South Gloucestershire and Stroud Academy Trust (SGSAT)

Volunteering Policy

If you would like this document in an alternate format

Please contact the SGS-GS Human Resources Department

Policy and Procedure Prepared by:	Helen Edmunds
Job Title/Role:	Head of Human Resources
Policy and Procedure Ref. No.: **QPG: 126**	**Version Date:** May 2020 **Review Date:** May 2023 (Subject to any legislative changes) **Upload to SGS-AT website?** Yes
Approved by:	SGS-AT Board of Trustees
Date:	20 May 2020

Mandatory Initial Equality and Diversity Impact Screening

MANDATORY INITIAL IMPACT SCREENING Completed by:			
Moira Foster-Fitzgerald	Chief Group Services Officer	07/05/2020	
I have read the guidance document: Completing a Policy Impact Assessment?			✓
If this policy has been up-dated, please tick to confirm that the initial impact screening has also been reviewed:			✓

EQUALITY AND DIVERSITY IMPACT ASSESSMENT			
Characteristic	**This policy seeks to:**		
Age	No appreciable impact		
Disability	Commit to making reasonable adjustments to promote equality of access and opportunity for learners, employees and members of the public with disabilities and/or learning difficulties/disabilities.		
Faith or Belief	No appreciable impact		
Gender	No appreciable impact		
Race or Ethnicity	No appreciable impact		
Orientation	No appreciable impact		
Gender reassignment	No appreciable impact		
Economic disadvantage	No appreciable impact		
Rural isolation	No appreciable impact		
Marriage	No appreciable impact		
Pregnancy & maternity	No appreciable impact		
Carers & care leavers	No appreciable impact		
Vulnerable persons	No appreciable impact		
Please identify any sections of the policy that specifically seek to maximise opportunities to improve diversity within any of the College's stakeholder groups:			N/A
Please identify any sections of the policy that specifically seek to improve equality of opportunity within any of the College's stakeholder groups:			
Is there any possibility that this policy could operate in a discriminatory way?	☐	✖	If you have ticked yes (red), which characteristic will be most affected? Choose an item.
If yes please confirm that the Policy has been sent for a full Equality & Diversity Impact Assessment, and note the date:		☐	Click or tap to enter a date.

Note: if the policy does not seek to increase diversity or improve equality you should go back and review it before submitting it for approval.

MAPPING OF FUNDAMENTAL RIGHTS	
Which United Nations Convention on the Rights of the Child (UNCRC), Right does this policy most protect:	Art. 19 Protection from violence, abuse & neglect
Which Human Right (HRA) does this policy most protect:	Art. 5 Right to liberty and security

DATA PROTECTION & PRIVACY BY DESIGN SCREENING	
Tick to confirm that you have considered any data protection issues as part of the design and implementation of this policy; and, that implementing this policy will not result in the collection, storage or processing of personal data outside of official College systems:	✓
Tick to indicated that this policy has or requires a Data Privacy Impact Assessment:	☐

Volunteering Policy

1. Introduction

1.1. In this policy the term school is used to define all academies, free schools, studio schools, specials schools and University Technical Colleges within the South Gloucestershire and Stroud Academy Trust (SGSAT).

1.2. The schools within the trust welcomes volunteers as they bring with them a range of skills and experience that can enhance the learning opportunities for our students.

1.3. We welcome and encourage volunteers from the local community and the wider business community and educational establishments.

- Volunteers could include:
- Members of the Governing Body
- Parents, carers or relatives of students
- Ex-students
- Students on work experience
- University students or students from other educational establishments
- Local residents
- Businesses
- Charity workers

1.4. The types of activities in which volunteers can engage could include amongst others:

- Hearing students read
- Working with small groups of students
- Working alongside individual students
- Undertaking curriculum activities with students
- Running after-school clubs or teams
- Working with students on the computers
- Accompanying school visits
- Addressing areas of development highlighted in the School Improvement Plan
- Supporting students who have been identified as needing additional support
- Providing roles models, mentoring, one to one support

2. Definition of 'work experience' or a volunteer placement

2.1. These are planned activities which allow an insight into a specific area of work. It can be part of a learner's period of study or undertaken by a member of the public.

2.2. These placements are normally unpaid (although in exceptional circumstances travel and other out of pocket expenses may be paid).

2.3. Individuals undertaking work experience, or acting as volunteers, are not employees of the SGSAT and do not work under a contract of employment. They are under no obligation to offer their services and similarly, the SGSAT is not obliged to offer them work.

2.4. They do not have entitlements such as paid sickness and holidays, however they are covered by the Trust's policies and practices in relation to Health and Safety, Data Protection, Safeguarding, Equality and Diversity and by the requirements of the Working Time Regulations. Individuals should ensure that they are aware of, and comply with, all such requirements.

2.5. The SGSAT accepts an individual as a volunteer, or for a work experience placement, with the understanding that such work is at its sole discretion. Individuals on placements agree that the Trust may at any time, for whatever reason, decide to terminate the placement.

2.6. If somebody on a work experience or volunteer placement wishes to end their relationship with the Trust, they should inform their supervisor and the HR Department as soon as possible.

2.7. The SGSAT will not make use of volunteers to fill establishment posts.

3. Becoming a volunteer

3.1. Anyone wishing to become a volunteer, either as a one off event such as a school visit or on a more regular basis, e.g. hearing students read, must inform the Headteacher of the school in writing.

3.2. Applicants volunteering on a more regular basis will be invited to the school for interview. Volunteers volunteering on a regular basis will be asked to complete a Disclosure and Barring Service (DBS) check.

3.3. Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of students as part of a class visit, a LIST 99 police check is carried out on these volunteers. These volunteers, will be under constant supervision of school staff.

3.4. Volunteers will complete the volunteer Information Sheet (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help.

3.5. Before starting to help in school, volunteers will complete the volunteer Agreement (Appendix 2), which sets out the school's expectations of

volunteers and asks volunteers to confirm they have received a copy of this policy.

3.6. The Volunteer or PGCE Student's contact and emergency contact details are added to the HR System.

4. Confidentiality

4.1. Volunteers are bound by a code of confidentiality and will be asked to sign a confidentiality agreement and follow its principles.

4.2. Volunteers may have access to personal information about some individuals or other information which may be confidential.

4.3. Any concerns that volunteers have about the students they work with/come into contact with should be voiced with the Teacher and NOT with the parents/carers of the child/persons outside school.

4.4. Comments regarding students' behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school.

4.5. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher, or if the concern is regarding the Headteacher it should be raised with the Executive Headteacher.

4.6. The SGSAT is committed to protecting the rights and privacy of individuals in accordance with the Data Protection Act 2018. People on placements are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed, whether this information involves a member of staff, volunteer, learner or other person, or involves the overall business of the SGS Group

4.7. Failure to maintain confidentiality will be treated seriously and may result in the placement being brought to an immediate end.

5. Working hours

5.1. The hours of volunteer work will be discussed and mutually agreed between the volunteer and the school

5.2. The volunteer must be committed and adhere to the voluntary placement and allocated working hours.

5.3. The volunteer must sign in and out and wear the issued lanyard at all times whilst on the school site or on school duty.

5.4. If absent volunteers are expected to telephone and inform school, prior to their start time, so appropriate arrangements can be made if any cover is required.

6. Volunteer code of conduct

6.1. All volunteers are expected to conform to high standards of behaviour and conduct whilst carrying out their duties.

6.2. The Trust expects that volunteers will:

6.2.1. respect other volunteers, students, staff and children and make them feel welcomed and valued.

6.2.2. Be sensitive towards others.

6.2.3. Be approachable and pleasant.

6.2.4. Dress and behave in a manner which promotes healthy and safe working practices.

6.2.5. Maintain the confidentiality of personal information at all times.

6.2.6. All volunteers should be aware how their behaviour can affect both colleagues and children.

6.2.7. Everyone has the responsibility to avoid becoming involved in situations that could bring the Trust and School into disrepute.

6.2.8. There is no smoking allowed anywhere on the school site

6.2.9. Mobile phones must not be used whilst in the vicinity of children

6.2.10. Photographs must not be taken in school unless agreed with the Headteacher. Personal electronic equipment must never be used to take photographs.

