

Volunteering Policy Hunter's Bar Infant School



**September 2024
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CONTENTS

1.1	Introduction	
1.2	Principles	
1.3	Application	
1.4	Positive Impacts of Volunteering	
1.5	Volunteer rights and responsibilities	
1.6	Volunteering and welfare benefits	
1.7	Recruiting volunteers	
1.8	Induction for volunteers	
1.9	Supervision of volunteers	
1.10	Management and Termination of volunteering arrangements	
1.11	Confidentiality	

SECTION 1 Policy

The Governing Body of **Hunter's Bar Infant School** adopted this policy for volunteers in 2021. It will review it in **3 Years**.

1.1 Introduction

Hunter's Bar Infant School is committed to enabling individuals to get involved in the life of the school and recognises the benefits that volunteering can bring to the school and the community as a whole, for example

- Innovation
- Fresh perspectives
- Increased diversity
- Community cohesion
- Local knowledge

This policy sets out a framework for volunteer involvement with Hunter's Bar Infant School, outlining what volunteers can expect from the school, and outlining what behaviour and commitment is expected from volunteers.

1.2 Principles

School will:

- Provide adequate resources to manage, supervise and support volunteers, including appropriate training and review sessions where relevant
- Encourage existing employees and volunteers to be open and welcoming to new volunteers
- Treat volunteers as equal team members
- Welcome volunteers from all backgrounds to ensure diversity
- Treat volunteers fairly
- Afford volunteers the same duty of care as employees
- Provide employees with the equipment necessary to enable them to performance their tasks safely and effectively
- Provide public liability insurance cover for all volunteers whilst they are engaged in a volunteer activity with us
- Expect all volunteers to follow safety instruction, to behave reasonably and not bring the School into disrepute

Hunter's Bar Infant School does not:

- Guarantee any volunteer opportunity, being a volunteer will not guarantee a volunteer any employment with the school
- Use volunteers in roles which require specialist knowledge or training, or where risks are unacceptable

A volunteer is not an employee and will not have a contract of employment with the school or receive payment for their services.

All volunteers have an absolute duty to promote and safeguard the welfare of children in the school.

1.3 Application

- This policy does not apply to work experience arrangements.
- This policy does not apply to governors
- This policy does not apply to members of community groups (for example 'Friends of' groups) involved in activity which might benefit the school but which has not been directly organised by the school. It is anticipated that groups would have their own policies and procedure for involvement and that where appropriate any expenses would be met by the group.

1.4 Definition of a volunteer

Volunteering is giving unpaid help to an organisation, group or other person who is not a relative. It is undertaken freely and by choice without concern of financial gain. Individuals might undertake voluntary work for many reasons including:

- Developing new skills and experiences as part of their personal development
- To gain practical experience as part of a qualification
- Helping Sheffield City Council/the school achieve our service objectives
- Providing a benefit to the local community

There are 3 different types of volunteering opportunities, these are:

1. Volunteers actively seeking work experience with Hunter's Bar Infant School

The school is frequently contacted by those seeking to gain work experience as part of their career development and job search. In these situations volunteers may work a set number of hours at their own discretion as agreed as part of a volunteering agreement but this is not a commitment and any changes can be discussed with the appropriate person managing the volunteer agreement. An agreed work experience placement in these situations should not exceed a maximum of 60 hours (total) and could be a pattern based on either:

- 15 hours per week for a maximum of 4 weeks
- 30 hours per week for a maximum of 2 weeks
- 20 hours per week for a maximum of 3 weeks

2. Volunteers recruited directly by Hunter's Bar Infant School

Hunter's Bar Infant School actively recruits volunteers for either time limited projects or on an ongoing basis. The staff member organising these opportunities will determine the requirements and duration of volunteering activity.

Where opportunities are longer term or on-going (more than 60 hours) the volunteering agreement will be subject to an initial trial period of 6 months. Regular supervision and review arrangements must take place.

