

Volunteers in Schools Policy



Dartmoor
MULTI ACADEMY TRUST

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This policy has been written with consideration given to working practices. By adopting this policy, a reduction in workload has been facilitated by reducing the need for individual academies to interpret the policy locally.

1. Introduction

- 1.1. Dartmoor Multi Academy Trust recognises the value of well-deployed volunteers in schools.
- 1.2. Volunteers can be a welcome resource for helping to raise children's achievement and enrich pupils' learning experience, complementing the work of teachers and support staff. Schools can benefit greatly from developing well-planned, active parental and community links through participation by adults in the activities of the school on a voluntary basis.
- 1.3. Volunteers must not be asked to replace paid staff or be given responsibility within the school that would normally be associated with paid employees. Equally, volunteers must not encroach on or restrict professional teaching duties.
- 1.4. Volunteers are private individuals who undertake 'regulated activity' (as defined in [Keeping Children Safe in Education](#)) in the school. Broadly, 'Regulated Activity' is defined as having contact once a week or more often, or on four or more days in a 30 day period or overnight, including relevant personal care, health care and advice or guidance relating to children's physical, emotional or educational well-being
- 1.5. Volunteers representing a charitable organisation, such as pastoral or religious care workers are not classed as Volunteers within this policy. However, schools must ensure letters of assurance and relevant checks are obtained from the organisation in line with the Trust's Safeguarding policy.
- 1.6. Volunteers not undertaking regulated activity ('Ad-hoc' volunteers), for example, a parent helper on a school trip, are not covered by this policy. These volunteers must be supervised at all times by a member of staff.
- 1.7. This policy also applies to Volunteers using their own car to transport children other than their own children to school events, whether this is adhoc or regular activity.
- 1.8. This Policy should be read in conjunction with:
 - Volunteers Code of Conduct
 - Volunteers Induction Checklist
 - Volunteers Driving Policy



2. Use of Volunteers

- 2.1. The deployment of any volunteer, whether for one day or for a number of sessions over a longer period, must take account of the needs of the school, the pupils and the staff to ensure the arrangement is of benefit to the pupils or the school.
- 2.2. The deployment of any volunteer will be at the discretion of the Headteacher (or Head of School, Executive Head, Principal) and for an agreed period, subject to review no less than annually with the Headteacher.
- 2.3. Volunteers should not be asked to carry out duties which
 - i) fall normally within a Teacher's responsibility under *loco parentis*;
 - ii) fall normally within the job description of a Teacher or member of support staff, i.e. they must not be asked to cover the absence of staff from School;
 - iii) would normally be performed by a contractor engaged by the Trust;
- 2.4. The class teacher remains responsible at all times for the organisation of the class and methods of work.
- 2.5. Volunteers must be designated to a specific member of staff to whom they will be directly responsible. The staff member taking responsibility for the volunteer must ensure the volunteer is adequately inducted into the role. This additional responsibility is not compulsory for staff and should only be delegated with the agreement of the employee concerned. It is essential that the volunteer is clear which member of staff has this responsibility.

3. Recruitment, Child Protection and Safeguarding

- 3.1. All schools will use the DMAT Volunteers Application form for the recruitment of volunteers. (Appendix A). The form provides a framework for structuring the discussion with the individual about the school's needs and the potential contribution of the volunteer, and the expectations of the volunteering arrangement. Schools will consider the suitability of volunteers for the specific activity for which they are engaged.
- 3.2. Two satisfactory references must be obtained before volunteers work in the school.
- 3.3. Child protection and safeguarding procedures must be undertaken with volunteers in the same way as with employees in accordance with the following policies and guidance (these can be viewed on the Trust [Policies and Documents](#) page):
 - i) Dartmoor MAT Recruitment Policy.
 - ii) Dartmoor MAT Child Protection and Safeguarding Policy
 - iii) Dartmoor MAT Whistleblowing Policy
 - iv) Dartmoor MAT Volunteer Code of Conduct
 - v) [Keeping Children Safe in Education \(Part 1 / Annexe A\) – current version](#)
 - vi) [Guidance for Safer Working Practice for those working with children and young people in education settings](#)
- 3.4. Enhanced level DBS checks will be undertaken via the Disclosure and Barring Service for all volunteers who meet the Regulated Activity threshold.

- 3.5. In line with best practice, the Dartmoor MAT also requires Enhanced DBS checks for all Volunteers using their own car (or a school minibus) to transport children other than their own children to school events, whether this is an adhoc or a regulated activity.
- 3.6. Volunteers who only accompany staff and children on one off outings or trips or who help at one off events, such as sports days, school fêtes etc. do not need to be DBS checked.

4. Induction

- 4.1. The Trust Volunteers Induction check list must be followed for all Volunteers whether private individuals or representatives of organisations who undertake regulated activity.
- 4.2. All volunteers in regulated activity must complete the Volunteer Induction Process, which will include Safeguarding training appropriate for their role within the school.
- 4.3. Volunteers may be required to undertake additional training, provided by the school or a third party, to support the activity they undertake where relevant. This may include online training.
- 4.4. The school is responsible for ensuring the volunteer is made aware of any relevant procedures designed to avoid hazards or risks associated with the tasks that they are being asked to carry out as well as details of first aid and emergency arrangements including fire procedures. Volunteers must also be provided with basic information which may include a tour of the school and details of the facilities available to them eg staff room, staff toilets etc.
- 4.5. Volunteers will be made aware of the following procedures in addition to those referenced in the Section 'Recruitment, Child Protection and Safeguarding':
 - i) expectations with regard to confidentiality;
 - ii) access to information related to pupils and/or staff;
 - iii) expected level of pupil/student behaviour;
 - iv) Trust Equalities Statement, especially focussing on issues relating to discrimination and the use of appropriate language;
 - v) the Trust Complaints procedure;

5. Insurance and Provisions relating to Driving

- 5.1. Whilst volunteering for any school in the Trust, volunteers are covered by the Trust RPA third party liability policy only. The RPI cover applies to volunteers in the same way as for Member employees and the definition of "Employee" includes voluntary workers. Any claims for personal effects should in the first instance be notified by the individual to their insurer. Volunteers may make their own arrangements for insuring against theft, personal injury or damage to their own property.
- 5.2. Volunteers using their own car to transport children other than their own children to school events, (sport, music etc) must provide documentary evidence that their car insurance covers this. **The date of expiry will be recorded on the Single Central Register.** Evidence will **not** be retained in line with the Trust's Records Retention policy.
- 5.3. Volunteers (and employees) driving a school minibus will be covered under the individual school's insurance arrangements.
- 5.4. Anyone wishing to drive a Dartmoor Multi Academy Trust vehicle with a passenger seating capacity of up to 16 seats on Trust business or for Trust academy schools must first obtain a Certificate of Competence to drive such a vehicle, through [Devon County Council's nominated](#)

[training provider](#). The candidate must also have the D1 category on their driving licence. If drivers do not have the D1 category, they can only drive vehicles up to 3,500kg MAM with up to 8 passenger seats. They must also obtain the Certificate of Competence to drive this vehicle. **The date of completion of the course will be added to the school's Single Central Register.**

- 5.5. These conditions apply whether the driver is an employee or a volunteer and whether they are driving a school owned minibus or a minibus that has been hired through a third party.

6. Out of Pocket Expenses

- 6.1. Where approved in advance with the Headteacher (or Head of School, Executive Head, Principal), the Trust will pay out-of-pocket expenses connected with the tasks volunteers undertake for the school in line with the Trust Staff Expenses Policy.
- 6.2. State benefits claimed by volunteers can be affected by voluntary work. The Volunteer Checklist refers volunteers to the Guidance to Volunteering and Claiming Benefits

<https://www.gov.uk/guidance/volunteering-and-claiming-benefits>

Volunteer Application Form



Please note - This is not an application for employment

1. PERSONAL DETAILS	
First name/s:	Last name:
Address:	Contact telephone number:
	Daytime:
	Evening:
	Mobile:
Postcode:	Email address:
1. YOUR ROLE AS A VOLUNTEER	
Please use this space to talk about how you would like to help at the school (eg. hearing children read).	
Please use this space to talk about any volunteering you have done before and any relevant skills you have.	
3. AVAILABILITY	
Please provide details below of your availability	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Other: please specify	



4. CHECKS FOR THE SAFEGUARDING OF CHILDREN

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, potential volunteers will be required to undertake further checks, including references, and will be required to provide a Disclosure from the DBS.

Rehabilitation of Offenders Act: This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. Please use the space below to give details of any convictions, cautions and bind-overs, including those regarded as 'spent'. **If there are none please write 'none':**

5. SUPPORT FOR VOLUNTEERS

We welcome volunteer applications with all ranges of abilities for the skills they bring. We aim to create a positive environment that enables all volunteers to realise their full potential. So that we can consider any appropriate adjustments in the school and better support you in your role, please give details below of any disabilities, health or other relevant issues.

6. REFERENCES

Please give details of two referees, one of whom should be your most recent employer (if applicable). If you are in, or have just completed full-time education, one referee should be from your school, college or university. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to being a volunteer.

Name:	Name:
Address:	Address:
Tel No.	Tel No.
Email:	Email:
Occupation/ Relationship:	Occupation/ Relationship:
How long have they known you?	How long have they known you?

I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by the Trust under the Data Protection Act*.

Signed:

Date:

* INFORMATION FROM THIS FORM MAY BE PROCESSED FOR ANY PURPOSES REGISTERED BY THE DARTMOOR MULTI ACADEMY TRUST UNDER DATA PROTECTION LEGISLATION. INDIVIDUALS HAVE THE RIGHT OF ACCESS TO PERSONAL DATA HELD ABOUT THEM BY THE TRUST. THIS INFORMATION WILL BE DISCLOSED ONLY TO THOSE PERSONS AUTHORISED TO SEE IT. DETAILS OF OUR PRIVACY NOTICE CAN BE FOUND ON THE TRUST WEBSITE AT <https://www.dartmoormat.org.uk/policies-and-documents.html>