appointed, to dismissal if it is subsequently learnt that you have a criminal conviction.

Please delete as necessary: -

1) Have you ever been cautioned, or convicted of any criminal offence? YES/NO If

yes, please give details of the Caution(s) or conviction(s) and date(s)

2) Have you been charged with any offence which has not yet been brought to trial? YES/NO

If yes, give details of the charge and the date of the hearing (if known):

I confirm that I am not on any DBS (formerly ISA) barred lists or disqualified from working with children. I either have no convictions, cautions, or bind-overs, or have attached details

of recorded offences in a sealed envelope marked confidential including any allegations or concerns that have been raised about me relating to the safety and welfare of children and young people, or behaviour towards children or young people, and the outcome of their concerns e.g. whether the allegations or concern was investigated, the conclusion reached, and how the matter was resolved.

Bohunt Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If you are ultimately offered the position with the Trust the Disclosure & Barring Service will carry out an independent check.

I confirm that the information given above is correct and I understand that a failure to disclose any convictions may lead to my dismissal.

Signature

Date

Appendix B – BET Volunteer Reference Request Form**Volunteer details:****Requesting reference for:** [insert name of candidate]**Volunteer position applied for:** [insert position applied for]**Please complete the following questions:**

Are you able to recommend this candidate for a volunteer role at our school without any reservations? If your answer is no, please explain your reservations.

This volunteering role involves working with children. Do you know of any reason that this candidate is not suitable to work with children? If yes, please explain why.

How long, and in what capacity, have you known the candidate?

Please tell us about the candidate's strengths and qualities.

Are there any areas for development?

To what extent is the candidate flexible and ready to take on new challenges?

Is the candidate reliable and honest?

Please tell us about his/her interpersonal skills and his/her relationships with colleagues, clients, neighbours or customers (as applicable).

If you have any concerns about the candidate's honesty, reliability or relationships with others, please tell us about them.

Referee details:

Name: [referee to print name]

Date: [referee to insert date]

Signed: [referee to sign]

Review frequency: 2 years

Review date: October 2019

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