



PIONEER ACADEMIES COMMUNITY TRUST

Policies and Procedures

Volunteer Policy

Review/Approve	By Whom	Date	Review Date
Approved	PACT	6.2.2018	Spring 2020

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Pioneer Academy Community Trust (PACT) supports working with volunteers and the community sector in Royston, Carlton and Barnsley and expect that work carried out is vibrant, effective, and influential and has a positive impact on the pupils and families of the school.

This policy sets out how PACT involves its volunteers, including its governors. The policy is not intended to create a legally binding contract or employment relationship.

What is a Volunteer?

“A volunteer is a person who gives freely of their time, skills and experience to the school/trust without expectation of financial reward”.

- Volunteering can take many forms, some tasks can require particular skills whereas others require no specific skills.
- Volunteering may be a one-off activity, for a limited time to complete a particular activity or project or carried out on a frequent basis.

This policy also covers those who are undertaking work experience in the school/academy.

Policy Statement

PACT encourages the appropriate use of voluntary workers and recognises the immense benefits that volunteers can bring and the links that they make between the school/trust and the local community.

In return the school/trust hopes to give its volunteers an opportunity to exercise their skills in a different environment and to undertake new experiences.

It is the policy of PACT that voluntary activities will not be a substitution for paid employment

The aims of the policy

- Volunteers at PACT know what to expect.
- All staff at PACT know why and how volunteers are involved.
- Volunteers are treated fairly. There is a clear policy for dealing with questions or issues.

Principles

- Volunteers support the work of paid staff to enhance the learning experience of pupils, families and staff at PACT. Volunteers do not replace paid staff.
- All volunteering is undertaken by choice and no volunteer has been pressurised or forced into volunteering at PACT.

- A volunteer is not an employee and will not have a contract of employment with the school/trust or benefit from any of the school's terms and conditions of employment, such as payment for work, holidays or sickness.
- The school/trust will agree a role with the volunteer and there will be an expectation that the volunteer will meet the requirements of the role and that the school/trust will provide an opportunity for the volunteer.
- The volunteer is free to refuse to fulfil the role and the school/trust is not bound to provide the opportunity. It is expected that both the school/trust and the volunteer will give as much notice as possible if unable to meet these expectations.
- Volunteers are not, and must never be, a substitute for employees.
- Volunteers have satisfying and interesting volunteer roles, which are clearly outlined.
- Volunteers are treated with dignity and respect and as a member of the team in the department where they are volunteering.
- Volunteers, like paid staff, should be able to carry out their duties in safe secure and healthy environments that are free from harassment, intimidation, bullying, violence and discrimination.
- Volunteers receive support, supervision and training to help them fulfil their role and to develop skills and experience.
- Volunteers are valued and their contribution to PACT appreciated.

Diversity

PACT welcomes volunteers from all backgrounds and of any age (over 18 in general). The school is committed to implementing our Equal Opportunities and Diversity Policy and to employing, involving and working with the widest range of people. All volunteers are introduced to the Equal Opportunities and Diversity policy and agree to follow the policy and promote equal opportunities in the volunteering they do.

Legal Background

This policy complies with the provisions of:

- The Employment Rights Act 1996: Volunteers are not employees of the school/trust and therefore do not have a contract of employment or benefit from the terms of the Act.
- The Immigration, Asylum and Nationality Act 2006: It is a criminal offence to employ someone who has no right to work in the United Kingdom, or no right to undertake the work being offered. This also applies to voluntary work.
- The Rehabilitation of Offenders Act 1974: Spent convictions will be disclosed and taken into account when considering suitability to work as a volunteer with children, vulnerable adults or in certain other positions of trust.

- The Safeguarding of Vulnerable Groups Act 2006: All individuals seeking to volunteer in regulated activities must undergo an enhanced DBS Disclosure check prior to commencement of duties.
- The Occupier's Liability Act 1957: The school/trust has a duty of care to all individuals, including volunteers, who visit its premises.
- The Health and Safety at Work Act 1974:

Under section 3 of the Act the school/trust has a duty to ensure that individuals who are not employees are not exposed to health and safety risks. This includes volunteers

Volunteer roles

Each volunteer is given a 'role description'. This sets out the tasks the volunteer is expected to complete.

Recruiting volunteers

Volunteer opportunities at PACT are advertised in line with our Equality Statement when recruiting volunteers.

People expressing an interest in our volunteer opportunities are asked to complete an Application Form. PACT offers support with filling in the form unless the skills required to fill out the form are key to the volunteering role the person will be undertaking. Written references will be requested.

