



Volunteers Policy

Date issued: September 2022
Ratified by the Trust Board:
Review Date: September 2023

Other related academy policies that support this Volunteers Policy include:- Child Protection, Data Protection, E-Safety, Safer Recruitment, Staff Code of Conduct & Whistle Blowing.

Hull Collaborative Academy Trust

Volunteers at our School bring with them a range of skills and experience that can enhance the learning opportunities of children. We welcome and encourage volunteers from the Local Community. A volunteer is an unpaid adult who provides support to our School.

The types of activities that volunteers are engaged in might include:

- hearing children read
- working with small groups of children
- working with individual children
- undertaking arts and craft activities with children
- supporting teachers to run after-school clubs
- working with children on the computer
- accompanying school visits.

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one-off event or on a more regular basis should approach their child's class teacher, Deputy Head or Head Teacher.

Volunteers will be asked to complete an application form (Appendix 1) which requires two character referees to be given. An Induction Meeting with the School Office Manager will also be held prior to the volunteer starting to work with the children.

Before starting in school and to ensure the safety of all our pupils at all times, volunteers may require a DBS check dependant on supervision arrangements. In addition, any volunteers working with children 5 years or under during the school day will be asked to complete a childcare disqualification declaration.

On your first day at school all volunteers will have to complete an Induction Programme with the School Office Manager and will be provided with relevant policies:

- Facebook Policy
- HCAT code of conduct
- Behaviour Policy
- Child Protection Policy

Confidentiality

Volunteers in school are bound by our Confidentiality Policy. All staff members, voluntary helpers and visitors 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, misbehaviour, or home circumstances. All information relating to individual children and staff is totally confidential and volunteers must respect this.

General Data Protection Regulations (GDPR)

GDPR (General Data Protection Regulations) is in place to give individuals control of their data, plus gives organisations processing that data (including schools) more responsibilities in relation to how they collect, process, store, share and destroy data. As a Trust, we collect and hold a great deal of personal data – not only about pupils, but also staff, parents, volunteers, visitors, suppliers etc. GDPR requires the Trust to not only minimise any risks to the unauthorised access and loss of personal data within the organisation, but also to provide evidence and documentation of our processing activity. All volunteers should treat data as sensitive and confidential.

Issues affecting children:

Any concerns that volunteers have about the children they work with/come into contact with should be shared with the class teacher and NOT with the parents of the child or any persons outside school. These comments, particularly if taken out of context, can cause distress to the parents of the child if not heard directly from the School. A situation may arise in School, where the duty to the child is greater than that to the parent.

Issues affecting adults in School:

All adults in our School can expect their personal and health issues to remain confidential unless:

- it impinges on their terms of contract;
- it endangers pupils or other members of staff;
- there is a legal obligation to disclose such information;
- it is necessary for legal proceedings;
- despite the duty of confidence the staff member's interest or the wider public interest justifies disclosure.

Volunteers who are concerned about anything another adult in the School does or says should raise the matter with the Head Teacher or Deputy Head Teacher.

Safeguarding/Child Protection

While working in a HCAT school, all staff, parents, volunteers and visitors have a duty of care towards our pupils. This means that everyone should act in a way that is consistent with health, safety and wellbeing. In addition, if at any time you have a concern about a child, particularly if you think they may be at risk of abuse or neglect, it is your responsibility to share that concern with the school's Designated Safeguarding Lead (DSL).

This is not an exhaustive list, but you may have become concerned as a result of:

- Observing a physical injury, which you think may have been non-accidental.
- Observing something in the appearance of a child or young person which suggests they are not being sufficiently well cared for.
- Observing behaviour that leads you to be concerned about a child or young person.
- A child or young person telling you that they have been subjected to some form of abuse.

In any of the circumstances listed above, you must write down what you saw or heard, date and sign your account, and give it to the DSL as soon as possible and no longer than 24 hours later. This may be the beginning of a legal process, so it is important to understand that legal action against a perpetrator can be seriously damaged by any suggestion that the child has been led in any way.

If a child talks to you about abuse, you should follow these guidelines:

- Rather than directly questioning the child, just listen and be supportive.
- Never stop a child who is freely recalling significant events, but do not push the child to tell you more than they wish.
- Make it clear that you may need to pass on information to staff in other agencies who may be able to help – do not promise confidentiality. You are obliged to share any information relating to abuse or neglect.
- Note the date and timings, and mention anyone else who was present. Then sign it, and give your record to the DSL, who should contact Children's Social Care if appropriate.

The Trust has a Safeguarding/Child Protection policy which can be found on individual school websites.

If your concern involves the DSL or a member of the senior staff, contact the Local Authority Designated Officer (LADO) on 01482 613372 or the NPSCC whistleblowing line on 0800 028 0285

Supervision

All volunteers work under the supervision of the class teacher to which they are assigned.

Although teachers retain responsibility for children at all times, this does not require volunteers to be in their direct supervision at all times. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/guidance from the teacher in the event of a query or problem regarding a child's behaviour or understanding of a task.

Health and Safety

The School has a Health and Safety Policy which is available on request. Class teachers should ensure that volunteers are clear about emergency procedures (eg fire evacuation) and about any safety aspects associated with a particular task (eg using cookery equipment). If a volunteer attends a School trip, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher, Deputy Head Teacher or Head Teacher.

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In the event of absence, the school should be notified if you are expected to be in attendance. All volunteers are required to visit the office when they arrive. As a regular volunteer, you will need to sign in and will be given a lanyard showing you are DBS status. Identification badges must be worn so that it is clearly visible for the duration of your time in school.

Mobile phones and cameras

Mobile phones use in rooms where children are present is not permitted. However, it is appropriate to take photographs of children to capture a curriculum activity or a celebration of school life using school equipment providing permission has been obtained to do so from the parents. Staff, volunteers, visitors etc must not use their personal mobile phone, camera (still or moving images) or other devices (ipads, smart watches) to take, edit or store images of children in our schools.

Complaints Procedure

Any complaints made about a volunteer or by a volunteer will be referred to the Head Teacher/Deputy Head Teacher for investigation.

The School has the right to take the following actions:

- speak with the volunteer about a breach in the volunteer agreement;
- offer an alternative placement for a volunteer;
- inform the volunteer that they are no longer required to help within School.

The school would like to know what you want to gain from volunteering at our school.

Your availability

Monday	Tuesday	Wednesday	Thursday	Friday
AM/PM	AM/PM	AM/PM	AM/PM	AM/PM

Please give the names and address of two local independent references **(not family)** we can contact to verify the information you have supplied, one of who can comment on your experience of working with young people.

1st Reference

Name:

How do you know this person?

Address:

2nd Reference

Name:

How do you know this person?

Address:

Telephone No:

Telephone No:

Name:

Signature:

Date:

Data Protection

The legal basis for processing the information you provide as part of your volunteer application is legitimate interest as we require this data to determine your suitability to volunteer with us. By sending us this information you are consenting for us to process that information for the purposes of enabling us to create an electronic and paper record of your application and to determine your suitability to volunteer. We may also use the information to compile statistics provided that no statistical information that would identify you as an individual will be published. The information you give will be kept securely. The information we gather and hold is managed in accordance with the Data Protection Act 1998 and the General Data Protection Regulations 2018.

Appendix 2

CONFIDENTIAL
Volunteer Reference Request

Name:

Address:

The above person has expressed an interest in working at a HCAT school and has given your name as a referee in accordance with our Child Protection Policy. If you are happy to complete this reference, all the information contained on the form will remain absolutely confidential, and will only be shared with the organisation's senior staff as and when required. We would appreciate your being extremely candid in your evaluation of this person.

How long have you known this person?

In what capacity?

What attributes does this person have which would make them suitable to work in this school?

How would you describe their personality?

Please comment on this person's experience of working with children and young people, and comment on their suitability for this work.

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This post involves substantial access to children and young people. As an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children or young people

Please answer YES/NO – if you have answered YES or if for any reason we feel a need to, we will contact you in confidence.

Signed:

Print Name:

Telephone:

Thank you for your assistance.

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Appendix 3

Volunteer Assessment form - DBS

On the 10th September 2012, a number of legislative changes were made to the Disclosure and Barring Service. A decision was made that from this date schools would be no longer permitted to have blanket policies in place whereby all volunteers are checked against the Children's Barred List.

Schools need to establish whether a volunteer is eligible for a Children's Barred List check by assessing the level of supervision they will receive whilst carrying out their duties.

To help determine whether a volunteer does require a check against the Children's Barred List we have created this 'Volunteers Risk Assessment' form, which must be completed and submitted along with the DBS application form. A copy of the form must also be retained by the school, as Ofsted may explore with Senior Leaders on how schools reach their decision on the level of check.

It is important to remember that if an individual is not eligible for this check, but still requires an enhanced DBS, information may be disclosed on their certificate of any relevant cautions, convictions, warnings etc...

- Enhanced DBS without Children's/Adults Barred List - where reasonably supervised

- Enhanced DBS with the Children's/Adults Barred List check - where not reasonably supervised

NAME OF VOLUNTEER:	
POSITION:	
BASED AT:	
Is the supervisor in Regulated Activity? (ie do they have an Enhanced DBS with a Children Barred List check) If the work is in a specified place (eg school, children's centre) paid workers remain in regulated activity even if supervised	YES/NO
Will the supervision be regular and day to day? The duty that supervision must take place on a regular basis means that supervision must not, for example, be concentrated during the first few weeks and then tail off thereafter becoming the exception and not the rule. It must be ongoing whether the worker has just started or has been doing the activity for some time	YES/NO
Will the supervision be reasonable in all circumstances to ensure the protection of children? Within statutory duty, the level of supervision may differ, depending on all the circumstances of a case. The following should be considered when deciding the specific level of supervision required in an individual case: <ul style="list-style-type: none"> - ages of the children (including if the ages differ widely) - number of children the volunteer is working with - will there be other workers helping to look after the children - the nature of the work (eg the volunteer's opportunity for contact with children - how vulnerable the children are (the more they are the more the organisation might opt for volunteers to be in regulated activity) 	YES/NO

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DECISION

After undertaking the above assessment, the volunteer DOES / DOES NOT (delete as appropriate) require a Children’s Barred List Check

Signed: _____ Date: _____

Position: _____

Table of changes

Date	Change or inclusion
September 2022	The following sections were added or changed <ul style="list-style-type: none">• GDPR• Safeguarding & Child Protection• Mobile Phones