

Re-approved: July 2016

Review Date: June 2017

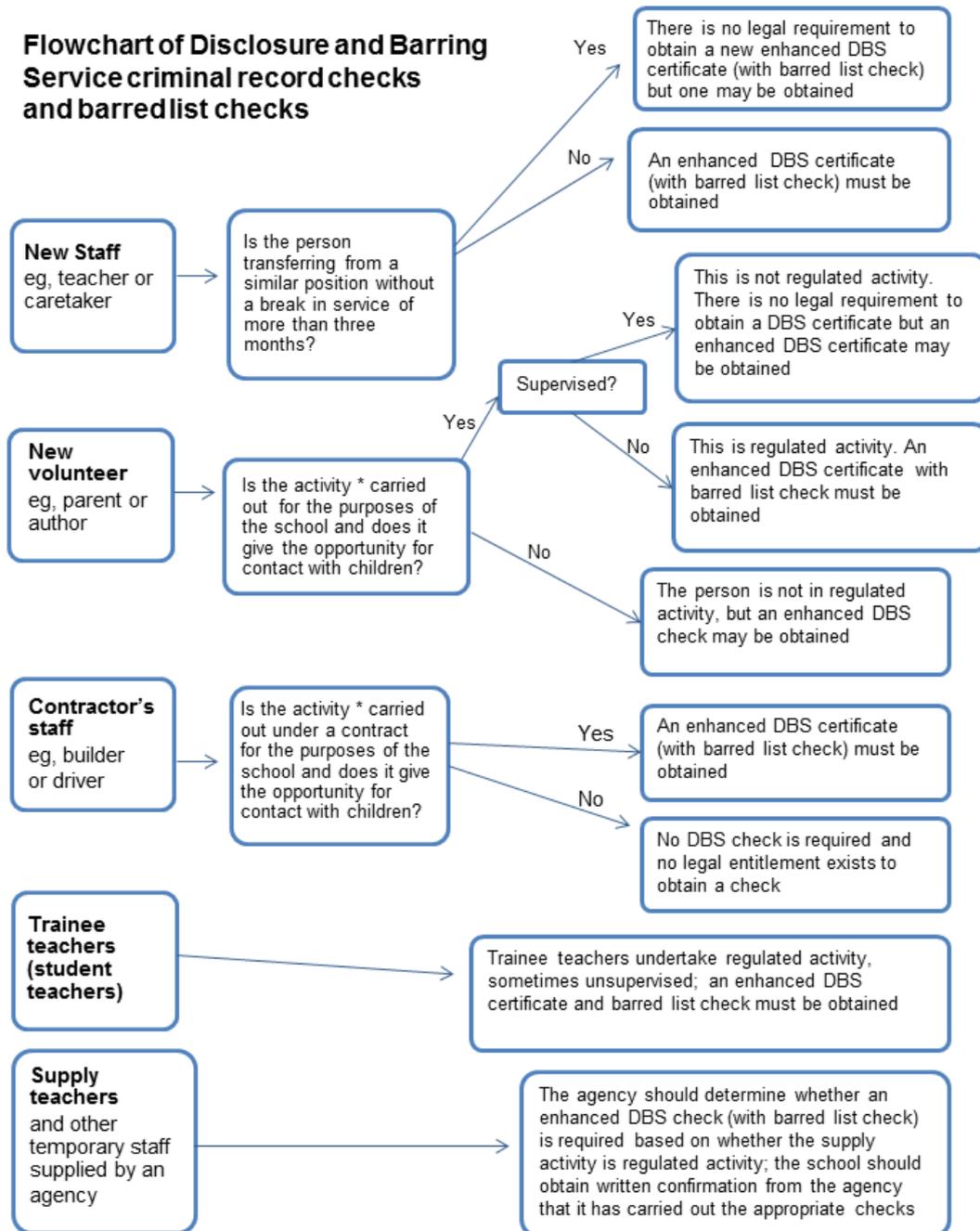
<b>Policy Title</b>	<b>Volunteer Policy</b>
<b>1. Purpose</b>	The purpose of this policy is to set out the arrangements for the recruitment and use of volunteers at Trinity Academy.
<b>2. Summary</b>	Volunteers are a valuable resource, bringing a range of skills and experiences that enhance the learning opportunities and wellbeing of pupils. Trinity Academy has adopted a structured framework for the recruitment, training, support and management of volunteers in order to ensure that best use is made of their skills within a safe and enabling environment.
<b>3. Aims</b>	<p><b><u>Underpinning Principles</u></b></p> <p>Voluntary work at Trinity Academy will be undertaken in a structured manner within an environment that is open, inclusive and safe for volunteers, staff and pupils and in which diversity is valued.</p> <p>It is recognised that, as well as bringing additional skills to the Academy, volunteering also provides opportunities for individuals to develop and put into practice new skills.</p> <p>All voluntary work will contribute to, and be integrated with, the Academy development plan.</p> <p>Trinity Academy will seek to recruit volunteers from all sections of the community, recognising and valuing the individual contributions that people can make.</p> <p>Volunteers will be expected to align themselves with the ethos, values and culture of Trinity Academy and to abide by all relevant policies and procedures.</p>
<b>4. Objectives</b>	<ul style="list-style-type: none"> <li>• To provide a coherent policy for attracting and recruiting volunteers.</li> <li>• To deter prospective applicants who are unsuitable for work with children.</li> <li>• To identify and reject applicants who are unsuitable for work with children</li> <li>• To ensure that the Academy meets its commitment to safeguarding by carrying out all pre-employment checks</li> <li>• To identify suitable areas of work for volunteers</li> <li>• To provide a framework for the supervision and management of volunteers.</li> <li>• To provide a Code of Conduct for Volunteers</li> <li>• To identify appropriate ways of rewarding and recognising volunteers.</li> </ul>

<p><b>5. Roles and Responsibilities</b></p>	<p>The Headteacher has overall responsibility for the implementation of this policy. Operational responsibility for the recruitment and management of volunteers will be delegated to a nominated Volunteer Coordinator</p>
<p><b>6. Implementation</b></p>	<p><b><u>Identification of volunteer roles</u></b>  Before embarking on the task of recruiting volunteers, Trinity Academy will clearly identify the tasks to be undertaken and the skills/knowledge required. Appropriate areas of work may include:</p> <ul style="list-style-type: none"> <li>• Assisting with reading and literacy interventions</li> <li>• Contributing to the Academy’s enrichment programme</li> <li>• Assisting in supervising after-school activities</li> <li>• Accompanying off-site visits</li> </ul> <p><b><u>Role Profiles</u></b>  A role profile, consisting of a job description and a person specification, will be produced for each role. This will:</p> <ul style="list-style-type: none"> <li>• Provide clarity on what is expected of the volunteer.</li> <li>• Act as a key tool in evaluating the performance of the volunteer.</li> <li>• Form the basis of the written agreement between the volunteer and the Academy.</li> </ul> <p><b><u>Selection process</u></b>  Application forms will be completed in all cases and applicants will be asked to explain their reasons for applying to be a volunteer and what skills they will bring to the role.</p> <p>All potential volunteers will be interviewed by the Volunteer Coordinator to assess their motivation and suitability for the role. Interviews will be structured but undertaken on an informal basis. In some circumstances, a skills test will be required.</p> <p>Pre-employment checks will include the provision of two references and satisfactory DBS clearance.</p> <p><b><u>Induction</u></b>  All volunteers will undertake an induction programme before commencing work with pupils so that they know what is expected of them and what they can expect from Trinity Academy. This will be a structured programme that will cover:</p> <ul style="list-style-type: none"> <li>• Any specific training for the tasks to be undertaken.</li> <li>• Shadowing of existing volunteers/staff.</li> <li>• Information about school policies, health and safety, safeguarding and confidentiality.</li> <li>• The Volunteer Code of Conduct.</li> </ul> <p><b><u>Approval</u></b>  On successful completion of pre-employment checks and the induction programme, volunteers will be issued with a Letter of Agreement setting out rights and responsibilities of the Academy and the volunteer. Volunteers will undertake a probationary period of six months, on successful completion of which they will be confirmed in their role. Letters of Agreement will be reviewed and renewed on an annual basis.</p>

	<p><b><u>Ongoing Training and Development</u></b></p> <p>It is expected that all volunteers will keep their practice, skills and knowledge up to date and relevant to the requirements of their role. Depending on the nature of their role, ongoing development can take a variety of forms, including:</p> <ul style="list-style-type: none"> <li>• Participation in training events organised by Trinity Academy.</li> <li>• Attendance at external training events.</li> <li>• Coaching and mentoring.</li> <li>• Shadowing other volunteers or members of staff.</li> <li>• Involvement in specific projects.</li> </ul> <p><b><u>Supervision</u></b></p> <p>All volunteers will work under the supervision of a teacher or teaching assistant. Although teachers retain responsibility for pupils, this does not require volunteers to be in their direct supervision at all times.</p> <p>Volunteers will have bi-annual meetings with the Volunteer Coordinator when they will be given feedback on their performance.</p> <p><b><u>Reward and Recognition</u></b></p> <p>The valuable contribution that volunteers make to the Academy's achievements will be formally recognised through an appropriate Reward and Recognition strategy.</p> <p><b><u>Unsuitability of Volunteers</u></b></p> <p>The recruitment, selection and induction of new volunteers is designed to identify and remove unsuitable volunteers before they commence work with pupils. The process of supervision and annual renewals of Letters of Agreement provide additional points at which unsuitable volunteers can be identified. The Headteacher reserves the right to dispense with the services of any volunteer who is found to be in breach of the Volunteer Code of Conduct at any time.</p>
<b>7. Monitoring and Evaluation</b>	This policy will be monitored as part of the Academy's Monitoring and Evaluation Framework to assess its effectiveness in recruiting a diverse workforce.
<b>8. Frequency of Review</b>	This policy will be reviewed annually.
<b>9. Approval</b>	Approved by the Board of Trustees
<b>10. Appendices</b>	<p>Appendix 1: Disclosure and Barring Service (DBS) flowchart</p> <p>Appendix 2: Volunteer Letter of Agreement</p>

## Appendix 1

### Flowchart of Disclosure and Barring Service criminal record checks and barred list checks



\* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'

## Appendix 2

### Volunteer Letter of Agreement

This agreement is between:

(Volunteer name) .....

**and Trinity Academy**

#### **Role of volunteer:**

#### Volunteer

I agree to offer my services as a volunteer to Trinity Academy and will do this from (date).....until either I or the school end this agreement.

- I will discuss my availability for volunteering with the School Volunteer Coordinator or Class teacher.
- I agree to provide the school with all my contact details and to keep them informed of any changes.
- I have read and agree to follow Academy policies and procedures relevant to my volunteer role.
- I agree to follow the Academy's safeguarding, child protection, behaviour, equal opportunities and health and safety policies.
- I agree to maintain confidentiality as per the Academy's policy
- I have read and agree to abide by the Volunteer Code of Conduct.
- I will give as much notice as possible if I cannot be available for one of my sessions.
- I agree to let the School Volunteer Coordinator or Class teacher know if I need any resources or support for my volunteer role.
- I agree to meet with the Volunteer Coordinator on a bi-annual basis.
- I agree to attend any training events as required by Trinity Academy.

#### School

Trinity Academy agrees to:

- Advise you of your named contact for all of your dealings with the Academy and provide you with contact details, including in case of emergency (e.g. if you are unwell and cannot fulfil a commitment).

- Provide an induction programme that will include orientation to the Academy and introduction to its policies and the Volunteer Code of Conduct.
- Provide any specific training that you might need to enable you to fulfil your agreed role.
- Ensure that you are introduced to office staff and to classroom staff and pupils with whom you will be involved as part of carrying out your volunteer role.
- Ensure that your role is clearly defined, explained and supported e.g. ensuring that resources and materials are made available as appropriate.
- Discuss and agree with you any proposed changes to your role.
- Provide you with ongoing support and supervision on a bi-annual basis, including feedback on your performance

**Signed by:**

**Volunteer:**.....

**Volunteer Coordinator:**.....

**Date:**.....