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**The Fierté Multi-Academy Trust**

# Volunteers Policy



# Document and Version Control

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<b>Policy Owner</b>	HR
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Version	Date	Amended by	Comments
V1	September 2020		Issued
V2	Autumn 2023	CFOO	No changes

Section	Changes Made

## 1 Introduction

1.1 We want our Academies to be open and welcoming to all who would like to support the children in the Fierté Multi Academy Trust. We also want to encourage parents and other adults to help teachers in a variety of ways. However, our overriding concern is for the safety of the children in our care. This document sets out the Trust policy which is to ensure that the children benefit from as much help and support as possible and are provided at the same time with the best possible security.

All parents/carers and volunteers will know that the school has policies in place to keep pupils safe from harm and that the school regularly reviews its systems to ensure they are appropriate and effective (Keeping Children Safe in Education 2023).

1.2 The Trust has a variety of adults working within its Academies at any time. They can be categorised as follows:

1.2.1 Paid full or part-time staff employed by the school (this list is not exhaustive):

- Teachers;
- teaching assistants;
- site staff;
- cleaners;
- lunchtime supervisors;
- catering staff;
- administration staff.

1.2.2 Adult workers employed by another organisation (this list is not exhaustive):

- peripatetic music teachers;
- sports coaches
- trainee teachers;
- Staffordshire County Council staff
- health visitors;
- grounds maintenance staff;
- contract workers

1.2.2 Volunteers:

- parents or other adult helpers working alongside teachers;
- Students on work experience.

**[This policy sets out the arrangements for volunteer helpers only.](#)**

## 2 Volunteers

2.1 Volunteers support the Academy in a number of ways, including:

- supporting individual pupils;
- hearing pupils read;
- helping with classroom organisation;
- helping with the supervision of children on school trips;
- helping with group work. This may include working in the farm alongside the livestock.
- helping with art or subjects involving other practical activities.

2.2 Volunteers are not allowed to do the following activities:

- Take sole responsibility for all or some of the whole class;
- change very young children, or supervise them changing;
- supervise children engaged in PE or other specialist activities;
- take children off the school site without a teacher in charge.

The responsibility for the health and welfare of the child remains with the class teacher at all times.

### **3 Signing in**

3.1 All Volunteers will be asked to sign in and will be given Safeguarding and Health and Safety information (including directions to fire evacuation points).

3.2 A member of the office staff will issue the Volunteer with a Volunteer badge (all Volunteers will be required to wear a badge).

3.3 The member of the office staff will inform the Volunteer where the toilet facilities are.

3.4 Volunteers will then be escorted to their point of contact, or their point of contact will be asked to come to reception to receive the volunteer. The contact will then be responsible for them while they are on site.

3.5 In the event of a fire alarm/drill, the volunteer should be accompanied to the assembly point in the playground.

3.6 On departing the school, volunteers should leave via reception, sign out and return their identification badge and lanyard to reception.

### **4 Appropriate checks**

4.1 Anyone wishing to work as a volunteer should request a Volunteer Application Pack from the Academy office. This should be completed and returned with the necessary original identity documents to facilitate an Enhanced DBS check (including a Barred List check) and for two references to be sought.

4.2 We will check with the Disclosure and Barring Service (DBS) to see if you have any criminal convictions. As posts in schools are 'Regulated Activity' the barred list for children will also be checked.

4.3 Please also note that we may conduct an online search as part of our due diligence on all volunteers. This may help identify any incidents or issues that have happened, and are publicly available online, which we may want to explore with you.

4.4 You will be asked to complete a safeguarding/criminal records self-disclosure form. You will be asked to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions.

4.5 When two satisfactory references and an Enhanced DBS check (including Barred List check) have been received by the Academy, a member of the Senior Leadership Team will interview the potential volunteer to gauge the persons aptitude and suitability to work with children.

4.6 An entry will be made on the Academies Single Central Record and a file maintained with the identification, right to work, DBS and online search information relating to the volunteer which will be retained by school for 7 years after the volunteer resigns from their volunteering responsibilities.

The exceptions to this are:

- Work Experience Students or Trainee Teachers  
The school must receive written confirmation from the other educational establishment of the checks undertaken.
- One-off volunteers i.e. assisting at a one-off fund-raising event or a school visit  
The one-off volunteer must remain **at all times** under the continuous supervision of a member of staff undertaking regulated activity, usually the class teacher

The Academy would still undertake a stand-alone Children's Barred List check through the TRA [Teaching Regulation Agency \(education.gov.uk\)](http://www.teachingregulation.gov.uk)

4.4 The headteacher has the authority not to accept the help of volunteers if he or she believes it will not be in the best interests of the children.

## **5 Deployment of classroom helpers**

5.1 It is the policy of this Trust that parent helpers do not support in their own child's classroom, as this can be distracting for the child, and perhaps place the class teacher in an uncomfortable situation. Helpers will be asked to support in classes in which there is the most need for individual support.

## **6 Induction**

6.1 All volunteers must undertake a short safeguarding induction to include health and safety before commencing their voluntary role.

## **7 Conduct**

7.1 Volunteers may become aware of confidential information about the school, its employees, pupils, 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.

7.2 Volunteers should not speak to the press or communicate with any other media on matters which directly relate to the affairs of the school/academy.

7.3 Volunteers must not discuss individual pupils with any person outside of school/academy including their parents/carers.

## **8 Other Considerations**

8.1 Insurance - each academy's liability insurance extends to volunteers.

8.2 Code of conduct - all volunteers will receive a copy of the staff code of conduct. This outlines the expectations for all adults working with our students across the trust (including volunteers).

8.3 Allegations against staff - volunteers are covered by this policy. An academy will investigate allegations made about volunteers. All elements of this policy apply, including, if necessary, the requirement to refer individuals to the Disclosure and Barring Service.

8.4 IT accounts - volunteers will not be given an IT account or access to IT systems.

8.5 Health and Safety - each academy has various H&S policies which are available on request. Volunteers should familiarise themselves with the emergency evacuation

procedures and first aid provision. Any H&S training for specific tasks should be provided.

Volunteers need to exercise due care and attention and should not undertake tasks that may harm or damage their health. Any risks or hazards should be reported to their named contact.

## **9 Monitoring and review**

9.1 The day-to-day monitoring of this policy is the responsibility of the Headteacher, who will report to the governors annually, stating the number of adult volunteer helpers in the school, and summarising their value to the children.

9.2 This policy will be reviewed by the Trust Board every two years, or earlier if considered necessary.