1.5 Positive impacts of volunteering

- Volunteers can encourage innovation and fresh perspectives
- Volunteers can promote equalities, including equal access to services
- Volunteers can focus on one task, whereas paid staff may have other duties
- Volunteers can build up people's skills base and provide experience of the workplace and create pathways to work
- Volunteers are a source of local and other knowledge
- Volunteers promote community cohesion and help to build strong communities

1.6 Volunteer rights and responsibilities

- Volunteers will be treated as equal team members
- Volunteers have the right to be effectively supervised and receive recognition for their work
- Volunteers will be given regular review and supervision sessions as appropriate to the role, and regular constructive feedback on their contribution
- Volunteers will be afforded the same duty of care that we owe our employees
- Volunteers will be given all equipment necessary to enable them to perform their tasks safely and effectively

In order to maintain a high quality service Hunter's Bar Infant School expects its volunteers to

- Perform their duties to the best of their abilities
- Remain committed to their roles and responsibilities and notify the school in good time if circumstances mean they are unable to attend
- Follow lawful and reasonable instruction from their class teacher.
- Ensure they do not engage in unsafe activity and ensure those they are working with are kept safe
- Be reliable and punctual
- Comply with relevant policies and procedures, in particular those relating to confidentiality, conduct, health and safety, equality and diversity
- Maintain the highest professional standards that can be reasonably expected of volunteers
- Be willing to participate in relevant training
- Attend review, supervision and appraisal sessions
- Inform their class teacher if they are unable to continue as a volunteer
- Raise any issue regarding their volunteering activity with their class teacher in the first instance

1.6 Volunteering and welfare benefits

- If a volunteer is on benefits, it is the responsibility of the volunteer to tell their local Jobcentre Plus office if they do any voluntary work. School has no legal obligation to inform.

1.7 Recruiting volunteers

- All volunteers will be required to complete a volunteer application form providing basic information and verify their identity. This includes a request to complete

confidential volunteer participation monitoring form.

- References may be sought for all volunteers
- Volunteers will need to provide appropriate proof of identity, address and full employment history
- The school requires all volunteers to undertake an informal interview with a member of school staff, to discuss the opportunity and appropriate support, skills, tasks and expectation.
- Permission to grant a volunteer the opportunity to work in the school can only be granted by a member of the schools Senior Leadership team.
- Checks on criminal records and children's barred lists may be required depending on the nature of the activity being undertaken, the frequency and level of supervision. The school will request any checks in line with Disclosure and Barring Service requirements, DfE Keeping Children Safe in Education document, statutory guidance, and the Sheffield City Council DBS policy.
- In a school a supervised volunteer who regularly teaches or looks after children is not in regulated activity and should only be asked to complete an enhanced DBS check without a check of the barred list if they are new to the school, new unsupervised volunteers may be classed as regulated activity and will require a DBS check plus a check of the barred list.
- Where volunteers are working in an early years or later years setting they are obliged to provide relevant information to enable the school to determine whether they are disqualified under the Childcare Disqualification Regulations 2009
- Volunteers should be checked against the register of employees dismissed by Sheffield City Council for misconduct via HRConnect. Those entered on the register would not be automatically excluded from engaging in volunteering opportunities however HR advice should be sought.
- The school reserves the right to reject the services of any volunteer, where this is the case full reasons will be given for this decision
- Volunteer's personal information relating to the checks undertaken will be retained on the schools single central record
- Personal information and documentation relating to unsuccessful volunteer applications will be destroyed after six months unless the volunteer has indicated they wish their details to be retained on record in case of future opportunities.
- Hunter's Bar Infant School cannot insist upon a particular time commitment or hours when the volunteer will be present, however the volunteer and manager should agree a pattern which is suitable for the needs of the school and the individual, if reliability is important to the running of the service, this will be clearly communicated prior to the offer of any volunteer position.

1.8 Volunteers from overseas

There is no restriction on people from European Union/European Economic Area member countries coming to the UK to volunteer. People from outside the EEA who have a visa/or other permission to work or study in the UK may volunteer as long as

- They are still undertaking the activity stated on their visa, and
- Their visa/other documentation allows them to undertake 'unpaid work' or volunteering

Asylum seekers in the process of applying for refugee status are currently unable to volunteer with Government organisations, including whilst appealing against a decision to refuse them asylum. If you are in any doubt please take advice from your HR provider and/or seek confirmation from UKVI. (www.gov.uk/government/organisations/uk-visas-and-immigration)

1.8 Induction for volunteers

- Volunteers will receive an induction into the school that covers any health and safety considerations including fire evacuation, legal compliance, confidentiality, data protection and the use of ICT, and child protection/safeguarding arrangements including details of who is the designated safeguarding lead
- Volunteers should be made aware of any policies and procedures relevant to their role, the schools' Code of Conduct, Social Media Policy and Part 1 of Keeping children safe in education
- Volunteers will be told which tasks they are expected to undertake, what their responsibilities are, reporting lines, and health challenges related to the tasks.
- Volunteers will be told what the arrangements are for signing in and out of school
- Managers will endeavor to make reasonable adjustments to enable people to volunteer.
- Volunteers need to provide an emergency contact before they commence activity with the school
- Volunteers working with children or vulnerable adults will have appropriate safeguarding training.

1.9 Supervision of volunteers

All volunteers should have a named staff member who will be responsible for

- Providing the volunteer (where relevant) with a written description of the role outlining specific and general tasks, responsibilities and who they will report to
- Providing a written volunteer agreement to all volunteers
- Organising a planned induction to the organisation, including explaining relevant policies and procedures and the duties and tasks agreed
- Ensuring volunteers are aware of their responsibilities in relation to the code of conduct and other policies as outlined above 1.8 induction.
- Reviewing volunteer roles (if long term or ongoing) on an annual basis to ensure the duties are matched with the volunteer's responsibility to perform the tasks reasonably.
- Ensure any Health and Safety risk assessments are carried out which are appropriate and proportionate to the volunteering task and are reviewed annually or when there is a significant change
- Ensuring volunteers follow safety instructions and use safety equipment as necessary
- Ensure volunteers are considered and included in emergency procedures and business continuity planning
- Ensure appropriate recruitment vetting checks are carried out prior to the volunteer starting with the school
- As not all volunteer positions require a Disclosure and Barring Service check, supervision will be given to all volunteers who are not checked.
- The supervision will be by a person who is DBS checked in regulated activity.

- Any supervision will be regular, day to day and ongoing.
- Supervision will be reasonable in all the circumstances to ensure the protection of children.

1.10 Management and Termination of volunteering arrangements

- If a volunteer wishes to withdraw the offer of their services they will give let their staff manager know in reasonable time
- The school reserves the right to terminate a volunteering arrangement at any point, however will give a full explanation for the termination
- Poor performance or conduct of the volunteer will not necessarily result in termination of the arrangement, the manager should consider whether other factors may help, e.g. retraining/reasonable adjustments
- Any complaints about volunteers will be referred to the Headteacher or Business Manager for investigation.

1.11 Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children they work with/come into contact with should be voiced with the class teacher and not with the parent of the child/persons outside school. If a child makes a comment which gives rise to concerns or the volunteer has any other concerns about a child then the designated person (Catherine Carr), deputy designated persons (Sandra Doyle and Jeanette Sparkes) should be informed directly.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parent of a child if they hear about such issues through a third party rather than directly from the school. Volunteers should not share information with anyone outside the school this includes posting any information online. Volunteers should be aware of the requirements of the School's Code of Conduct and Social Media Policy.

1.12 Equality and monitoring

As a Sheffield City Council school we work to meet the Equality Act 2010 Public Sector Equality Duty to:

- Advance equality of opportunity
- Eliminate discrimination, harassment and victimization
- Foster good relations

Sheffield has a diverse population. We will make ensure opportunities are open to all and that we do not discriminate against people because of their age, impairment, ethnic origin, nationality, religious belief, social class, gender, sexual orientation, gender reassignment, marital status, responsibility for dependents, trade union activity or for any other unfair reason.

The involvement of a significant number of volunteers should be accompanied by an equality impact assessment which considers the impact of their involvement on different equality groups. Managers should seek advice from their HR provider to help with the understanding of under-representation relevant to volunteering opportunities.

1.13 Copyright

Volunteers are required to agree that should the volunteering opportunity result in the creation of any Copyright Work all rights in such work belong to the school as sole absolute legal and beneficial owner absolutely from the moment of creation and such work shall be treated in all respects as if the school were the authority and first owner of such work.

1.14 Access to information technology

Volunteers who are identified by an appropriate member of the leadership team as needing access to information technology will be provided with their own log in and if required email account, they must not share accounts with existing employees. A display screen risk assessment should also be completed as part of the health and safety risk assessment.

