



Volunteer Policy
Tees Valley Education Trust

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1. Introduction

Our inclusive academies believe passionately in a shared commitment to improve outcomes for all children and their communities. As a group, we constantly demonstrate our commitment and ability to nurture, share and encourage outstanding educational practice in a range of settings. We firmly believe that excellence happens, not in isolated moments, but when we strive to achieve it on a daily basis: An aspiration we have for all!

Our vision and values are typified by our 'Trust' quote by the Greek philosopher Aristotle:

'We are what we repeatedly do. Excellence, therefore, is not an act, but a habit'

Volunteers at TVEd schools bring with them a range of skills and experience that can enhance the learning opportunities of children at any of our schools below. We welcome and encourage volunteers from our local and wider community.

- Brambles Primary Academy
- Discovery Special Academy
- Dormanstown Primary Academy
- Pennyman Primary Academy
- Wilton Primary Academy

2. Aims of policy

- To ensure that TVEd Academy pupils benefit from working with volunteers.
- To ensure that volunteers benefit from their experience of working with TVEd schools.
- To clarify expectations of TVEd in regard to volunteer placements.

3. Community of volunteers

Our volunteers include:

- Parents/relatives of pupils (to support trips and events)
- Students on work experience
- University and college students
- Friends of the academy

Volunteering within Tees Valley Education can take the form of occasional or one-off support for educational visits or events (full application and induction not required) or supporting learning on a planned basis to those seeking placements on a more regular or long-term basis (full application and induction required).

The length and terms of volunteer placements will be arranged with the headteacher prior to starting at the academy.

The academy welcomes parents/relatives of our pupils who want to volunteer to support with academy trips and events.

4. Activities a parent/relative volunteer can engage in

The types of activities that parent/relative volunteers can engage in, includes:

- Accompanying school visits

- Supporting with academy events

For this volunteering role, an application, DBS and induction are **not required** but the teacher in charge of the trip or event must ensure that the volunteer is fully briefed on their role and the requirements of the role. They must also explain the process of informing the teacher in charge if any disclosures are made or if they see or hear anything they feel is a cause for concern. Volunteers in this role must not be left unaccompanied with pupils and must always be supervised by qualified academy teaching and learning staff.

5. Activities a work placement volunteer can engage in

The types of activities that work placement volunteers can engage in, includes:

- Working with small groups of pupils
- Working alongside individual children
- Working with children on computers, iPads and other appropriate electronic devices
- Undertaking art and craft activities
- Accompanying school visits
- Providing positive role models and one to one support
- Supporting independence skills such as eating at lunchtime
- Supporting children to play during playtimes.

6. Becoming a volunteer

Anyone wishing to become a volunteer, either for a one-off event or on a more frequent basis should approach the Office Manager of each academy either in writing, by telephone or email. Contact details are included in appendix 1.

Long term and regular volunteers will be asked to complete a volunteer application form (appendix 2) with their contact details, dates that they would like to volunteer and the times they are available to help. Before any volunteer placements are agreed, and to ensure they are successful for all, you will be invited to discuss this application form with the headteacher of the specific academy. A DBS will also be required.

7. Induction

See appendix 3 for content of induction.

Before starting in one of our TVEd schools, long term and regular volunteers should complete the volunteer agreement (appendix 4) which sets out the expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

Volunteers will be given a full induction before beginning as a volunteer at the academy. This will include a discussion about what you hope to achieve as a volunteer and any training the academy will provide as well as the opportunity to request training from the academy. Any significant costs for requested training will be subject to the training agreement (appendix 5)

Where a volunteer is engaged in a long-term placement, they must be kept up to date about any changes in policies, practices and expectations within the trust and the academy. The dates updates have been shared must be recorded on the volunteer induction form (appendix 3)

8. Confidentiality

Volunteers may have access to personal information about some individuals, or other information which may be confidential. TVEd needs to be able to trust its volunteers to protect the privacy of the pupils, their families and staff. Any volunteer who breaks this confidentiality and trust will be asked to leave. Any concerns that volunteers have regarding the pupils they work with/ come into contact with should be shared with Headteacher. Concerns should not be shared with any persons outside school including the parents of individual children.

- Karen Gleeve – Brambles Primary Academy Tel: 01642 483696
- Jennifer Duncan – Discovery Special Academy Tel: 01642 248333
- Oliver Long – Dormanstown Primary Academy Tel: 01642 314750
- Louise Stogdale – Pennyman Primary Academy Tel: 01642 314750
- Sara Hood – Wilton Primary Academy Tel: 01642 453374

9. Absence

Volunteers are expected to telephone and inform their respective school, prior to 8.30am if they are unable to come into school so that staff can be informed and adjustments can be made to support our pupils.