People wishing to volunteer in our school are invited to a screening interview with a member of the Senior Leadership Team with Safer Recruitment Training. This will have a focus on safeguarding, the nature of the work and an opportunity for both volunteer and the Senior Leader to decide whether expectations are well matched.

Once it is agreed that volunteering will go ahead, an enhanced DBS check of the volunteer will be undertaken, the volunteer will meet with the Safeguarding manager to complete safeguarding training and the new volunteer and the PACT staff member who will be their supervisor will sign the PACT *Volunteer Agreement* (see Appendix 1 for copy of the Agreement). The volunteer is taken on for an agreed 'trial period' – typically 4-6 weeks, after which the volunteering placement is confirmed.

The placement will not begin until the enhanced DBS checks are complete and photographic ID has been inspected.

Data Protection

Contact details for volunteers will be held centrally and in line with the PACT Data Protection Policy, records will not be held for longer than necessary and will be stored and disposed of securely.

Individuals who wish to access any personal information that PACT holds are entitled to make a request to see this information under Data Protection legislation.

Induction and training

Volunteers are given an induction when they start. An induction introduces the volunteer to how PACT operates and works, including safeguarding responsibilities protocols and explains how their volunteer role fits into the wider organisation. Volunteers are trained to carry out the particular tasks they will be doing and may shadow current volunteers or staff to reach a better understanding of the role.

Volunteers agree to maintain confidentiality in the same way as paid staff. In some roles the volunteer may be asked to sign a confidentiality statement. It is key that any information that the volunteer learns about pupils or families remains confidential and is not spoken about with family members or the wider community.

PACT volunteers are expected to adhere to the school's Safeguarding policies including ICT acceptable use and follow the staff code of conduct.

PACT will encourage volunteers to attend training courses that will help them to fulfil their role within the organisation.

PACT volunteers will receive an induction pack.

Support

Every volunteer has a named person who is their first point of contact and who gives them guidance and supervision. The volunteer meets with this member of staff regularly to track the volunteering. Other PACT staff working alongside the volunteer also provides support and guidance.

Insurance

All volunteers are covered by PACT's insurance policy whilst they are on the premises or engaged in any activities authorised by the organisation.

Health and Safety

PACT has a Health and Safety Policy which covers volunteers and volunteering. Volunteers are made aware of the policy and alerted to any practical safety issues during their induction. Information on health and safety is available from the member of staff who supports them.

Disclosure and Barring Checks (DBS)

PACT is concerned to be inclusive in its volunteering programme, welcoming volunteers from all sections of society. PACT may target volunteers for specific roles. Enhanced DBS checks will be carried out on all volunteers at PACT, even if their role description does not include working with children.

Policy Review

This policy will be reviewed every three years.

Volunteer Agreement

Volunteers play an important and valued role at the Pioneer Academy Community Trust (PACT). We hope you will enjoy volunteering with us. This agreement tells you what you can expect from us and what we hope from you.

Your role as a volunteer is

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It starts on

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PACT agrees to:

- Give you an induction. This will introduce you to and explain the work of PACT, its staff, your volunteering role and what training you will be given.
- Give you supervision and support:
- We will explain the standards we expect for our services and support you to maintain them.
- We will provide a named person who will meet with you regularly to discuss how your volunteering is going and to overcome any problems.
- Do our best to help you develop through your volunteering role with us. Provide adequate training and feedback in support of our health and safety policy. Provide insurance cover for you as our volunteer.
- Treat all volunteers fairly and in line with our equal statement. Try to resolve fairly any problems, grievances or difficulties you may have while you volunteer with us. Deal with any unresolved problems through the PACT problem-solving procedure.

You, the volunteer, agree to:

- Carry out your volunteering role at PACT to the best of your ability.
- Follow PACT procedures and policies, including health and safety and equal opportunities, when relating to PACT staff members, PACT volunteers and service users.
- Not to disclose confidential information about the organisation, pupils and families.
- PACT volunteers are expected to adhere to the school's Safeguarding policies including ICT acceptable use and follow the staff code of conduct.
- Give reasonable notice if you are unable to meet time commitments that have been agreed.
- Provide the contact details for referees and agree to an enhanced DBS (Disclosure and Barring) check.

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time by either the volunteer or PACT. Neither party intends any employment relationship to be created either now or at any time in the future.

Volunteer Name

.....

Volunteer Signature

.....

Volunteer Supervisor Name

.....

Volunteer Supervisor Signature

.....

Date

.....

APPLICATION FORM FOR VOLUNTEERS

CONFIDENTIAL

**Please return this form to the Office Manager,
Pioneer Academies Community Trust**

VOLUNTEER WORK

PACT Academy

Surname/Family Name

Initials

Address:

Daytime Telephone:

Home Telephone:

E-mail 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 schools within the PACT.

Medical Information

Please inform us of any medical information that we may need to be aware of in the event of ill health in school (epilepsy, asthma, etc)

Emergency contact name:

Emergency contact telephone number:

If you are to be recommended for volunteer work at PACT you will be subject to a Disclosure Barring Service (DBS) check. This will be an **enhanced** disclosure.

You must, therefore, disclose any convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions or criminal investigations.

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

I have read the above statement, and

I have no convictions to declare

I have convictions to declare

If you have convictions to declare, please set down the details on a separate sheet of paper and place in a sealed envelope marked "private and confidential"

REFERENCES - Please give the names and addresses of two people to whom we may write for references. The referees can either be an employer or personal.

REFeree (1) (employer / personal)*delete as appropriate	REFeree (2) (employer / personal)*delete as appropriate
Name	Name
Address	Address
Tel No: Fax No:	Tel No: Fax No:

DECLARATION

By signing this form you authorise us to check any information you have given with a third parties (e.g. referees) and you authorise them to disclose your personal information.

The information on this form is true and correct.

Signature:	Date:
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EQUAL OPPORTUNITIES MONITORING FORM

CONFIDENTIAL INFORMATION

The information given on this sheet will not be used to make decisions about recruiting volunteers. It will be stored securely by the school's Business Manager who will use the information to improve equality in recruitment and overall service delivery.

Please complete this form in full BLOCK CAPITALS			
Your Surname/family name			
Forenames/first names			
Preferred title (please mark with a cross)			
MR <input type="checkbox"/>	MRS <input type="checkbox"/>	MS <input type="checkbox"/>	MISS <input type="checkbox"/> Other (please specify)
Your date of birth	(day)	(month)	(year)

Which best describes your racial or cultural origins? (Please mark appropriate category with a cross)			
White:	British <input type="checkbox"/>		Irish
	Any other white background <input type="checkbox"/>	Please specify <input type="checkbox"/>	
Mixed/Dual Heritage:	White and Black Caribbean <input type="checkbox"/>		White and Asian
	White and Black African <input type="checkbox"/>		
	Any other mixed background <input type="checkbox"/>	Please specify <input type="checkbox"/>	
Asian or Asian British:	Indian <input type="checkbox"/>		Pakistani
	Bangladeshi <input type="checkbox"/>		
	Any other Asian background <input type="checkbox"/>	Please specify <input type="checkbox"/>	
Black or Black British:	Caribbean <input type="checkbox"/>		Somali
	Other African <input type="checkbox"/>		
	Any other black background <input type="checkbox"/>	Please specify <input type="checkbox"/>	
Chinese:	Any Chinese background <input type="checkbox"/> Please specify <input type="checkbox"/>		
Any other Ethnic group:	Yemeni <input type="checkbox"/>		Other Arabic
	Any other ethnic group <input type="checkbox"/>	Please specify <input type="checkbox"/>	
Do you consider yourself to be disabled? YES <input type="checkbox"/> NO <input type="checkbox"/> (Please mark with a cross)			
How did you find out about this job? (Please mark one of the following with a cross)			
<input type="checkbox"/>	Job Shop Circular	<input type="checkbox"/>	Local Publication
<input type="checkbox"/>	Job Centre	<input type="checkbox"/>	Internet
<input type="checkbox"/>	National Publication	<input type="checkbox"/>	Other – (Please specify)
Signed		Date	

VOLUNTEER RECRUITMENT CHECKLIST

POST		DEPARTMENT		
EVENT/TASK	DECISION/ACTION BY	NOTES	ACTIONED BY	COMPLETED
Expression of Interest				
Role agreed: role description, person specification, supporting documentation agreed with HOD				
Application Form issued to interested volunteer				
Application Form checked for gaps and anomalies				
Interview Date agreed with SLT				
Interview Arrangements:				
Programme for the day agreed - including staff involved, tours and any other activities				
Prospective volunteer contacted				
References requested (minimum of 2)				
Reference One received and satisfactory				
Reference Two received and satisfactory				
Certificates/Documentation/ID Copied				
Appointment:				
Contact successful volunteer				
Start date agreed				
SCR - New volunteer record created				
DBS check requested				
DBS returned satisfactory & original inspected				
SCR - References receipt date keyed				

SCR - Updated with DBS details				
SCR - Updated with verification of ID & AV				
Safeguarding Staff contacted to advise volunteer needs induction				
Induction:				
Confirmation received re Safeguarding Induction				
SCR - Updated with Safeguarding Induction Date				
Documents retained in central file				
Volunteer Received Induction Pack				