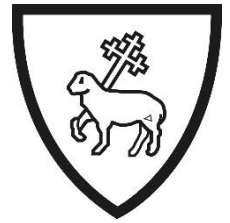


Date of review	January 2024
Next review	January 2025
Approval by	Principal
Review frequency	Annually
Date approved	29 January 2024



# Brockington College Volunteer Policy

## 1. Introduction

- 1.1 Brockington College, a Church of England Academy, has at its heart a distinctive Christian ethos. Based on our Christian foundation and values we seek to promote a culture of developing every person and therefore every school policy is written from this perspective, with a commitment to learning and maturing in the context of communal and individual development.
- 1.2 We lay particular stress on the Christian values of compassion, forgiveness, justice, koinonia, learning, perseverance, respect and wisdom for individuals and across the school community.

## 2. Aims

- 2.1 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.
- 2.2 We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.
- 2.3 The aim of the Brockington College 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.
- 2.4 This policy has been developed in line with the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education.

## 3. How we use volunteers

- 3.1 At Brockington College, volunteers may:
- hear children read
  - accompany school visits
  - work with individual children
  - work with small groups of children
  - work with groups of students partaking in their Duke of Edinburgh
  - support specific curriculum areas, such as ICT or art.
- This is not an exhaustive list.
- 3.2 Volunteers may be:
- members of the governing board
  - parents
  - former students
  - students on work experience
  - local residents
  - friends of the school/members of the PTA
  - local clergy or members of the congregation.
- This is not an exhaustive list.

- 3.2 Members of the governing board 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 the Trust Code of Conduct for Trustees and Local Governors.

#### **4. How to apply to volunteer**

4.1 Volunteers could do one of the following:

- e-mail Judith Malcolm, Operations Manager, jem@brockington.embracemat.org
- approach one of the senior leaders, class teachers or heads of department.

4.2 Every volunteer must complete a Volunteer Application Form (Appendix 1).

#### **5. Appointment of volunteers**

5.1 Volunteers are appointed by Judith Malcolm, Operations Manager.

5.2 Appointment and induction of new volunteers can take up to four weeks, and is dependent on the candidate and available spaces within the school.

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

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

5.5 Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation, if needed. 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.

#### **6. Safeguarding**

6.1 Safeguarding our students is of paramount importance, and our volunteers must share our commitment to child protection.

6.2 To ensure we're upholding our responsibility to keep our students safe, we will:

- conduct enhanced DBS checks with a barred list check on volunteers who:
  - work one-on-one with students unsupervised
  - work with groups of students unsupervised
  - supervise or accompany groups of students 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 code of conduct (see appendix 2) and to read, and adhere to, the school's policies on:
  - safeguarding
  - ICT and internet acceptable use
  - e-safety;
  - behaviour
  - emergency evacuation
- ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with students
- 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.

## **7. Induction and training**

- 7.1 Volunteers will have full safeguarding, health and safety and GDPR training.
- 7.2 Any other support for volunteers will be shared.
- 7.3 Volunteers must complete appropriate training prior to beginning work at the school.
- 7.4 Training requirements will be determined by the principal, or the appropriate member of staff.
- 7.5 All volunteers must have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing.

## **8. Confidentiality**

- 8.1 Information about students, parents and staff is confidential. Volunteers are not permitted to discuss issues related to students, parents or staff with those outside of the organisation.
- 8.2 If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with students or parents.
- 8.3 This doesn't prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).
- 8.4 If concerns relate to safeguarding, volunteers must follow the guidance in our Embrace Safeguarding and Child Protection Policy, and inform the designated safeguarding lead.
- 8.5 If concerns are related to whistleblowing, volunteers must follow the guidance in the Embrace Whistleblowing Policy.

## **9. Conduct of volunteers**

- 9.1 Volunteers must comply with the code of conduct set out in the appendix 2 to this policy.

## **10. Expenses**

- 10.1 The college will cover expenses for travel and resources. Any expenses need to be agreed with the volunteer's college contact before being spent.
- 10.2 Volunteers can use our expenses claim form in appendix 4.

## **11. Insurance**

- 11.1 The school's insurance policy does cover volunteers in the event of an accident or emergency.
- 11.2 If a volunteer is working at the school through another organisation, we will also check that organisation's insurance arrangements.

## **12. Data protection and record keeping**

- 12.1 Our privacy notice for volunteers explains what information we collect about volunteers and why we collect it.
- 12.2 We will:
  - retain records relating to volunteers in line with our records retention schedule

- remove details of volunteers from the single central record (SCR) once they no longer work at our school.

### **13. Monitoring and review**

13.1 This policy has been approved by the principal and will be reviewed annually.

## Appendix 1: Volunteer application form

Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

### Data protection notice

Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- you've given us your consent
- we must process it to comply with our legal obligations.

The trust's privacy notice for 'School Workforce', which includes volunteers can be found with this link:

<https://www.embracemat.org/our-trust/gdpr-compliance>

### Personal details

<b>Name:</b>	
<b>Date of birth:</b>	
<b>Gender:</b>	
<b>Telephone number:</b>	
<b>Email address:</b>	
<b>Home address:</b>	

### Disclosure and Barring Service (DBS) information

Brockington College is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and Brockington College's privacy notice.

<b>Do you have a DBS check? (please circle)</b>	Yes/No
<b>If yes, what type of check do you have? (please circle)</b>	Basic DBS / Standard DBS / Enhanced DBS / Enhanced DBS with barred list information
<b>Date of check:</b>	
<b>Certificate number:</b>	

<b>Availability</b>					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>AM</b>					
<b>PM</b>					
<b>Before school</b>					
<b>After school</b>					
<b>Lunchtimes</b>					
<b>How many hours per week/month can you volunteer?</b>					
<b>Can you commit to at least one term?</b>					

## Experience and qualifications

**Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.**

**Why would you like to volunteer at Brockington College?**

**Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc.)**

**Do you have any relevant qualifications?**

### Preferences

What age group/department/activity would you prefer to work with?	
Would you prefer to work one-on-one or with a small group?	

### References

**Your placement as a volunteer may be subject to satisfactory references. Please give the details of two referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc.).**

<b>Name:</b>	<b>Name:</b>
<b>Relationship to you:</b>	<b>Relationship to you:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone number:</b>	<b>Telephone number:</b>
<b>Email address:</b>	<b>Email address:</b>

### Disability and accessibility

Brockington College is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:



## **Appendix 2: Code of conduct for volunteers**

By signing this form, volunteers agree to the following:

### **1. School rules and policies**

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

- safeguarding and child protection
- ICT and internet acceptable use
- e-safety
- GDPR
- health and safety
- equality and diversity
- whistleblowing
- behaviour
- emergency evacuation.

1.2 Copies of the school policies are available from the school office.

### **2. Professional conduct**

2.1 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, or to the school's volunteer co-ordinator, Judith Malcolm.

2.2 Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy, or are struggling to manage the behaviour of students with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand students or issue sanctions.

2.3 Volunteers must conduct themselves in a professional manner at all times. This includes:

- dressing in a way that is professional and appropriate to the work they are doing
- refraining from using inappropriate language
- setting an example for students by acting in a way that reflects the school's ethos and values
- behaving in a way that is appropriate for the role they are undertaking
- ensuring that comments, including those made on social media, do not bring the school into disrepute.

2.4 Volunteers must not accept gifts from, or give gifts to, students. The exception is small tokens, such as those exchanged at the end of term or as a way of saying "thank you".

2.5 Volunteers must not transport students in their own cars unless specific arrangements have been made with the school, and the student's parents have consented.

2.6 Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.

2.7 If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

### **3. Safeguarding**

3.1 Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.

- 3.2 If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the Designated Safeguarding Lead (DSL) or deputy DSL. The DSL is Sue Lawrence and the deputies are Jon Barton, Victoria Carr, Sarah Heggs, Joe Marsden and Sadie Batstone.
- 3.3 Volunteers should refrain from physical contact with students, and should use their judgement to determine when physical contact is appropriate. If physical contact with students is required, volunteers should ask for a student's consent before touching them.
- 3.4 Volunteers must alert the DSL if a student develops an infatuation with them, and must not form personal relationships with students, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
- exchanging contact information
  - making contact with students outside of school, including on social media
  - arranging to meet students outside of school.
- 3.5 Volunteers should not take or share photos of students.

#### **4. Health and safety**

- 4.1 Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.
- 4.2 Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.
- 4.3 Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

#### **5. Confidentiality**

- 5.1 Information about students, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss students with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the principal.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

Please sign and date below:

X

\_\_\_\_\_  
Volunteer name (please print)

X

\_\_\_\_\_  
Volunteer signature

X

\_\_\_\_\_  
Date