



Our Lady and All Saints
Catholic Multi Academy Company
Strong in Faith

Volunteers Policy

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Definitions

In this **Volunteers Policy**, unless the context otherwise requires, the following expressions shall have the following meanings:

- i **'Our Lady and All Saints Catholic Multi Academy' (The MAC)** means the Company named at the beginning of this **Probation Policy** and includes all sites upon which the Company is undertaking, from time to time, being carried out.
- ii **'Our Lady and All Saints Catholic Multi Academy'** means the Company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Company.
- iii **'Board'** means the board of Directors of Our Lady and All Saints Catholic Multi Academy.
- iv **'Chair'** means the Chair of the Board, or the Chair of the Local Governing Body of the Academy appointed from time to time, as appropriate.
- v **'Governance Professional'** means the Governance Professional to the Board or the Governance Professional to the Local Governing Body of the Academy appointed from time to time, as appropriate.
- vi **'Catholic Senior Executive Leader'** means the person responsible for performance of all Academies and Staff within the Multi Academy Company and is accountable to the Board of Directors.
- vii **'Companion'** means a willing work colleague (not family member) not involved in the substance of the employee's performance issues under review by this Absence Policy, or an accredited representative of a trade union or other professional association of which the employee is a member, who should be available for the periods of time necessary to meet the timescales under this Capability Policy and Procedure.
- viii **'Diocesan Schools Commission'** means the education service provided by the diocese, which may also be known, or referred to, as the Birmingham Diocesan Education Service.
- ix **'Local Governing Body'** means the governing body of the School.
- x **'Local Governing Body Representatives'** means the governors appointed and elected to the Local Governing Body of the School, from time to time.
- xi **'Headteacher'** means the substantive Headteacher, who is the person with overall responsibility for the day-to-day management of the school.
- xii **'School'** means the school or college within Our Lady and All Saints Catholic Multi Academy and includes all sites upon which the school undertaking is, from time to time, being carried out.
- xiii **'Shared Services Team'** means the staff who work in the central team across the Company (e.g., HR/ Finance).
- xiv **'Vice-Chair'** means the Vice-Chair of the Governing Body elected from time to time.
- xv **'Full time'** is defined as an employee working 37 hours per week, 52 weeks per year.

1. Introduction and aims

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

We are committed to using volunteers in a way that supports the academy's strategic aims and vision, as well as its development plan.

The aim of the Our Lady and All Saints Catholic Multi-Academy Company volunteer policy is to:

- Encourage the wider community to engage with the academy, 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 statutory safeguarding guidance [Keeping Children Safe in Education \(KCSIE\)](#) from the Department for Education (DfE).

2. How we use volunteers

At Our Lady and All Saints Catholic MAC, volunteers may:

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

This isn't an exhaustive list.

Volunteers may be:

- Members of the governing board
- Parents
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTA
- Local clergy or members of the congregation

This is not an exhaustive list.

Members of the governing board working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings), are not covered by this policy. They are covered by our governor code of conduct.

3. How to apply to volunteer

An application form (Appendix 1) will need to be completed and returned to the Headteacher via the School Office.

4. Appointment of volunteers

Volunteers are appointed by the Headteacher of the school, following an introduction meeting to understand to support being offered by the volunteer.

Appointment and induction of new volunteers can take often 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 (including online searches), and relevant training.

The Headteacher 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, if needed. The school 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 pupils is of paramount importance, and our volunteers must share our commitment to child protection.

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

- Conduct enhanced DBS checks with a barred list check on volunteers who:
- Work 1-on-1 with pupils unsupervised
- Work with groups of pupils unsupervised
- Supervise or accompany groups of pupils 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 and Annex B 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 school's policies on:
 - Safeguarding
 - Use of mobile phones
 - ICT and internet acceptable use
 - Online safety
 - Behaviour
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils
- 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

We legally cannot carry out a DBS check on a child under the age of 16 who is volunteering at our school. We will ensure that children who are volunteering are always under an appropriate level of supervision and conduct a risk assessment to consider any potential safeguarding issues.

- We will ensure there is an appropriate distinction between visitors and volunteers (some people 'volunteering' at your school on a one-off basis are actually more likely to be classed as visitors, especially if they won't be working unsupervised)

- All volunteers will be required to undertake a new DBS application ahead of starting with the school. No volunteer will be able to start working in a school until the appropriate checks have been completed.
- All volunteers will be input on the Single Central Record (SCR), and will remain active for 3 months, if there are no visits during this time, they will be removed.

6. Induction and training

Volunteers must complete appropriate training prior to beginning work at the school, including at a minimum an introduction to the school, health and safety briefing, safeguarding and expectations of staff.

Training requirements will be determined by the headteacher, 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 pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation.

If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents.

This doesn't prevent volunteers from adhering to the school's 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 policies and inform the designated safeguarding lead (DSL).

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 staff code of conduct available in school.

9. Expenses

Volunteers may be able to claim pre-approved expenses as agreed with the Headteacher e.g. excess mileage. To do this use our expenses claim form in appendix 3.

10. Insurance

The school's insurance policy does cover volunteers in the event of an accident or emergency.

If a volunteer is working at the school through another organisation, we will also check that organisation's insurance arrangements.

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
- Remove details of volunteers from the single central record (SCR) once they no longer work at our school

12. Links to other policies

This volunteering policy is linked to our:

- Child protection policy and procedures
- Staff code of conduct policy

Appendix 1: volunteer application form

Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

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 1 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

PERSONAL DETAILS

Name:	
Date of birth:	
Gender:	
Telephone number:	
Email address:	
Home address:	

DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

The school 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 school's privacy notice.

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



DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

Certificate number:

AVAILABILITY

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
Before school					
After school					
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 Our Lady and All Saints MAC?



EXPERIENCE AND QUALIFICATIONS

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?



EXPERIENCE AND QUALIFICATIONS

PREFERENCES

What age group/department/etc. would you prefer to work with?	
Would you prefer to work 1-on-1 or with a small group?	

REFERENCES

Your placement as a volunteer may be subject to satisfactory references. Please give the details of 2 referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc.).	
Name:	Name:
Relationship to you:	Relationship to you:
Address:	Address:
Telephone number:	Telephone number:
Email address:	Email address:



DISABILITY AND ACCESSIBILITY

The [school/trust] 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:

Appendix 2: requesting a Reference for a volunteer

Volunteer Reference Request

Dear [insert name],

Volunteer reference request

[insert name] has applied to undertake volunteer activities at [name] School and has named you as a referee.

OLAAS and the Directors welcome volunteers from the local community who are able to make a positive contribution to the School, by giving freely of their time and talents to enhance learning experiences and outcomes for pupils.

The MAC and the School are committed to safeguarding and promoting the welfare of children and young people and requires all volunteers to share this commitment.

The School will only engage volunteers whom it is satisfied are willing and able to safeguard pupils, and to fulfil the expectations and requirements of the volunteer role that has arisen.

Opportunities to volunteer may arise in respect of a one-off activity, for example accompanying School visits, or may take the form of a more regular activity, for example listening to children read or becoming a member of the Board.

We would be grateful if you could please take the time to provide the information below, to enable the School to consider whether [insert name] will be a suitable volunteer.

1. Please describe your position, your relationship to the applicant and how they are known to you.

2. How long have you known the applicant?

**3. Do you know of any reason/s why the applicant would not be suitable to work with children or young people?
(please circle)**

Yes

No

4. If you have answered yes please state the reason/s below



5. Please comment on the applicant's suitability to undertake volunteer work, and include any information that may be relevant to assist us in assessing the applicant (*strengths, qualities and achievements*).

I hereby certify
that all of the

information given by me on this form is correct to the best of my knowledge

Print name:..... Contact Telephone number/s:

Signed:.....

Date:.....

Thank you for taking the time to complete this reference. Please provide a contact telephone number/s to enable us to contact you if we have any questions in relation to the information you have provided.

The School is committed to equality of opportunity and values diversity. As such the accessibility of opportunities to volunteer will be managed, monitored and reviewed with due regard to the Equality Act 2010 and the Equality Duty.

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 the Headteacher.

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:



Appendix 4: volunteer expenses request form

Record any out-of-pocket expenses on this form. We will reimburse you for the following types of expenses:
Submit your form weekly to the school office.

Please attach your receipts to this form. We can't reimburse expenses without them.

Name:

DATE	TYPE OF EXPENSE	AMOUNT

Signature:

For school use only:

Authorised by:

Date: