



# **VOLUNTEER PROCEDURE**

## **1. Introduction**

- 1.1. Reach South Academy Trust recognises the immense benefits that volunteers bring to the Trust and the bridges that they build between the Trust and the local community. In return, the Trust hopes to give its volunteers an opportunity to exercise their skills in a different environment and to undertake new experiences.
- 1.2. The Trust's definition of a volunteer is a person who gives freely of their time, skills and experience without expectation of a financial reward. Volunteering can take many forms. Some tasks require particular skills whereas others require none. Volunteering may be for a limited time to complete a particular project or may be on an ongoing basis.

## **2. General Principles**

- 2.1. A volunteer is not an employee and will not have a contract of employment with the Trust and therefore does not hold any contractual status with the Trust and therefore does not attract any form of benefits or payments/remuneration from the Trust or any statutory rights and as a volunteer will not be entitled to any employment rights protection.
- 2.2. The School will agree a role with the volunteer and there will be an expectation that the volunteer will meet the role's requirements and the Trust will provide work for the volunteer. However, the volunteer is free to refuse to fulfil the role and the Trust is not bound to provide the work.
- 2.3. It is also expected that both the Trust and the volunteer will give as much notice as possible if unable to meet these expectations.
- 2.4. Volunteers will not be used as a substitute for employees.

## **3. Recruitment**

- 3.1. The role to be undertaken by a volunteer will be identified by the School. A voluntary role description should be created, which will summarise the duties and requirements of the role and the skills or experience needed, as well as any training that is required before the volunteering work is undertaken.
- 3.2. The volunteer will be required to supply Reach South Academy Trust with details and copies of their qualifications and experience (where relevant to the role they are undertaking) prior to commencing with the Trust.
- 3.3. The Trust adopts similar recruitment measures for volunteers as it does for paid staff in line with KCSIE.

## **4. Volunteer Checks**

- 4.1. Before any work is undertaken by a volunteer the following checks must have been satisfactorily completed:
- Right to work and identity checks
  - Disclosure and Barring Service (enhanced DBS) and associated checks
  - Qualifications including Teacher Regulation Agency check (where applicable)
  - Prohibition from teaching (where applicable)
  - References
  - Overseas Check(s) (if applicable)
  - Signed Volunteer Application Form
- 4.2. Volunteers will not be allowed to commence with the Trust until all of the above criteria have been satisfied.
- 4.3. As part of the Trust's Recruitment and Selection procedure, and to ensure that it follows employment and immigration legislation as detailed in the Asylum and Immigration Act 1996, all Volunteers must provide specific original documentation during the selection process, to prove their eligibility to work in the UK.

## **5. Volunteer Types and associated checks**

- 5.1. Volunteer (Regulated Activity)
- 5.1.1. All standard checks to be completed
  - 5.1.2. If a volunteer has previously held employment in a Teaching role, TRA check will be completed.
- 5.2. Ad Hoc Volunteer
- 5.2.1. Volunteers who are completing duties as a one-off in non-regulated activity
  - 5.2.2. No safer recruitment checks are required
  - 5.2.3. They do not need to be uploaded to the OSCR
  - 5.2.4. Adhoc Volunteer Risk Assessment to be completed and signed off by all parties before activity takes place (see Appendix 1)
- 5.3. Student / Work Experience Placement
- 5.3.1. If under the age of 16, the Trust is unable to obtain a DBS check; therefore, an Under 16 Work Placement risk assessment to be completed and signed off by all parties before beginning (See Appendix 2)
  - 5.3.2. Letter of Reference from School to be accepted for Student placement instead of 2 references
    - 5.3.2.1. The letter received must be issued using the relevant School/MAT's headed paper or E-Header email template and must be from the Students current educational setting/institution.

- 5.3.3. If their School / University has done a DBS for them, a in this instance a letter of assurance can be accepted instead of processing a new DBS
- 5.4. Governor
  - 5.4.1. All standard checks to be completed
  - 5.4.2. Section 128 check to be completed by School

## **6. Training**

- 6.1. The School will provide any necessary training required for the role, including any health and safety training.
- 6.2. Volunteers will be expected to attend all essential vocational development provided by the School e.g., Safeguarding Training via National College.

## **7. Health and Safety**

- 7.1. The Trust has a responsibility for the health and safety of volunteers. Volunteers should at all times follow the Trust's health and safety policies and procedures. Volunteers have a duty to take care of themselves and others who might be affected by their actions and in the course of the time/activity at the School should escalate any health and safety concerns they observe accordingly.
- 7.2. Volunteers should not act outside their authorised area of work. Volunteers should report all accidents and near misses to their School point of contact or a member of the School leadership team.

## **8. Policies and Procedures**

- 8.1. Volunteers are expected to comply with all the Trust's policies while they are on its premises or undertaking any of their volunteering duties. Their School orientation/induction will include an explanation of these policies and procedures which can also be viewed on the Trust website.

## **9. Confidentiality**

- 9.1 During a volunteer's time with the Trust, it is likely that they will be in possession of or have access to differing types of information. As a result, they will be required to keep relevant information confidential. Any breach of confidentiality will entitle the Trust to bring the volunteer relationship to an end with immediate effect.

## **10. Supervision**

- 10.1. A 'supervisor' will be appointed to support and manage the volunteer. The supervisor will review the arrangements in the volunteer's first month and thereafter on a regular basis. If the volunteer has any queries or would like to change their role, this should be discussed with their manager.

## **11. Dealing with Problems**

- 11.1. The supervisor will usually try to resolve any problems informally, but if this is not possible the matter needs to be raised with a senior member of the HR team for further advice.

## **12. Termination**

- 12.1. Either the volunteer or the Trust can terminate this agreement with or without notice at any time.

## **13. Monitoring, Review and Evaluation**

- 13.1 This procedure will be reviewed on a regular basis.

## ADHOC VOLUNTEER (USED FOR 'ONE-OFF' SCHOOL TRIP/VISIT) RISK ASSESSMENT



**This form is for volunteers who are NOT completing regulated activity.**

'Regulated' means it takes place on an ongoing basis.

As stated in KCSIE 2022 (Part 3, Page 58), a person will be engaging in regulated activity with children if, as a result of their work, they:

- will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children
- will be working on a regular basis in a specified establishment, such as a school, or in connection with the purposes of the establishment, where the work gives opportunity for contact with children, or
- engaged in intimate or personal care or healthcare or any overnight activity, even if this happens only once.

<b>Name of Volunteer:</b>		<b>Name of Person Completing the Assessment:</b>	
<b>School/Location:</b>		<b>Date of Risk Assessment:</b>	

<p><b><u>Volunteer details:</u></b>  <i>What volunteer work are they undertaking?          Are they just supervising, or providing personal care on a one-off basis?</i></p>	<p><b><u>What induction is in place?</u></b>  <i>Have they had safeguarding training from the School / DSL?          Have they been provided with any information about the visit/trip they are volunteering for?</i></p>	<p><b><u>How will the volunteer be working with children?</u></b>  <i>How will the children be supervised?</i></p> <p>Ages of the children:          Number of children:</p> <p>Will there be other volunteers/supervisors looking after the children: <b>Yes/No</b>          If Yes, add detail here to include name/job title(s) where applicable:</p> <p>Further details:</p>
--	---	--

Supervision arrangements during volunteer activity and any other monitoring arrangements/ control measures:	<b>Safeguarding checklist:</b>	
	Will the Volunteer be left alone with a child/children for any length or period? <i>(If so give details in full)</i>	
	Who will be the Supervising Adult of the Volunteer during this trip/visit? <i>(Full name, job title)</i>	
	Will the supervising adult be supervising any other volunteers?	<b>Yes/No</b> If Yes, state how many and names of others:
	What is known about the volunteer? <i>E.g., information from staff, parents and other volunteers.</i>	

<b>Signature of DSL / Office Manager:</b>			<b>Date:</b>
<b>Signature of Headteacher:</b>			<b>Date:</b>
<b>Signature of Director of HR/nominated deputy</b> <i>(where applicable)</i>			<b>Date:</b>

## VOLUNTEER (UNDER 16's) STUDENT PLACEMENT/WORK EXPERIENCE RISK ASSESSMENT



Name of Prospective Employee:		Name of Person Completing the Assessment:	
Volunteer work undertaking:		Date of Risk Assessment:	
School/Location:		Education or Organisation Student is coming from:	
Signature of Office Manager:		Signature of Headteacher:	
Date:		Date:	
Signature of Student Parent/Carer (Placement Student's)		Date:	
Signature of Director of HR/HR Business Partner (where applicable)		Date:	

<p><b><u>Student placement details:</u></b>  <i>What activity are they undertaking?</i>  <i>How long is placement for etc?</i></p>	<p><b><u>Letter of Reference details:</u></b>          Letter of Reference from Head Teacher or Supervising Educationalist received: <b>Yes/No</b>          Areas of concern or risk identified: <b>Yes/No</b>          If yes, add detail here:</p> <p>Has student identify been verified: <b>Yes/No</b>          If no, add detail here:</p> <p><b><u>Risk Management</u></b>          Risk Level identified: <b>Low/Medium/High</b></p> <p>If medium or high identified, please seek further advice from Safeguarding Lead and HR Team</p>	<p><b><u>Details Level of access and site locations during placement (include level of access on own with children):</u></b></p> <p>Classroom: <b>Yes/No</b>          If Yes, add detail here:</p> <p>Communal Areas: <b>Yes/No</b>          If Yes, add detail here:</p> <p>If Yes, add detail here:</p> <p>Staff Room: <b>Yes/No</b>          If Yes, add detail here:</p> <p>Staff Facilities: <b>Yes/No</b>          If Yes, add detail here:</p>
--	---	---



<u>Supervision arrangements during placement and any other monitoring arrangements/control measures:</u>	<b>Safeguarding checklist:</b>	
	Will Student be left alone with a child/children for any length or period?	
	Who will be the Supervising Adult of the Student for the duration of the placement whilst on site at School?	
	Does this Placement/Volunteering count as a 'regulated activity'?	<b>Yes/No</b> If Yes, insert details:
	<b>Health &amp; Safety and Other Info Checklist:</b>	
	Will the Student need to use electrical equipment or operate machinery during their placement?	<b>Yes/No</b> If Yes, insert details:  <i>Please note that under 18's are not permitted to use electrical equipment or operate machinery without full/constant supervision.</i>
	What breaks will the student receive whilst they are on site? Please refer to wil ?	
	Placement Duration:	Placement start date: Placement end date: Total number of days/weeks:  Total number of hours on site for each visit/placement day:
	Who should the Student report to if they have any concerns or questions?	Name: Job Title:
Have Emergency Contact details been taken for the Student?	<b>Yes/No</b> If Yes, insert details:	