



WEST GRANTHAM

Church of England Secondary Academy

WORK EXPERIENCE AND VOLUNTEER POLICY

Review cycle:	Two yearly
Reviewed by:	Operations Manager
Approved by:	Interim Executive Board

VERSION	DATE	AUTHOR	CHANGES
1	14 December 2022	Julie Swatton	New policy
2	1 July 2024	Julie Swatton	No changes

Contents

1. Introduction and aims	1
2. How we deploy volunteers	2
3. How to apply to volunteer	2
4. Appointment of volunteers	2
5. Safeguarding	2
6. Induction and training	3
7. Confidentiality	3
8. Conduct of volunteers	3
9. Insurance	4
10. Data protection and record keeping	4
Appendix I: volunteer application form	5

1. Introduction and aims

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

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

The aim of the West Grantham Church of England Secondary Academy's volunteer policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the school'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 deploy volunteers

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/local community
- 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

Volunteers should contact the Bursar HR to arrange completion of an application form (see appendix I)

4. Appointment of volunteers

Volunteers are appointed by the Vice Principal.

Appointment and induction of new volunteers can take up to six 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, 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.

Ex-students of the academy are welcome to volunteer at the Academy once they have turned 18 years of age.

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 of Keeping Children Safe in Education
- Volunteers to agree and adhere to our code of conduct 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

DBS certificates from another organisations, for instance, a football coach with a DBS through the Football Association will be accepted with the condition that they are still in that role with no break of service.

6. Induction and training

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

Training requirements will be determined by the Vice 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 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 policy and inform the designated safeguarding lead.

If concerns are related to whistleblowing, volunteers must follow the guidance in our whistleblowing policy.

8. Conduct of volunteers

Volunteers must comply with the Academy's staff code of conduct policy.

9. Insurance

The school's insurance policy covers 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.

10. Data protection and record keeping

Our privacy notice 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

Appendix I: 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 Academy 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 Academy'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:	
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 West Grantham?
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	
What age group 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 Academy 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: