

# PINNER

## HIGH SCHOOL

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| Policy                  | Volunteers Policy |
| Date of Review          | April 2019        |
| Reviewed By             | Headteacher       |
| Date of Approval        | June 2019         |
| Approved By             | LGB               |
| Date of Next Review     | April 2022        |
| Statutory/Non Statutory | Statutory         |
| Website/Non Website     | Website           |

# PHS Volunteer Policy

## Recruitment and selection of Volunteers

All prospective volunteers should be asked to:

- Initially complete a volunteer application form
- Take part in an informal interview to discuss reasons for wanting to volunteer the skills and experience they can contribute and what they hope to achieve in return
- Provide details of two referees (who should not be relatives)
- Provide photo ID (originals)
- Complete an enhanced DBS (Disclosures and Barring Services) check if necessary

## Volunteers and DBS Checks

Some volunteers will require a DBS check because of the frequency of their volunteering activity and the contact they have with children. Some volunteers do not require a DBS check, for example if they are accompanying a school trip out for the day, or attending a school event. Volunteers without a DBS check MUST NOT be left unsupervised with children.

An enhanced DBS check will be required for volunteers in the following circumstances:

- The volunteer is a governor.
- The volunteer is in the school regularly, which is defined as once a week or more, 4 or more times in a 30-day period. (As defined by Sir Roger Singleton in Drawing the Line published in December 2009).

If a DBS check is required, volunteers must bring the required documentation to the HR Administrator and complete the online return, or provide details of their continuing DBS certificate. It is at the discretion of the designated members of the SLT (Senior Leadership Team) as to whether the Academy is prepared to fund the DBS application. If this is not the case then an invoice will be rendered for this charge.

## Training, induction and Support of Volunteers

Volunteers should be given an information booklet and training appropriate to their role and will be assigned a contact point / nominated member of staff as supervisor.

## Insurance

Volunteers under direct supervision of the school will be indemnified against third party claims under the academy's employers and public liability policy whilst volunteering for the school.

## **Management of Volunteers**

All volunteers should:

- Have clear guidelines on what activities they are expected to undertake and the manner in which they should be undertaken
- Be provided with appropriate and sufficient training in undertaking the relevant activities / tasks
- Be provided with relevant equipment / materials
- Be provided with relevant health and safety advice / training and equipment as necessary
- Be made aware of relevant policies and procedures, particularly those relating to safeguarding and child protection
- Be given clear guidelines about confidentiality

## **Health and Safety**

Risk assessments should be in place for volunteers in schools. Volunteers should disclose any information which relates to their own health and safety and must take reasonable care of their own health and safety and that of others. Volunteers must not undertake any activities which present a risk to their health or to others.

## **Grievances and complaints**

Any problems arising from either side should be resolved through informal discussion. If the issues prove to be irreconcilable, either side has the option to terminate the agreement. If the conduct or performance of a volunteer falls below that required, they may no longer be offered duties and in some circumstances may need to be referred to the Independent Safeguarding Authority.

## **Roles and Expectations**

Volunteers can expect:

- A supportive, welcoming and positive environment that encourages them to get the most out of volunteering
- An induction training programme and appropriate task related training
- Relevant and up to date information and advice
- To be given copies of policies on child protection and safeguarding children, health and safety and equality.

In return schools should ask volunteers:

- To be a positive representative of the school
- To adhere to their task, responsibilities and commitment as agreed
- To follow any procedures and standards explained by their supervisor including those relating to safeguarding, health and safety and diversity.

## **Confidentiality**

Volunteers should be aware that information relating to individual children or members of staff is totally confidential. Whilst in school volunteers may hear conversations which are of a confidential nature. These cover aspects such as children's academic progress and is totally confidential and volunteers must respect this.

Any concerns that volunteers have about the children they work with/ come into contact with should be shared with the nominated member of staff who supervises their tasks, who will advise or refer in accordance with academy policies and NOT with the parents of the child or any persons outside school.

## **Child Protection**

If a child discloses something, this information should be shared in accordance with the school safeguarding notices.

**April 2019**

**JSm**