10. Working hours

The hours of volunteer work will be discussed and mutually agreed between the volunteer and school. The volunteer must be committed to and adhere to the voluntary placement and allocated working hours. Please remember to sign in and sign out. Upon signing in you will be issued with a visitor's lanyard which you should wear at all times when on the school site.

We value having volunteers working in our schools and we want you to feel successful and welcomed. Please don't hesitate to ask for advice if you are not sure about something or feel that something you are doing is not working well. We'll do whatever we reasonably can to ensure that your time with us is rewarding.

11. Safeguarding

All long term and regular volunteers are required to hold a valid DBS certificate. The individual school's office manager can advise any volunteer applicant who does not currently have this, how they can apply for one.

- Information on DBS checking can be found by accessing:
www.gov.uk/government/organisations/disclosure-and-barring-service

All volunteers have a responsibility to report any concern that they may have regarding Safeguarding to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL). It is not the role of a volunteer to investigate concerns. TVEd's Safeguarding and Child Protection Policy explains the guidelines and procedures to follow regarding safeguarding. A copy of this policy will be provided and it is expected that all volunteers sign to acknowledge that they will follow the policy. Additionally, you will also be provided with a copy of KCSIE Part One (Keeping Children Safe in Education) and you will be expected to sign to say you have read this document.

Essential guidelines

- Volunteers must not attempt to lift a child or restrain them. However, if a child appears to be in immediate danger, common sense should prevail and proportionate action taken.
- Volunteers should not work one to one or have responsibility for any pupil who has severe or unpredictable behavioural issues; such as kicking, biting or hitting.
- In the event of a child having an accident or injury whilst with a volunteer, the volunteer must report the incident immediately to a first aider to ensure that necessary procedures take place with regard to treatment, communication with families and incident reporting.
- Volunteers must not administer first aid treatment unless monitored.
- Volunteers must inform their Headteacher if they may be pregnant as we can undertake a risk assessment to ensure the role/task being undertaken is safe.

12. Supervision

All volunteers work under the supervision of the class teacher to which they are assigned. Although teachers retain responsibility for volunteers placed in their class, this does not require volunteers to be in their direct supervision at all times. For example, during playtimes and/or lunchtimes our staff are outside supporting pupils. In this situation and many others, volunteers would be expected to work alongside other adults employed by the academy.

If a volunteer is unsure as to how to carry out the directions they have been given they are actively encouraged to seek further advice or guidance.

13. Dress Code

Volunteers and staff must wear clothing that is suitable for the job they do. Clothes must not reveal intimate parts of the body. Clothes and shoes need to be comfortable and suited to the task. It is advised not to wear jewellery that can be pulled such as necklaces or hoop/ dangling earrings. Where volunteers choose to wear jewellery for personal presentation or religious reasons it is their own responsibility to ensure that it is safe. TVEd academies will not accept responsibility for broken or lost jewellery or injury caused because jewellery has been worn.

14. Volunteer Code of Conduct

At TVEd academies, everyone is expected to conform to high standards of behaviour and conduct whilst carrying out their duties and representing our academy.

Throughout our academies we expect that volunteers will:

- Uphold the TVEd values and Diamond Standards for: Care, Courage, Commitment and Curiosity
- Respect other volunteers, staff and pupils and make them feel welcomed and valued.
- Be sensitive towards others.
- Be approachable and well mannered.
- Dress and behave in a manner which promotes healthy and safe working practices.
- Maintain confidentiality of personal information at all times.
- Ensure mobile phones are switched off and only used within the staffroom or off site.
- Ensure that under no circumstances are photographs of children taken using personal devices or removed from the school building.

All volunteers should be aware how their behaviour can affect both colleagues and pupils.

15. Complaints

Whenever there are concerns about the work of a volunteer it is the responsibility of the academy employee to bring this to the attention of the Headteacher so that issues can be addressed and the volunteer can be supported to develop their practice in line with the academy's expectations.

Where a volunteer has a complaint about a member of staff these must also be brought to the attention of the Headteacher so that they can be investigated and resolved.

16. Equal Opportunities

TVEd recognises that the activity of volunteering can provide an individual with experience and opportunities for self and career development. In accordance with the Equality Information and Objectives policy, the Trust fully understands the principles and the work needed to ensure that those with protected characteristics are not discriminated against and are given equal opportunities.

The protected characteristics are as follows: :

- Age
- Disability
- Race, colour, nationality or ethnicity
- Sex
- Gender reassignment
- Maternity and pregnancy
- Religion and belief
- Sexual orientation
- Marriage and civil partnership

Where a volunteer demonstrates hostility to, or a clear lack of support for equal opportunities, they will be deemed automatically unsuitable for a volunteer position. A copy of the Equality Information and Objectives policy can be given on request.

17. End of placement review and references

It is very important that your respective academy is aware when your placement is due to end. Please ensure that you make an appointment for an end of placement review with the Headteacher of the academy you have been volunteering in. (See appendix 6)

Without this, we will not contribute to references for future employees or applications for courses. It is expected that if you wish to use the school as a referee that you seek permission to do so.

References on request will confirm your period of volunteering and outline a general overview of the roles undertaken by the volunteer within the academy.

18. GDPR and privacy notice

Personal and sensitive data, of staff members and volunteers is required, data will only be processed under the GDPR and the Data Protection Act 2018, to ensure:

- There is a legal basis for collecting the data, ensuring that this is documented.
- the data is stored on a GDPR-compliant server, and that the data is not held for any longer than necessary.

- Data is securely disposed of when the relevant retention period ends.

The only exception whereby it is acceptable for a staff member/volunteer to disclose information that would otherwise be considered confidential is when the confidential information gives rise to concerns about the safety or welfare of a pupil.

Staff members/volunteers have the right to request access to data that is held about them. Such requests will be made to the Head Teacher in writing in accordance with the Trust's Data Protection Policy.

Refer to the Trust's privacy policy on how we will process your personal data including how you can request to access your personal data via Tees Valley Education website: <http://www.teesvalleyeducation.co.uk>.

Appendix 1

CONTACT INFORMATION

The school address is: Brambles Primary Academy
Kedward Avenue
Brambles Farm
TS3 9DB

Telephone number: 01642 210704

Head of School: Karen Gleave

The school address is: Discovery Special Academy
Kedward Avenue
Brambles Farm
TS3 9DB

Telephone number: 01642 248333

Head of School: Jennifer Duncan

The school address is: Dormanstown Primary Academy
South Avenue
Redcar
TS10 5LY

Telephone number: 01642 314750

Head of School: Alison Hill/ Oliver Long

The school address is: Pennyman Primary Academy
Fulbeck Road
Middlesbrough
TS3 0QS

Telephone number: 01642 314750

Head of School: Katrina Morley/ Louise Stogdale

The school address is: Wilton Primary Academy
Pasture Lane, Lazenby
Middlesbrough
TS6 8DY

Telephone number: 01642 453374

Head of School: Alison Hill/ Sara Hood

Appendix 2 Volunteer Application Form

“Tees Valley Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post applied for, including checks with current and/or past employers and the Disclosure and Barring Service (DBS)”

Thank you for considering volunteering in our academies. It is important that we have as much information as possible when considering who works and volunteers in our academies. We must ensure that all adults who have access to our children are ‘safe’ and that they display the correct skills, attributes and behaviours.

In addition, we are really committed to providing you with opportunities to develop your skills whilst you are with us. We can only do this if we have knowledge of your background and experience.

CV's will not be accepted. Please note that providing false information will result in the application being rejected or withdrawal of any offer of placement and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form on a computer or in black ink.

<p>In what capacity do you wish to volunteer? (classroom support, admin etc)</p>	
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PART 1

Initials		Surname or Family name	
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1. LETTER OF APPLICATION

Please enclose a short letter of application of no more than 1 A4 Pages detailing the reasons you wish to volunteer to work in our academies. Give details of any previous experience that may support your application.

2. PRESENT / LAST EMPLOYER (if not a school/college leaver)

Name, address and telephone number of last employer	
Job title	
Date appointed to t post	
Permanent/Temporary	
Full Time/Part Time	

3. SECONDARY EDUCATION & QUALIFICATIONS

Name of School/College	From	To	Qualifications Gained (Date and Grade)

4. HIGHER EDUCATION

Names and Addresses of University or College and/or University Education Department	Dates From To	Full or Part-time	Courses/subjects taken and Grade	Date of Examination and Qualifications Obtained

5. OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS

6. WHAT DO YOU HOPE TO GAIN FROM THIS EXPERIENCE?

7. REFEREES

Give here details of two people to whom reference may be made. The first referee should normally be your present or most recent employer. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is "time expired" and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. Personal references will only be accepted where there is no alternative.

First referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	
Please tick if you <u>do not</u> wish this referee to be contacted prior to interview <input type="checkbox"/> <i>(Please be aware that this could delay the interview process)</i>	

Second referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	
Please tick if you <u>do not</u> wish this referee to be contacted prior to interview <input type="checkbox"/> <i>(Please be aware that this could delay the interview process)</i>	



Appendix 3 - Induction

VOLUNTEER INDUCTION CHECKLIST

The DHT retains overall responsibility for the Induction of (may delegate tasks to AHT but must check).
The HT will monitor the application and efficacy of the volunteer procedure.

Name	Voluntary placement with (academy)

PRIOR TO THE VOLUNTEER'S FIRST DAY		Checked by Date Comments	Updates given, record dates shared
<input type="checkbox"/>	Volunteer point of contact identified (DHT) Name:		
<input type="checkbox"/>	Induction reviewer identified (DHT) Name:		
<input type="checkbox"/>	Issued with Staff Handbook and Prospectus (ABM) <small>(explain that this must be read/understood signed)</small>		
<input type="checkbox"/>	Issued with safeguarding policy (DHT) <small>(explain that this must be read and understood)</small>		
<input type="checkbox"/>	Issued with all health and safety policies including fire policy/peeps (DHT) <small>(explain that this must be read and understood and a signed copy retained on their personnel file.)</small>		
<input type="checkbox"/>	DBS completed (ABM)		

FIRST DAY		Checked by Date Comments
<input type="checkbox"/>	Volunteer greeted and introduced to team (DHT/AHT)	
<input type="checkbox"/>	Tour of the building conducted - Learning Focused (Team leader /AHT)	
<input type="checkbox"/>	Induction plan and procedures explained (DHT/AHT)	
<input type="checkbox"/>	Child protection procedures and training record signed (Mentor)	

END OF PLACEMENT			
<input type="checkbox"/>	End of placement review completed (DHT)	Checked by Comments	Date

Appendix 4

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer.

Your offer of help is appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and hand it into the academy office.

You will receive a copy of it for your records.

- I have received a copy of the Volunteer Policy.
- I agree to support the aims of Tees Valley Education (TVEEd).
- I agree to treat information obtained from being a volunteer in school as **STRICTLY CONFIDENTIAL**.
- I understand that a DBS clearance will be needed in order to volunteer.
- I will make my DBS clearance available so that the number can be recorded and checks can be made.
- I have read the academy's Safeguarding Policy & KCSIE Part One.
- I will ensure that I will inform the Headteacher when I am due to leave so that an exit interview can take place.
- I will contact the Headteacher once I have left should I wish to use anyone at the academy as a referee for future work, college or further volunteering activities.

Signed:

Name:

Date:

Appendix 5

Training agreement template

This agreement is made between *name of employee* and *name of school*.

Name of employer/setting name agrees to support your completion of the following course:

Course title: _____

Start date: _____

Expected duration of the course: _____

Name of employer/setting name will provide funding of £*amount* to complete the above course, paid directly to your training provider.

Terms and conditions

Name of employer/setting name agrees to fully support and mentor you through your course; in return we require you to meet the following conditions:

1. I understand that I am responsible for any additional costs relating to the course, such as books, travel, materials and equipment.
2. I agree to commit the required time and effort needed to complete the above course and meet the responsibilities outlined by the training provider.
3. I agree to complete my volunteer placement at *name of employer/setting* as per the terms of the volunteer policy.
4. I will notify *name of employer/setting* if I do not attend a training session and will, in addition, notify the training provider.
5. I will give a copy of my certificate to *name of employer/setting* on completion of the above course.
6. Should I not complete the above course or be able to meet any of the above conditions, I will inform *name of employer/setting* in writing immediately and understand that I may be required to pay back the amount awarded.
7. I understand that I may be required to pay back the amount awarded in full should I leave employment during the period of training.

8. ***Employer to insert any further clauses relevant to the specific circumstances.***

Signed (employee): _____

Printed name (employee): _____

Date: _____

Signed on behalf of: _____ (employer/setting)

Printed name: _____

Date: _____

Appendix 6

End of Voluntary Placement Review

Name of volunteer	
Address	
Dates of placement	
Class details	
Experience gained	
Other opportunities	
Skills observed	
Aspiration	

Signed:

Name:

Date:

