

# Volunteer Engagement Policy

## Contents

1	Introduction and aims.....	2
2	How we use volunteers.....	2
3	How to apply to volunteer .....	2
4	Appointment of volunteers.....	3
5	Safeguarding .....	3
6	Induction and training.....	4
7	Confidentiality.....	4
8	Conduct of volunteers .....	5
9	Expenses .....	5
10	Insurance.....	5
11	Data protection and record keeping .....	5
12	Monitoring and review.....	5
	Appendix 1: IET volunteer application form.....	6
	Appendix 2: IET code of conduct for volunteers .....	12
	Appendix 3: Requesting a volunteer (information for staff) .....	15

## 1 Introduction and aims

We believe that volunteers provide a valuable contribution to the Trust's work, and that they enrich our academies through the breadth of their knowledge and experience.

We are committed to using volunteers in a way that supports the Trust's strategic aims and vision.

The aim of the Isle Education Trust (IET) volunteer policy is to:

- Encourage the wider community to engage with the academies, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the academy's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers

This policy has been developed in line with the Department for Education's statutory safeguarding guidance, [Keeping Children Safe in Education](#).

## 2 How we use volunteers

At IET volunteers may:

- Hear children read
- Accompany school trips and visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT or art

This is not an exhaustive list.

Volunteers may be:

- Members of the Academy Oversight Committee(AOC)
- Parents
- Former students
- Students on work experience
- Local residents
- Friends of the school/members of the PTA

This is not an exhaustive list.

Members of the AOC working at the school in their capacity as governors (for instance, attending meetings), are not covered by this policy. They are covered by our governance code of conduct.

## 3 How to apply to volunteer

To apply to be a volunteer please email [ietrecruitment@isleeducationtrust-iet.co.uk](mailto:ietrecruitment@isleeducationtrust-iet.co.uk)

Please state your name, contact details, the areas of work you would like to volunteer for and your availability .

#### 4 Appointment of volunteers

Volunteers are appointed by the Principal of each Academy or by the IET Central Team.

Intake of new volunteers can take 6 weeks and is dependent on the candidate and available spaces within the school.

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training.

The Principal reserves the right to terminate a placement at any time.

Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation. The trust will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.

#### 5 Safeguarding

Safeguarding our students is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we're upholding our responsibility to keep our students safe, we will:

- Conduct enhanced DBS checks on volunteers who:
  - Work one-on-one with students unsupervised
  - Work with groups of students unsupervised
  - Supervise or accompany groups of students on overnight residential visits
- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in
- Provide safeguarding training to all volunteers **prior** to them beginning work at the school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education
- Require volunteers to agree and adhere to our code of conduct (see appendix 2) and to read, and adhere to, the academy policies on:
  - Safeguarding
  - Use of mobile phones
  - ICT and internet acceptable use

- Online safety
  - Behaviour
  - Data Protection/GDPR
  - Health & Safety
  - Fire
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with students
- Conduct a risk assessment to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
- The nature of the work they will be doing
  - What we know about them
  - References from employers or other voluntary roles
  - Whether the role is eligible for an enhanced DBS check

Volunteers will be added to our Single Central Record by the local academy once DBS details have been confirmed.

A new DBS application will be made unless the volunteer is a member of the DBS update service.

## 6 Induction and training

Volunteers must complete appropriate training prior to beginning work at the school.

Training requirements will be determined by the Principal, or the appropriate member of staff.

**All volunteers** must have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing.

## 7 Confidentiality

Information about students, parents and staff is confidential. Volunteers are not permitted to discuss issues related to students, parents or staff with those outside of the organisation.

If volunteers have concerns, they should raise these with the appropriate member of staff. They should not discuss them with students or parents.

This doesn't prevent volunteers from adhering to the IET safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our child protection and safeguarding policy, and inform the designated safeguarding lead.

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

## 8 Conduct of volunteers

Volunteers must comply with the IET staff code of conduct.

## 9 Expenses

IET does not cover expenses for volunteers. If materials and resources are required they should be ordered through the normal academy ordering procedure.

## 10 Insurance

The Trust is covered through the RPA scheme which covers volunteers in the event of an accident or emergency.

## 11 Data protection and record keeping

Our privacy notice for volunteers explains what information we collect about volunteers and why we collect it.

We will retain records relating to volunteers in line with our records retention schedule.

## 12 Monitoring and review

This policy has been approved by the IET Board and will be reviewed regularly.

## Appendix 1: IET volunteer application form

### Data protection notice

Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You've given us your consent
- We must process it to comply with our legal obligations

Our latest privacy notices are available on our website.

### Personal details

<b>Name:</b>	
<b>Date of birth:</b>	
<b>Gender:</b>	
<b>Telephone number:</b>	
<b>Email address:</b>	
<b>Home address:</b>	

### Disclosure and Barring Service (DBS) information

The trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trust privacy notice.

<b>Do you have a DBS check? (please circle)</b>	Yes/ No
<b>If yes, what type of check do you have? (please circle)</b>	Enhanced DBS / Enhanced DBS with barred list information
<b>Date of check:</b>	
<b>Certificate number:</b>	

Availability					
	Monday	Tuesday	Wednesday	Thursday	Friday
<b>AM</b>					
<b>PM</b>					
<b>Before school</b>					
<b>After school</b>					

Lunchtimes					
How many hours per week/month can you volunteer?					
Can you commit to at least 1 term?					

