



Transform Trust Volunteer Protocol November 2018

Volunteer Protocol

Key points:

All staff including Volunteers:

- Will be role models for children and as such aspire to model high standards of behaviour, in and outside school.
- Are committed to actively safeguarding the interests of children and promoting their wellbeing.
- Work proactively to uphold principles of equality and diversity
- Demonstrate high levels of personal integrity, honesty and confidentiality in their relationships with school staff.

Introduction

A volunteer will not be an employee of the school. He or she will not be engaged on a contract of employment nor on any type of contract for services. The engagement will be binding in honour only, there being no legal agreement between the organisation and the volunteer.

Volunteers are unpaid. The school is under no obligation to offer or to continue to offer any volunteering opportunity to any person, irrespective of their carrying out volunteering work currently or in the past. Similarly, the volunteer is under no obligation to accept any opportunity offered and may withdraw from the agreement at any time.

Before accepting the role of volunteer, the individual concerned will agree with the school that they can fulfil the volunteer role expectations. The school may withdraw the offer at any time, including after the volunteer has started their engagement. The volunteer may also withdraw from the agreement at any time. Both parties are encouraged to give the other as much notice as possible, should the agreement be brought to an end.

Recruitment Process

The volunteer applicant must complete a simple application form which gives permission to obtain a character reference and a Disclosure and Barring Scheme (DBS) application form (criminal records check), obtainable from the School Office. Your application should state why you want to volunteer, over what length of time and the hours and days you are available. If there is a preference for a particular Key Stage or type of work, this should be stated too. They will also be asked to provide the name and contact details of a referee who can complete a volunteer reference for them (see Appendix 1)

The experience, qualities, skills and needs of any volunteer will be taken into account when deciding about the recruitment of a volunteer in a Transform Trust school. Please note, there is no guarantee that a volunteer will be found an immediate placement or any placement at all

across the Trust or its schools.

The placement should be mutually beneficial to the Trust/School and volunteer.

The designated member of staff for volunteers in the school (**state here who this is**) will read the application, devise a timetable in conjunction with other staff members and ask the volunteer to contact the school office for DBS paperwork to be completed. An interview will take place with a view to agreeing a placement in order that the Trust/School and volunteer will have the opportunity to find out about each other and to agree a role, timetable, support, dress code etc. The Trust/School will outline relevant policies at the interview.

Once the DBS has been completed, the volunteer can start the induction process. Any placement of a volunteer shall be of a fixed term of 1 term / 2 terms / 1 year and shall at the expiry of the period terminate unless expressly renewed in writing. Any placement may however be terminated by the Trust or school at any time without notice if the Headteacher of the school deems this to be in the best interest of the Trust, school, pupils or staff. Such termination need not involve any fault, shortcoming or wrongdoing attributable to the volunteer.

The Trust/School has a duty to promote equality. In order to do this, we will contact local community groups to forge links and partnerships.

Volunteer Absence: If a volunteer is going to be absent you must **phone** the main school office (Insert number here) on the morning you are not able to attend.

Induction

The induction process is designed to help volunteers to become familiar with the requirements of their position and learn about the school culture, ethos and working practices effectively and efficiently so they become knowledgeable and confident as quickly as possible. **Safeguarding Children and Child protection will feature prominently in the induction process during the Induction meeting with the DSL.**

The induction process will ensure the volunteer can identify any training needs or support required as well as gaining a clear understanding of the expectations of the conduct and work within the school.

A member of staff (the person who will be working most closely with the volunteer e.g. class teacher for the class volunteering in, or parental volunteer for parents she has recr) will be identified to carry out the induction meetings before the first day of volunteering. The meetings must include:

- To meet with DSL for Safeguarding and child protection procedures
- Code of conduct shared – to be completed with Safeguarding Lead
- To meet with the Business Manager / Office Manager for DBS

- A tour of the school
- Introduction to Key Staff
- Health and Safety
- First aid procedures
- Fire and emergency procedures

The induction process should be tailored to the needs of individuals.

A volunteer induction form will be completed (see Appendix 2)

A parent volunteer induction form will be completed (see Appendix 3)

Management of Volunteers

The Trust or School will ensure that volunteers are given suitable induction training at the beginning of their placement

The volunteer will be given a named contact person who will review the work undertaken by the volunteer and will assist the volunteer generally and, particularly, in the event of any problems occurring.

Regular supervision of the volunteer will be provided as appropriate to the task undertaken and the needs of the volunteer.

The volunteer's role, including status with pupils, will be made clear.

Volunteers will be given opportunities to contribute their ideas and opinions about the work that they are engaged in. Volunteers will be given guidelines/training regarding child protection issues/procedures, especially pupils disclosing possible abuse.

Support for Volunteers

As a Trust, we value the work of volunteers and in order to demonstrate this we aim to:

- Show appreciation for the volunteer's work.
- Ensure volunteers have the appropriate and up-to-date information they need to do their work.
- Ensure that they are introduced to staff and other volunteers and have access to a support network.
- Ensure that they are issued with a staff file / guidelines.

Confidentiality

Volunteers will be told that information relating to pupils, parents and staff is confidential and

volunteers will maintain confidentiality at all times.

Information about volunteers is also a matter of confidentiality and application forms and personal details must be kept securely by the Trust/School and not divulged to others without consent. In the event of a serious incident, the Trust reserves the right to share information in accordance with the Data Protection Act 2018 and GDPR May 2018.

Health & Safety Policies

The Trust and School's policies, including the Health and Safety, Equalities, Safeguarding, Code of Conduct will be explained to volunteers at the outset.

Insurance

All volunteers should be made aware of the cover provided.

Expenses

Out-of-pocket expenses will be paid to volunteers and the procedure for claiming these will be explained at the outset.

The Volunteer

The Volunteer agrees to carry out all reasonable tasks assigned to him/her to the best of their ability and to generally promote the interests of the Trust and School and to abide by the terms and conditions set out in this policy and agreement.

As a Trust, we are committed to the rights of the child, the child's safety and emotional wellbeing and the protection of the child from all forms of abuse. In view of this, the Trust reserves the right to refuse voluntary help and to terminate or vary a placement at any time without prior notice.

At Transform Trust we are committed to providing a caring, friendly and safe environment for all of our pupils, so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all Trust and school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at any Transform school. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

Volunteer reference form – Confidential

Name:

Address:

Tel No:

The above person is a volunteer at [Insert name] School and has given your name as a referee in accordance with our visitor and volunteer policy.

If you are happy to complete this reference, all the information contained on the form will remain absolutely confidential. We would appreciate you being extremely candid in your evaluation of this person.

1. How long have you known this person?

2. In what capacity?

3. Do you have any reason at all to be concerned about this person being in contact with children or young people?

Yes No (please tick)

If you have answered 'Yes', or if for any reason we feel a need to, we will contact you in confidence.

Signed: _____ Position: _____

Name (print) _____

Date _____

Tel No: _____

Thank you for your time.

Headteacher

Volunteer Induction Form

Name of volunteer:	Name of person completing induction:	Date of induction:

Policies	Staff	Tick on completion	Notes
Meet with DSL: Safeguarding policy given and procedures discussed. Volunteers Code of conduct signed Digital Camera policy signed Whistleblowing policy given, procedures discussed Keeping Safe In Education – hand-out Visitors and Volunteers Policy			
Tour of school inc toilets, staffroom, lunch, tea/coffee arrangements			
Reporting of sickness absence procedures			Main office telephone: [Insert Number]
Behaviour Policy and procedures discussed			
Hours and tasks agreed			
Fire procedures discussed			
First Aid procedures shared and named first aiders			

Health & Safety Policy given, procedures discussed.			
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Parent Volunteer Induction Form

Name of volunteer:	Name of person completing induction
Date of Induction:	

Policies & Procedures	Staff	Tick on completion	Notes
Meet with DSL: Safeguarding policy given and procedures discussed. Volunteers Code of Conduct - signed Digital Camera policy signed Whistleblowing policy given, procedures discussed Keeping Safe In Education – hand out Visitors, Parent and Volunteer Policy			
Hours and tasks agreed			
Reporting of sickness absence			Inform [Insert name]
Tour of school inc; toilets, tea/coffee arrangements			[Insert food / drink options eg bring own, what is supplied]
First Aid procedures shared and named first aiders			[Insert names]
Fire procedures discussed			
Health & Safety Policy given, procedures discussed.			

Foundation & Key stage 1 School Trip Volunteer Induction Form

Name of Volunteer:	
Name of Child:	Class:
Date of Induction:	
Name of person completing induction:	

Policies & Procedures	Staff	Tick on completion	Notes
<p>Meet with DSL:</p> <p>Safeguarding policy given and procedures discussed.</p> <p>Volunteers Code of Conduct - signed</p> <p>Digital Camera policy signed</p>			

Would you like to be a regular volunteer in school? Yes/No