



LYDIATE  
LEARNING  
TRUST

# Volunteers Policy & Procedure (LLT)



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ENGAGE, ENABLE,  
EMPOWER

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## Introduction

Lydiate Learning Trust is committed to promoting opportunities for volunteering, where the volunteer can demonstrate they have a contribution to enhance the teaching and learning and the environment for our students. 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 using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

The aim of the Lydiate Learning Trust 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 Trust'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](#).

## How we use Volunteers

At Lydiate Learning Trust, 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
- Help within school grounds

This isn't an exhaustive list.

Volunteers may be:

- Members of the governing board
- Parents
- Former students
- Students on work experience
- Local residents

This is not an exhaustive list.

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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.

## How to apply to be a Volunteer

The prospective volunteer should make their request in writing to the Headteacher in the first instance and should clearly outline;

- how they would like to volunteer (in what department)
- their reasons for doing so
- what they feel they can contribute to enhance Student environment and learning.

The Headteacher will conduct an initial review and if they feel that the request can be accommodated, the applicant will be asked to complete a volunteer application form. The request will then be progressed in line with Safer Recruitment guidance and the necessary background checks completed, in line with the Recruitment and Selection Policy.

## Appointment of Volunteers

Volunteers are appointed by a member of school SLT, with guidance from Central HR Team.

Once a volunteer application form has been received, this will be reviewed, and the volunteer will be invited to attend a discussion/interview in order to determine suitability. The school will confirm whether the volunteer's request will be accommodated at this stage.

Appointment and induction of new volunteers can take 4-6 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 and other appropriate safeguarding and recruitment checks, and relevant training.

The Headteacher 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.

## Safeguarding

Safeguarding our students is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we're upholding our responsibility to keep our students safe, we will:

- Conduct enhanced DBS checks with a barred list check on all volunteers
- 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

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- 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.
- Require volunteers to agree and adhere to our code of conduct (see appendix 1) and to read, and adhere to, the school's policies on:
  - Safeguarding
  - Use of mobile phones
  - ICT and internet acceptable use
  - Online safety
  - Code of Conduct
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with students
- 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
- Record details of all volunteers on Single Central Record (SCR)

## Induction and Training

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

Training requirements will be determined by the Headteacher, 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.

## Confidentiality

Information about students, parents and staff is confidential. Volunteers are not permitted to discuss issues related to students, 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 students 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.

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## Conduct of Volunteers

Volunteers must comply with the Volunteer Code of Conduct and Trust Code of Conduct (Appendix1).

## 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.

## Data Protection and Record Keeping

Our privacy notice for volunteers 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

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## Appendix 1 - Volunteer Code of Conduct

By signing this form, volunteers agree to the following:

### 1. School rules and policies

1.1. Volunteers will follow all school rules and policies, including those on:

- 1.1.1. Child protection
- 1.1.2. ICT and internet acceptable use
- 1.1.3. Online safety
- 1.1.4. Mobile phones
- 1.1.5. Data protection
- 1.1.6. Health and safety
- 1.1.7. Equality
- 1.1.8. Whistleblowing
- 1.1.9. Behaviour

1.2. Copies of the school policies are available online or from the school office

### 2. Professional conduct

- 2.1. Volunteers must accept and follow instructions provided by supervisors and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff
- 2.2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy or are struggling to manage the behaviour of students with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand students or issue sanctions.
- 2.3. Volunteers must conduct themselves in a professional manner at all times. This includes:
  - 2.3.1. Dressing in a way that is professional and appropriate to the work they are doing
  - 2.3.2. Refraining from using inappropriate language
  - 2.3.3. Setting an example for students by acting in a way that reflects the school's ethos and values
  - 2.3.4. Behaving in a way that is appropriate for the role they are undertaking
  - 2.3.5. Ensuring that comments, including those made on social media, do not bring the school into disrepute
- 2.4. Volunteers must not accept gifts from, or give gifts to, students. The exception is small tokens, such as those exchanged at the end of term or as a way of saying "thank you".

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- 2.5. Volunteers must not transport students in their own cars unless specific arrangements have been made with the school, and the student's parents have consented.
- 2.6. Parent volunteers with children at the school must not act in a way that favours their own child and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.
- 2.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

## 3. Safeguarding

- 3.1. Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.
- 3.2. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL.
- 3.3. Volunteers should refrain from physical contact with students and should use their judgement to determine when physical contact is appropriate. If physical contact with students is required, volunteers should ask for a student's consent before touching them.
- 3.4. Volunteers must alert the DSL if a student develops an infatuation with them, and must not form personal relationships with students, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
  - 3.4.1. Exchanging contact information
  - 3.4.2. Making contact with students outside of school, including on social media
  - 3.4.3. Arranging to meet students outside of school
- 3.5. Volunteers should not take or share photos of students unless instructed to do so by their supervisor.

## 4. Health and safety

- 4.1. Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.
- 4.2. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.
- 4.3. Volunteers must sign in and sign out at the beginning and end of every visit and must wear a visitor badge at all times.

## 5. Confidentiality

- 5.1. Information about students, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss students with parents or

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other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the Headteacher.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

Please sign and date below:

Name:

Signature:

Date:

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