1.15 Training and support

Any training should directly relate to the volunteering activity otherwise it could be viewed as payment in kind. Any health and safety and safeguarding training should be formally recorded for all volunteers.

1.16 Review periods for ongoing volunteering activity

We recommend that staff managing volunteers check with the volunteer on a 6 monthly basis that the volunteering activity is working well and they are happy to continue with the arrangement.

1.17 Data Retention

Information about a volunteer and volunteering activity must be retained for 3 years following completion of their volunteering opportunity or 6 years for those volunteers subject to an enhanced DBS check, and then securely destroyed. Unsuccessful applicant data should be securely destroyed after 6 months.

1.18 Reference requests for volunteers

If asked either during a volunteer's time with Hunter's Bar Infant school or when it ends the class teacher may supply an accurate and honest reference, based on their experience of the volunteer on the volunteering opportunity.

It is council policy to include a disclaimer of responsibility in all references. References should include the following statement in the heading; **'This reference is given on a no liability basis'**

Where a reference is being provided for a volunteer where serious issues are being investigated, it may be appropriate to extend this disclaimer to include: **'and you are advised to make your own enquiries as to the fitness of the candidate for the post applied for'**.

1.19 Complaints and problems

1.19.1 If a volunteer has a complaint about Hunter's Bar Infant School, an employee, a client or another volunteer

We hope that most problems can be resolved informally, but if this is not possible then the volunteer should raise the matter formally in writing with their volunteer manager, or if this is not appropriate with a member of the leadership team. The matter will then be thoroughly investigated and a meeting will be held with the volunteer to discuss the findings and a decision on the matter will be made as soon as possible. Volunteers if they wish, can be accompanied by a fellow volunteer or an appropriate employee.

1.19.2 If there is a problem with a volunteer's behaviour/performance

Again, hopefully this can be resolved informally. Many problems may simply be due to training needs, a lack of support, inappropriate roles and so on. Where informal measures are not enough, the volunteers staff manager will raise the issue in a formal meeting with the volunteer. Volunteers if they wish can be accompanied to all meetings by a fellow volunteer or appropriate employee. The volunteer will be entitled to put forward their case and ask any questions. If it is felt necessary a warning may be issued, with steps and timescales agreed to improve conduct/performance.

If the issue is unresolved, a second meeting will take place. This may result in a final wording with the understanding that if the necessary improvements to conduct/performance are not made or further issues arise the volunteer will be asked to leave the school.

If a volunteer is believed to have behaved in a manner that has or could have seriously affected the organisation, for example theft, bullying or violence, or has brought the organisation into disrepute, they will be entitled to put forward their case, but a decision will be made as soon as possible. If the complaint against the volunteer is upheld then they may be excluded from volunteering with Sheffield City Council.

In cases where there are allegations that a volunteer has:

- Behaved in a way that has harmed a child, or may have harmed a child.
- Possibly committed a criminal offence against or related to a child.
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

or where:

- Concerns arise about the person's behaviour with regard to his/her own children.
- Concerns arise about the individual's response to the behaviour or actions in the private or community life of a partner, member of the family or other household member. Where such concerns arise the individual's response may raise questions about their suitability to work with children.

Then the Schools Procedure for the Management of Allegations will apply, and the volunteering policy complaints procedure will be suspended until the appropriate investigations and actions have been concluded.

Volunteers can appeal decisions in writing to the Headteacher within 7 days of being informed of the decision and will receive a response as soon as possible. If necessary they will be invited to attend a meeting to discuss the appeal and any findings. The volunteer will then be informed of the final decision.

SECTION 2 Application form

APPLICATION FOR VOLUNTEERS - CONFIDENTIAL

Please return this form to the office at Hunter's Bar Infant School

Volunteer Work

Hunter's Bar Infant School

Surname/Family Name:

First Name(s):

Other names known by:

Address:

Daytime telephone:

Home Telephone:

Email address:

Post Code:

SUITABILITY FOR VOLUNTEER WORK

Please tell us about yourself including what skills you can bring to the school, why you want to volunteer and what you can offer the school.

If you are to be recommended for volunteer work at # School you may be subject to a check of your criminal record and a check of the children's barred list. This would be an enhanced Disclosure and Barring Service disclosure. If your role requires this and you are instructed to do so by the school you must disclose any convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions or criminal investigations. If you will be working with children in an early or later years setting you

must not be disqualified under the Childcare Disqualification Act 2009.