7. Supervision

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

7.2. Volunteers must not work with students unsupervised unless they have undergone the relevant checks.

7.3. Teachers retain responsibility for all students at all times, including the students' behaviour and the activity they are undertaking.

7.4. Volunteers should have clear guidance from the teacher as to how an activity is carried out/what the expected outcome of an activity is. Volunteers are encouraged to seek further advice/guidance from the Teacher in the event of any query/problem regarding students' understanding of a task or behaviour.

8. Health and safety

8.1. The school has a Health and Safety Policy and this is made available on request to volunteers working in the school.

8.2. Volunteers will be made aware of and be clear about emergency procedures when they sign into the school at reception (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task by the lead teacher (e.g. using DT equipment/accompanying students on visits).

8.3. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the teacher /Head of School.

8.4. If a volunteer attends a school trip, their emergency contact details will be requested.

9. Child protection/safeguarding

9.1. All volunteers have the responsibility to report any concern that they may have regarding Child Protection to the school Child Protection Officer.

9.2. All volunteers will be given safeguarding training and access to a copy of the Safeguarding Policy and Procedure.

9.3. The welfare of our students is paramount. To ensure the safety of our students, volunteers will be required to complete a Disclosure and Barring Service (DBS) check prior to the start of the engagement.

10. Equal opportunities

10.1. The Trust recognises that the activity of volunteering can provide an individual with experience and opportunities for self and career development.

10.2. In accordance with equal opportunities, volunteer placements will therefore be open to individuals irrespective of race, gender, disability, sexuality, age or martial status.

10.3. Where a prospective volunteer demonstrates hostility to, or a clear lack of support for equal opportunities, she/he will be deemed automatically unsuitable for a volunteer position.

10.4. All volunteers are required to make a commitment to equal opportunities.

11. PGCE Students

11.1. PGCE students are not employees of the Trust and should require little involvement with HR.

11.2. Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks. Schools and

colleges should obtain written confirmation from the provider that it has carried out all pre-appointment checks that the school or college would otherwise be required to perform, and that the trainee has been judged by the provider to be suitable to work with children. There is no requirement for the school to record details of fee-funded trainees on the single central record.

11.3. When PGCE placements are confirmed, HR must be informed in order to obtain clarification from the provider that all checks have been carried out before the placement can commence.

12. Complaints

12.1. All complaints will be dealt with in line with the SGSAT Complaints Policy

13. Insurance

13.1. Personal liability and accident insurance is provided for all individuals undertaking placements with the SGSAT.

13.2. With regard to motor vehicle insurance cover, individuals are responsible for consulting with their own insurers to find out if their policy covers them for work placements or voluntary work. They may be required to produce evidence of this cover.

14. Monitoring and Review

14.1. This Policy has been approved by the SGSAT Board of Trustees and will be reviewed in line with the review schedule and updated in the light of any legislative changes or new guidance.

Appendix 1

VOLUNTEER INFORMATION SHEET – FOR NEW VOLUNTEERS

School:

Name of volunteer:

Date of Birth:

Other names known by (including maiden names):

Address:

Phone:

Emergency Contact Information:

Name: Relationship:

Contact number:

What skills / areas would you like to help with in school?

Are there any particular age groups / classes you would like to work with?

Do you have any disabilities / other needs we need to take into account when working as a volunteer in school? (please give details)

Thank you for taking time to complete this volunteer Information Sheet.

Please hand it to the Headteacher.

Your offer of help is appreciated and we will be in touch shortly.

Appendix 2

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at --------------------------. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this volunteer Agreement Sheet and hand it in at school. You will receive a copy of it for your records.

I have received a copy of the SGSAT Volunteer Policy and agree to abide by it

 Yes/No

I agree to treat information I learn from being a volunteer in School as confidential

Yes/No

I understand that I am required to undergo a Disclosure and Barring Service (DBS) check to advise the school of my suitability as a volunteer.

Yes/No

If you already have a DBS Certificate, please hand it to the school and a copy will be made for the school records.

Signed: _____

Name: _____

Date: _____