



Volunteers Policy

Produced by	Suzanne Wilson HCAT Safeguarding Lead
Approved by	Trustee Safeguarding and Health & Safety Committee
Date approved	May 2024
Review date	May 2025, or sooner if necessary.
Related Trust policies	<ul style="list-style-type: none">• Behaviour• Child Protection• Code of Conduct• Complaints• Data Protection• Health & Safety• Online Safety• Safer Recruitment• Whistleblowing
Availability	Accessible via individual school's website, or school office.

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Introduction

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 can:

- emailing the school direct,
- approaching senior leaders, class teacher or the school office.

All volunteers will be asked to complete an application form (Appendix 1), plus two personal or professional references.

Appointment of volunteers

Volunteers are appointed by the Headteacher/Head of School and or Deputy Headteacher/Designated Safeguarding Lead. Intake of new volunteers may take approximately 6 weeks and are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training. If seeking voluntary work through another organisation (ie college placement), the school will ask for written confirmation that enhanced DBS checks have been carried out before the placement starts.

The Headteacher/Head of School does reserves the right to terminate a placement at any time.

On receipt of an application, a member of senior leadership will meet with the prospective volunteer to discuss the role and the area of the school within which they will support. Please note, this is not a formal interview process but an opportunity to gain more information about the prospective volunteer, any relevant experience that they may have as well as providing relevant information about the school and the role.

Volunteer details will be added to the school's Single Central Register and held for the relevant period of time whilst they remain a volunteer and to comply with data protection and data retention schedules.

Induction & Training

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

- Being showing them around the school building and work area
- Introductions to key staff and other volunteers
- Explanation of who they can go to if they have any questions or concerns
- The sharing of key policies

Training requirements will be determined by the Headteacher, or an appropriate member of staff. All volunteers must have safeguarding and health & safety training. Other training requirements will be based on the nature of the work the volunteer will be doing.

As part of our school's safeguarding arrangements, volunteers may require a DBS check dependant on supervision arrangements. In addition, anyone working with children 5 years or under, during the school day, will be asked to complete a childcare disqualification declaration.

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) without delay.

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.

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- 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 any volunteers have concerns about the conduct or behaviour of another member of staff, or working practices within the school, they should contact one of the following:

- HCAT Safeguarding Lead on 01482 375248
- Local Authority Designated Officer (LADO)
 - Hull: 01482 790933,
 - East Riding of Yorkshire: 07814079985,
 - North Yorkshire: 01609 533080
- NPSCC whistleblowing line on 0800 028 0285

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.

All adults in our schools 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.

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.

Supervision

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

All volunteers work under the supervision of a teacher or full time member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking. Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor. Teachers will be made aware of this policy and of their responsibilities within it.

Health and Safety

All schools have a Health and Safety Policy which is available on request.

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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, DSL or another senior leader.

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

Personal devices including mobile phones and watches that connect to the internet should not be used in school during class time. Volunteers may not make or receive calls during teaching time. Use of phones or phone watches must be limited to non-contact time when no children are present. Volunteers should keep devices out of sight in desks or cupboards when on school property. Both staff and volunteers must only use school-owned devices for capturing, recording and storing data or photos of children.

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.
- report the person to an appropriate authority e.g. police, social services etc.
- provide the volunteer with a copy of the school's full Complaints Procedure.

Appendix 1

Volunteer Application

All HCAT schools have a Child Protection Policy to safeguard young people from physical, sexual and emotional abuse. Because of this we ask all those who work with young people to fill in this application form and supply details and references

The work which our volunteers and staff undertake involves working and contact with children and young people and is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. All convictions, however old, must be declared. All information given will be treated in the strictest confidence and will not be used to discriminate against unfairly. Please note that our process involves checks with DBS. By signing this form you give permission for us to contact your referees and permission to access the register and records detailed above.

Name:	Previous Surname:
Telephone No:	Date of birth:
Place of birth:	Nationality:
National Insurance Number:	
Address:	
Post Code:	Years at this address:
If less than 5 years at the above address please give details of previous address (s) to cover 5 years:	

Please give details of any experience of working with children or young people

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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.

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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
<p>DECISION</p> <p>After undertaking the above assessment, the volunteer DOES / DOES NOT (delete as appropriate) require a Children's Barred List Check</p> <p>Signed: _____ Date: _____</p> <p>Position: _____</p>	

Appendix 4

Induction for Volunteers
(To be completed before volunteering begins)

Name:	Start date:
OFFICIAL DOCUMENTS/INFORMATION	Completed/Date
Proof of ID	
DBS Certificate (number & issue date)	
Contact details (mobile phone & email)	
GENERAL	Completed/Date
Class teacher / adult in school allocated	
Introduction to staff/class teachers	
Tour of the premises	
RESPONSIBILITIES/EXPECTATIONS	Completed/Date
Issued with key policies <ul style="list-style-type: none"> • Code of Conduct • Data Protection • Health & Safety • Behaviour • Online Safety, including Acceptable User policy. • Whistleblowing 	
SAFEGUARDING	Completed/Date
Issued with the Child Protection policy	
Part 1 – Keeping Children Safe in Education (current version)	
Introduction to the Designated Safeguarding Lead	
Child protection reporting & recording procedures	
Childcare disqualification – if appropriate	
HEALTH & SAFETY PROCEDURES	Completed/Date
Fire/Lockdown/emergency exits	
First Aid/accident/incident reporting procedures	

Volunteer: I can confirm that I have completed the induction programme as detailed above and have received, read and understood all the relevant information.

Name:	Signature:	Date:
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Inductor: I can confirm that the induction programme has been completed satisfactorily.

Name:	Signature:	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
April 2024	The following sections have been added <ul style="list-style-type: none">• Appointment of volunteers• Induction for volunteers• Supervision• Mobile Phone & Cameras• Appendix 4 – Induction checklist.