Any information given will be completely confidential and will be considered only in relation to an application for volunteer work at the school.

I have read the above statement, and

- ☐ I have no convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions or criminal investigations
- ☐ I have convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions or criminal investigations to declare
- ☐ I confirm there is no reason why I should not work with children (i.e. barred or disqualified from doing so)

REFERENCES. Please give the names and addresses of two people to whom we may write for references.

Referee (1) (employer)	Referee (2) (employer/personal)*delete as appropriate
Name	Name
Address	Address
Tel No:	Tel No:
Fax No:	Fax No:
DECLARATION	
The information on this form is true and correct	
Signature:	Date:

Volunteers details form

Volunteers details			
First name		Address	
Surname			
Telephone		Email	
Mobile		Date of birth	
Emergency contact details			
Name		Relationship to volunteer	
Home telephone no.		Work telephone.no.	
Mobile no.			
Alternative emergency contact name		Relationship to volunteer	
Home telephone no.		Work telephone.no.	
Mobile no.			
Medical Information			
Please give details of any medical conditions that we may need to be aware of in order to ensure your safety whilst undertaking the volunteering role			
Consent (please circle)			
I confirm I have read and understood the role description and risk assessment information	Yes	No	
I agree to my emergency contact details from this form to be forwarded to the emergency services in order to notify of an incident, or seek any permission for treatment or medication considered necessary by the medical authorities.	Yes	No	
I consent to SCC taking and publishing photographs and or images of me and my name where required for the purpose of promoting or publicising this volunteering activity	Yes	No	
I consent for these photographs to be used in printed publications, or on websites/social media to promote volunteering activities/the work of the organisation	Yes	No	
Signature	Date		

Volunteering agreement

Volunteers are an important and valued part of Hunter's Bar Infant School. We hope that you enjoy volunteering with us and feel a full part of our team.

All parties (listed below) understand the conditions sets out in this policy outlining what behaviour and commitment is expected from volunteers and our commitment to volunteers.

This agreement tells you what you can expect from us and what we hope from you. We aim to be flexible, so please let us know if you would like to make any changes and we will do our best.

#Insert here/attach details of the role, contact person in the organisation, recruitment, support..

(name of Volunteer). Volunteer

*(Name of Manager responsible for volunteer placement)
(job title)*

We, Hunter's Bar Infant School will do our best to:

- Introduce you to how the organisation works and your role in it and to provide any training to your need
- To provide regular discussion with your class teacher so that you can tell us if you are happy with how your work is organised and get feedback from us
- Respect your skills, dignity and individual wishes and to do our best ot meet them
- Consult with you and keep you informed of possible changes
- Insure you against injury you suffer or cause due to negligence
- Provide a safe workplace
- Apply our equal opportunities policy
- Apply our complaints procedure if there is a problem

I _____, agree

- To do my best

- To volunteer to the best of my ability in the role outlined in Appendix 1 and to give as much warning as possible whenever I cannot volunteer when expected, and
- To follow Hunter's Bar Infant School procedures, including health and safety, equal opportunities, confidentiality, child/adult safeguarding, code of conduct and attending supervision meetings.

I agree that should I create any documents/work in the course of my volunteering work, all rights in such work belong to the school as sole absolute legal and beneficial owner absolutely from the moment of creation and such work shall be treated in all respects as if the school were the author and first owner of such work.

Signed:

Dated:

Print name:

Date of this agreement:

Volunteer Risk Assessment Form

Title of volunteering role risk assessment					
Details of activity					
Manager responsible					
Is the volunteer known to Hunter's Bar Infant School? Are there any factors that need to be taken into account e.g. additional needs, expected behaviour? In order to manage risk , we need to identify any potential risk to Hunter's Bar Infant School or the volunteer themselves by agreeing the volunteering placement					
Hazard/Risk to volunteer/school e.g. trip, falling objects, fire, explosion, noise, chemicals, violence Are there specific risks because of the level of experience, skills strengths, height etc. of the volunteer?		What action have you taken to minimise the risk e.g. guards, workplace instructions, training, authorised users, competent persons, personal protective equipment GIVE FULL DETAILS	Possible outcome	Does this address risk? Yes/No	Additional controls required? What are these?