



This Policy has been adopted and approved by Gippeswyk Community Educational Trust and is to be used by all members of the Trust.

GCET VOLUNTEER POLICY	
Approved by GCET	19.7.22
Written	June 2022
Date of next Review	Summer Term 2023-2024 (two yearly - odd years)
Responsible Officer	Head of Trust Standards
Policy Number	TH9

Definition of a Parent

- All biological parents, whether they are married or not.
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

1. Introduction

A volunteer is defined in this policy as one where an individual freely offers their time, labour, and expertise. This policy is applicable to parents, family members and members of the community who wish to offer some free time to support an academy within our Trust.

Volunteers enhance the learning opportunities of students within Gippeswyk Community Educational Trust, by contributing a range of skills and experience. We welcome volunteers, including members of the Trust, Local Governing Body, students on work experience, local residents and others, who wish to work with our students on a regular basis. We may also, from time to time use volunteers to support academy staff in the completion of specific pieces of work or assignments.

The purpose of this policy is to:

- Encourage the wider community to engage with the academy, thereby enhancing the curriculum, raising achievement and promoting community cohesion

- Ensure that volunteers support the academy'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 written to reflect the Department for Education's latest statutory safeguarding guidance – the most current Keeping Children Safe in Education KCSIE and the Trust Safeguarding Statement of Intent which is available on www.gcetrust.org.uk

2. **Context**

The introduction of the Protection of Freedoms Act 2012 (the Act) amended the previous regulations on the safeguarding of children and vulnerable adults. The Vetting and Barring scheme run by the Independent Safeguarding Authority (ISA) was dissolved and the powers of the ISA were transferred to the Disclosure and Barring Service (DBS). The Act amended the definition of regulated activity relating to children, whilst voluntary work is now excluded (even if carried out on a regular basis), this is on the condition that it is **under the supervision of someone engaged in regulated activity with children (usually an employee of the Trust)**.

In order to fulfil the requirements of Gippeswyk Community Educational Trust policies relating to Safer Employment and Safeguarding of Children, all adults, including volunteers who work in any academy which is part of GCET have an absolute duty to promote and safeguard the welfare of children in their academy, and therefore to fulfil the expectations detailed below.

- Complete an Enhanced DBS check which includes working with children if required.
- An appropriate ID badge will be issued and worn on site at all times.
- Volunteers must complete any associated paperwork relevant to the academy they are volunteering in, in good faith.
- Volunteers must familiarise themselves with all procedures in their nominated academy.

3. **How to apply to volunteer**

Volunteers should approach the academy directly to enquire about voluntary positions. An application form will be provided by the academy and should then be completed and returned directly to the academy the proposed volunteering will take place at.

4. **Appointment of volunteers**

All prospective volunteers will be interviewed by a senior leader or a delegated member of staff before permission is granted to work in the academy.

All appointments are conditional upon the completion of an enhanced DBS check and other appropriate safeguarding and recruitment checks, and relevant training.

The Principal reserves the right to terminate a placement at any time.

Enhanced DBS checks, including working with children, for volunteers working in the academy through other organisations will be conducted by the relevant organisation. The academy will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the academy.

Volunteers cannot start until the DBS process is complete

5. Induction and training

Volunteers must complete an appropriate induction prior to beginning work at the academy. This will include but is not limited to:

- showing them around the academy building and work area
- introducing them to key staff and other volunteers
- explaining who they can go to if they have any questions or concerns
- sharing of key policies

Training requirements will be determined by the Principal or can be delegated as appropriate to a senior member of staff.

All volunteers must have Safeguarding and Health & Safety training as part of their induction. Other training requirements will be based on the nature of the work the volunteer will be doing.

6. Expectations of Volunteers

Confidentiality

All adults working for Gippeswyk Community Educational Trust, including volunteers, are bound by a code of confidentiality. Any concerns that volunteers may have about individual students should be voiced with the relevant teacher or a member of the Senior Leadership Group and **NOT** with any person outside of the academy. Volunteers who have concerns arising from the behaviour of any adults in the academy which they do not wish to discuss with the teacher, should be discussed with the Principal. Any concerns regarding the behaviour of the principal should be discussed with the Chief Executive Officer of the Trust.

Supervision

All volunteers work under the supervision of either a manager or where the volunteer has been assigned to work with a class under the supervision of the teacher of that class. Teachers always retain responsibility for students, including their behaviour and the activity they are undertaking.

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

It is the discretion of the Principal in each academy to decide on the appropriateness of volunteering in a classroom where the volunteer's child may be present.

Academy rules and policies

Volunteers will follow all academy rules and policies, including those on:

- Child Protection /Safeguarding
- ICT and Acceptable use
- Mobile Phone policy
- Data Protection policy
- Health and Safety policy
- Whistleblowing policy
- Behaviour policy

Copies of academy policies will be shared at the point of induction.

Professional Standards

- 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.
- Behaviour management is the responsibility of academy staff. If volunteers witness behaviour that is in breach of the academy'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.
- Volunteers must conduct themselves in a professional manner at all times. For example with regard to;
 - Appropriate attire when working with children.
 - Use of language.
 - Conduct and behaviour
 - Use of social media
 - Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small non-monetary gestures, such as those typically exchanged at the end of term or as a way of saying "thank you".

- Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the academy, and the pupil's parents have consented. Appropriate motor vehicle insurance must also be in place.
- Parent volunteers with children at the academy must not act in a way that favours their own child and should not approach their child unnecessarily during the academy day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with academy staff.
- If a volunteer is unable to come to the academy when they are expected/scheduled to be in, they must contact their supervisor or the academy office as soon as possible.

Health and Safety

Each academy within Gippeswyk Community Educational Trust has a Health & Safety Policy, a copy of which is made available to volunteers working within the academy. Managers/teachers will ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment / accompanying children on visits / working on reception and granting visitors access to the building). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to their manager/teacher or site manager.

Safeguarding

Safeguarding the welfare of students is of paramount importance within our academies. Procedures are in place to ensure that all students are safeguarded and that neither the student nor the academy is put at risk. All volunteers/work experience students are given safeguarding advice as part of their induction.

Under no circumstances should a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

Whilst volunteers play an important role and are often seen by children as being safe and trustworthy adults, the nature of voluntary roles varies, so each academy should undertake a written risk assessment and use their professional judgement and experience when deciding what checks, if any, are required. The risk assessment should consider:

1. the nature of the work with children, especially if it will constitute regulated activity, including the level of supervision
2. what the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers
3. whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability,
4. whether the role is unsupervised and thus eligible for a DBS check, and if it is, the level of the check, for volunteer roles that are not in regulated activity.
5. Details of the risk assessment should be recorded.

When should a DBS with barred list be obtained for volunteers?

- Each academy should obtain an enhanced DBS check (which should include children's barred list information) for all volunteers who are new to working in regulated activity with children, i.e. where they are unsupervised and teach or look after children regularly or provide personal care on a one-off basis in the academy according to the statutory supervision guidance in the current version of KCSIE. GCET is not legally permitted to request barred list information on a supervised volunteer, as they are not considered to be engaging in regulated activity.
- DBS checks are conducted by the academy via a secure online portal if required. Volunteers will need to provide documentation and proof of identification to process this check if it is deemed an appropriate level of DBS is required. On completion, the DBS certificate will be sent to the volunteer rather than the academy. This certificate must be shown to the Academy office who will record relevant details on the Single Central Record. In situations where volunteers do not have a current / valid DBS, a risk assessment may be completed by the Principal in order to ascertain if the volunteer may work in the academy while the DBS clearance is pending. Under no circumstances can a volunteer who is awaiting their DBS clearance work with students be left unsupervised or on a 1:1 basis.
- Existing Volunteers – these do not have to be re-checked if they already have a DBS check (which should include children's barred list information if engaging in regulated activity). However, if the academy has any concerns they should consider obtaining a new DBS check – at the level appropriate to the volunteering role.

Supervision of volunteers

For a volunteer to be considered supervised, the supervision **must** be:

- by a person who is in regulated activity relating to children and employed by the Trust (see example of regulated work below)
- Where an individual is supervised, to help determine the appropriate level of supervision the academy must have regard to any statutory guidance within the current KCSIE Framework.

Example to explain regulated activities

Mr Jones, a new volunteer, helps children with reading at a local academy for two mornings a week. Mr Jones is generally based in the classroom, in sight of the teacher. Sometimes Mr Jones takes some of the children to a separate room to listen to them reading, where Mr Jones is supervised by a paid classroom assistant, who is in that room most of the time. The teacher and classroom assistant are in regulated activity. The Principal decides supervision is such that Mr Jones is not in regulated activity.

All volunteers/work experience students are given safeguarding advice as part of their induction.

It is not necessary to obtain a DBS disclosure for secondary pupils undertaking voluntary work or work experience in other academies. This applies to:

- Secondary pupils on Key Stage 4 (KS4) work experience in other academies, further education colleges or nursery classes.
- Secondary pupils undertaking work in another academy or further education college as part of voluntary service, citizenship or vocational studies
- Key Stage 5 (KS5) or sixth form pupils in connection with a short careers or subject placement.

The designated person with responsibility in the academy placing the student should ensure that the individual is suitable for the placement in question.

Students above academy-age who are on extended placements are required to have a DBS check if they are in the academy for more than one day per week or more than four times a month or if they have direct contact with students. This would be processed by the designated person with responsibility in the academy.

7. Complaint's procedure

Any complaints made about a volunteer must be referred to the Principal for investigation.

The Principal reserves the right to inform the volunteer that the academy no longer wishes for them to continue their activities within the academy. In certain circumstances this may be with immediate effect.

8. Data Protection & 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.