

Volunteers

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# 1. Purpose of Policy

Bohunt Education Trust (the Trust) has introduced this Policy to provide the operational framework within which its ethos of Enjoy Respect Achieve is reflected in its implementation/work/processes for Volunteers (the policy area) and to ensure its legal duties and charitable purposes are met effectively.

The Trust encourages the appropriate use of voluntary workers and recognises the immense benefits that volunteers can bring and the links that they make between the Trust and the local community. In return, the Trust will give volunteers the opportunity to exercise their skills within a different environment and to undertake new experiences.

# 2. Legislation and Guidance

This Policy complies with and discharges the Trust’s legal duties with respect to:

* The Employment Rights act 1996 - Volunteers are not employees of the Trust and therefore do not have a contract of employment or benefit from 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, within the voluntary capacity for which the volunteer has applied to undertake.
* The Safeguarding of Vulnerable Groups Act 2006 – All individuals will be subject to an enhanced DBS disclosure check prior to any commencement of duties.
* The Health and Safety at Work Act 1974 – The school/Trust has a duty of care to ensure that volunteers who visit the premises are not exposed to health and safety risks.
* The Equality Act 2010 – while not included in the definition of employment in the Equality Act, it is likely that volunteers will be seen as acting on behalf of the organisation they are volunteering for. This means that if they break equality law by unlawfully discriminating against a client or service user, both they and the organisation could be held legally responsible.

This policy also complies with our funding agreement and articles of association.

# 3. Definition of a Volunteer

* A volunteer is a person who freely gives up their time, skills and experience to the school/Trust without expectation of financial reward.
* Volunteering can take many forms, some tasks may require particular skills and others require no specific skills
* Volunteering may be a one-off activity, for a limited time to complete a particular activity or

project carried out on a frequent basis.

* A volunteer is not an employee of any member school/Trust and will therefore not have an employee contract. Thus meaning they will not benefit from any member school’s or the Trust’s terms and conditions of employment, such as payment for work or holiday/sickness pay.
* The member school (or Trust as applicable) 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 member school (or Trust as applicable) will provide an opportunity for the volunteer.
* The volunteer is free to refuse to fulfil the role and the member school/Trust is not bound to provide the opportunity. Should the opportunity no longer be required/suitable, the member school/Trust and the volunteer will give as much notice as possible to the other party.
* Volunteers are not, and will never be, a substitute for an employee or specialist contractor
* This policy also covers those who are undertaking work experience in any member school/Trust.

# 4. Equalities Assessment Impact Statement

The Trust is committed to treating all people equally and with respect irrespective of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. We are committed to eliminating discrimination and recognise our duties under the Equality Act 2010. We have reviewed the effect of this policy on those who may face additional or different barriers to securing its benefits than the population as a whole and have identified that our volunteering opportunities are open to all through open and flexible recruitment, selection, monitoring and evaluation procedures.

# 5. Roles and Responsibilities

The **Board of Trustees** is responsible for:

* Ensuring that the Trust has effective policies and procedures in place for the safe and fair recruitment and management of volunteers
* Monitoring the Trust and each member school’s compliance with the policies

Each **Local Governing Body** is responsible for monitoring and advising the Board of Trustees with respect to the above within each member School in accordance with the LGB Terms of Reference.

The **CEO**, who may further delegate these duties to the **Trust HR team** and within each member School, to the **Head of School**, will:

* Regularly update and review any relevant legislation, and reflecting these changes within the

Trust’s current policies

* Ensure that all staff and volunteers have had all appropriate checks in order for staff to work within the school
* Promote the safety and well-being of children and young people at every stage of the process

# 6. Recruitment

The recruitment process will follow the Trust’s Safer Recruitment policy and will be the responsibility of the Headteacher or a relevant member of staff.

All volunteers should complete a volunteer application form. (see appendix A). Local governors and trustees will complete the Local Governor/Trustee application form.

If a suitable volunteering opportunity is available, the potential volunteer should undergo an interview with the Headteacher or relevant member of staff, in order to determine the person’s suitability to the opportunity. Local Governors and Trustees will follow the governor recruitment process.

It will be decided, as per the Safer Recruitment policy, as to whether the prospective volunteer will be subject to the following:

* References - all volunteers should provide at least two references. Reference requests should include a section asking the potential volunteer’s suitability to work with children and vulnerable groups. (see appendix B)
* Disclosure and Barring Service (DBS) checks. This is mandatory if the potential volunteer will have substantial contact with children/vulnerable groups, and must be carried out as per the Safer Recruitment policy states.
* All DBS checks will be recorded on the school/Trust’s Single Central Record.
* Depending on the opportunity, it may be pertinent to check the potential volunteer’s medical history/current health status, particularly if the opportunity involves a significant level of physical activity (e.g. Outdoor Education). All health clearances are confidential and simply to ensure that the school/Trust are able to support the potential volunteer should their health condition cause them difficulty whilst undertaking any volunteering responsibilities.

# 7. Volunteering Agreement

Where it has been agreed that a role may be undertaken by a volunteer, the volunteer will be invited to enter into a volunteering agreement with the member school or Trust as applicable (see Appendix C for an example). Trustees and Local Governors will receive formal appointment letters.

# 8. One-Off Volunteering Opportunities

There may be an occasion where the member school/Trust can offer a one-off or short term opportunity for volunteers. If the opportunity is of one day’s duration or less, then it is unlikely that the full recruitment process previously outlined will be applicable.

In such cases, the Headteacher or other relevant staff member, must ensure that the volunteers are always supervised and complete the appropriate signing in procedures.

# 9. Health, Safety and Wellbeing

The member school or Trust as applicable will provide any training required for the role, including health and safety training, thus ensuring volunteers are provided with appropriate guidance on any health and safety issues that arise.

The school/Trust has a responsibility for the health and safety of volunteers. Volunteers, should at all times, follow the school/Trust’s health and safety policies and procedures.

Volunteers have a duty of care to themselves and others. They must be made aware of their designated area of work, and should not be allowed to work outside of the area unless authorised by the supervisor.

All accidents or ‘near miss’ incidents should be reported as per the school/Trust policy and the relevant paperwork completed.

The supervisor will ensure all necessary risk assessments have been completed

# 10. Personal Data

Volunteers’ personal data held by the school/Trust will only be used in line with data protection legislation and processed for one of more of the following reasons permitted in law:

* The volunteer has given the school/Trust their consent through the data protection consent form in the Volunteer Application form.
* The School/Trust must process the data to comply with its legal obligations, particularly the provision of education and/or statutory duties with respect to Trustees and governors
* The School/Trust must process the data for its legitimate interests as having a duty of care to

the volunteer.

* More information on the school’s/Trust’s legitimate interests and how it uses personal data can be found in the Trust Private Notice on the Trust website: https://www.bohunttrust.co.uk/key-information/

# 11. Training for Volunteers

Volunteers are expected to comply with all statutory regulations whilst they are on the premises or undertaking any other aspect of their volunteering duties, including all relevant Bohunt Education Trust policies. These policies are drawn to volunteers’ attention by the member of staff responsible for their engagement. Governors and Trustees receive specific training that relates to their duties in law and are expected to participate in induction processes and training.

The Headteacher or other delegated member of staff will ensure that the volunteer receives a suitable induction, which will include an explanation and understanding of the necessary policies and procedures e.g. safeguarding policy, behaviour policy, data protection and confidentiality; antifraud, corruption and bribery. A template for Volunteer induction training is in Appendix D. Records of this training will be recorded by each school. There is a separate process for trustee or governor induction.

The Trust/School will provide all necessary role-specific training (eg for DofE and governor/Trustee).

# 12. Dealing with Problems

If a volunteer has any concern or complaint regarding a student, they must raise the matter immediately with the supervisor.

All volunteers should be aware of the safeguarding procedures for dealing with a disclosure from a student.

Should the volunteer wish to make a formal complaint, this should be put in writing to their supervisor.

The supervisor will deal with any concerns or complaints within a timely manner in accordance with school/Trust policies.

If the matter cannot be resolved at supervisor level, the matter may be forwarded to the Headteacher or designated senior person, in order to seek a resolution.

If a complaint is made against a volunteer, the supervisor must notify the designated senior member of staff in order for that member of staff to decide on the action required. Any safeguarding allegations made against a volunteer must be investigated as per the school/Trust’s statutory safeguarding policy.

# 13. Monitoring Provisions

The Finance, Audit and Risk (FAR) Committee will review this policy at least every three years. Data relating to incidents under this policy is reviewed annually by LGB and FAR Committee.