Experience and qualifications	
Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.	
Why would you like to volunteer at IET?	

**Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc)**

**Do you have any relevant qualifications?**

**Preferences**

Which Academy do you wish to work with?	
What age group / department would you prefer to work with?	

Would you prefer to work one-on-one or with a small group?	
--	--

**References**

**Your placement as a volunteer may be subject to satisfactory references. Please give the details of two referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc).**

<b>Name:</b>	<b>Name:</b>
<b>Relationship to you:</b>	<b>Relationship to you:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone number:</b>	<b>Telephone number:</b>
<b>Email address:</b>	<b>Email address:</b>

**Disability and accessibility**

IET is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:

- I hereby agree to inform the Trust of any changes to my health which may affect my ability to carry out my voluntary work.
- I declare that the information provided by me in the form is true and complete to the best of my knowledge. I understand that any deliberate omissions, falsifications or misrepresentation in this record may result in withdrawal of my placement with the Trust.
- I agree to carry out my work experience in a professional manner and comply with school policies as appropriate.

Signature of applicant:

Date:

**When completed, please return this form to [ietrecruitment@isleeducationtrust-iet.co.uk](mailto:ietrecruitment@isleeducationtrust-iet.co.uk).**

Public

## Appendix 2: IET code of conduct for volunteers

By signing this form, volunteers agree to the following:

### 1. School rules and policies

1.1. Volunteers will follow all school rules and policies, including those on:

- Child protection
- ICT and internet acceptable use
- Online safety
- Mobile phones
- Data protection
- Health and safety
- Equality
- Whistle-blowing
- Behaviour

1.2. Copies of the school policies are available online or from the academy.

### 2. Professional conduct

2.1. Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff.

2.2. Behaviour management is the responsibility of academy staff. If volunteers witness behaviour that is in breach of the behaviour policy, or are struggling to manage the behaviour of students with whom they're working, they should alert the teacher immediately. Volunteers should not attempt to reprimand students or issue sanctions.

2.3. Volunteers must conduct themselves in a professional manner at all times. This includes:

- 2.3.1. Dressing in a way that is professional and appropriate to the work they are doing
- 2.3.2. Refraining from using inappropriate language
- 2.3.3. Setting an example for students by acting in a way that reflects the academy's ethos and values
- 2.3.4. Behaving in a way that is appropriate for the role they are undertaking

- 2.3.5. Ensuring that comments, including those made on social media, do not bring the school into disrepute
- 2.4. Volunteers must not accept gifts from, or give gifts to, students. The exception is small tokens, such as those exchanged during the holidays or as a way of saying “thank you”. Please refer to the IET Gift and Hospitality Policy.
- 2.5. Volunteers must not transport students in their own cars unless specific arrangements have been made with the academy, and the student’s parents have consented.
- 2.6. Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child’s education with academy staff.
- 2.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

### **3. Safeguarding**

- 3.1. Volunteers must be familiar with, and adhere to, the academy’s safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.
- 3.2. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL. Details can be found in prominent places at our academies and within the Safeguarding Policies.
- 3.3. Volunteers should refrain from physical contact with students, and should use their judgement to determine when physical contact is appropriate. If physical contact with students is required, volunteers should ask for a student’s consent before touching them.
- 3.4. Volunteers must not form personal relationships with students, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
  - 3.4.1. Exchanging contact information
  - 3.4.2. Making contact with students outside of school, including on social media
  - 3.4.3. Arranging to meet students outside of school
  - 3.4.4. Alerting the DSL if a student develops an infatuation with them
- 3.5. Volunteers should not take or share photos of students unless instructed to do so by their supervisor.

#### 4. Health and safety

- 4.1. Volunteers must abide by the trust's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.
- 4.2. Volunteers must be familiar with the academy's fire safety and emergency evacuation procedures.
- 4.3. Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

#### 5. Confidentiality

- 5.1. Information about students, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss students with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the Principal.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the IET staff disciplinary procedures.

Please sign and date below:

X

\_\_\_\_\_  
Volunteer name (please print)

X

\_\_\_\_\_  
Volunteer signature

X

\_\_\_\_\_  
Date

### Appendix 3: Requesting a volunteer (information for staff)

If you'd like assistance from a volunteer in your classroom, or for a specific activity or trip, fill out the form below and submit to [ietrecruitment@isleeducationtrust-iet.co.uk](mailto:ietrecruitment@isleeducationtrust-iet.co.uk)

#### Volunteer request form

Activity details	
Year group/class	
Activity details	
Date(s) and time(s)	
Is this activity... (circle one)	One-off? Daily? Weekly? Other? If other, please explain:
Will there be any costs for the volunteer (such as entry fees to museums, materials, or travel)?	

Volunteer details	
How many volunteers do you need?	
Do you need your volunteers to have any specific skills or experience?	

Submitted by:

IET reserves the right to make amendments to this policy at any time without notice.

End