

Inspire Partnership Multi Academy Trust

Policy & Agreement for Volunteers



Policy Review Date – September 2021

Date of Next Review – August 2024

Personnel Responsible – Chief Operating Officer

1. Introduction

As a Trust, it is our aim to involve parents in their children's education and to develop and maintain links with the local community. In order to enrich the lives of the children in our Schools, and to enable us to deliver the curriculum more effectively, we actively encourage the involvement of parents and volunteers from the community in the work of the Schools, both during School hours and in extra-curricular activities.

2. Status of volunteers

A volunteer will not be an employee of the Trust/Academy/School. They will not be engaged on a contract of employment nor on any type of contract for services. The engagement will be binding in honour only, there being no legal agreement between the organisation and the volunteer.

Volunteers are unpaid. The Trust/Academy/School is under no obligation to offer or to continue to offer any volunteering opportunity to any person, irrespective of their carrying out volunteering work currently or in the past. Similarly, the volunteer is under no obligation to accept any opportunity offered, and may withdraw from the agreement at any time.

Before accepting the role of volunteer, the individual concerned will agree with the Trust/Academy/School that they can fulfil the volunteer role expectations. The Trust/Academy/School may withdraw the offer at any time, including after the volunteer has started their engagement. The volunteer may also withdraw from the agreement at any time. Both parties are encouraged to give the other as much notice as possible, should the agreement be brought to an end.

3. Recruitment & Selection

The volunteer applicant must complete a simple application form which gives permission to obtain a character reference and a Disclosure and Barring Scheme (DBS) application form (criminal records check), obtainable from the School Business Officer.

The experience, qualities, skills and needs of any volunteer will be taken into account when deciding about the recruitment of a volunteer in the Trust/Academy/School. Please note, there is no guarantee that a volunteer will be found an immediate placement or any placement at all elsewhere.

The placement should be mutually beneficial to the Trust/Academy/School and volunteer.

An interview will take place with a view to agreeing a placement in order that the Trust/Academy/School and volunteer will have the opportunity to find out about each other and to agree a role, timetable, support, dress code etc. The Trust/Academy/School will outline relevant policies at the interview.

Any placement of a volunteer shall be of a fixed term of 1term/2terms/1 year and shall at the expiry of the period terminate unless expressly renewed in writing. Any placement may

however be terminated by the Trust/Academy/School at any time without notice if the Headteacher deems this to be in the best interest of the School, pupils or staff. Such termination need not involve any fault, shortcoming or wrongdoing attributable to the volunteer.

4. Management of Volunteers

The School will ensure that volunteers are given suitable induction training at the beginning of their placement

The volunteer will be given a named contact person who will review the work undertaken by the volunteer and will assist the volunteer generally and particularly in the event of any problems occurring.

Regular supervision of the volunteer will be provided as appropriate to the task undertaken and the needs of the volunteer.

The Volunteer's role, including status with pupils, will be made clear.

Volunteers will be given opportunities to contribute their ideas and opinions about the work that they are engaged in.

Volunteers will be given guidelines/training regarding Child Protection issues/procedures, especially pupils disclosing possible abuse.

5. Support to Volunteers

As a Trust, we value the work of volunteers and in order to demonstrate this we aim to:

- Show appreciation for the volunteer's work
- Ensure volunteers have appropriate and up-to-date information they need to do their work.
- Ensure that they are introduced to staff and other volunteers and have access to a support network.
- Ensure that they are issued with a staff file/guidelines

6. Confidentiality

Volunteers will be told that information relating to pupils, parents and staff is confidential and volunteers will maintain confidentiality at all times.

Information about volunteers is also a matter of confidentiality and application forms and personal details must be kept securely by the School Business Officer and not divulged to others except on a need-to-know basis.

7. Health & Safety Policies

The School's policies including the Health and Safety Policy and Equality Policy will be explained to volunteers at the outset.

8. Insurance

All volunteers should be made aware of the cover provided.

9. Expenses

Out-of-pocket expenses will be paid to volunteers and the procedure for claiming these will be explained at the outset, if applicable.

10. The Volunteer

The Volunteer agrees to carry out all reasonable tasks assigned to him/her to the best of their ability and to generally promote the interests of the Trust/Academy/School and to abide by the terms and conditions set out in this policy and agreement.

As a Trust, we are committed to the rights of the child, the child's safety and emotional well being and the protection of the child from all forms of abuse. In view of this, the Trust reserves the right to refuse voluntary help and to terminate or vary a placement at any time without prior notice.

Signedon behalf of the Trust/Academy/School

Dated

Print name

Signedon behalf of the volunteer

Dated

Print name

At Inspire Partnership Multi Academy Trust we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all School activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at the Academy/School. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

Volunteer Application Form



CONFIDENTIAL

Inspire Partnership Multi Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment

School name:

Contact name:
 Telephone:
 Fax:
 Email:

1. Personal details

Surname:

Forename(s):

Previous name(s):

Home/term time address (if different):

 Postcode:

Present address:

 Postcode:

Telephone (home):

Telephone (work):

Mobile:

Email:

2. Employment / Volunteering history

Please list below your full employment history starting with the most recent (this should include voluntary/unpaid work) and provide an **explanation for any gaps**

From dd/mm/yy	To dd/mm/yy	Full/ part time/ voluntary	Name, address and contact number of employer	<u>Position held and salary</u>	Reason for leaving employment

3. Education, training or courses

Please give details of any education, training or courses you have successfully completed that may be relevant to the role for which you are applying.

Education, training and courses						
From	To	Name of school/college	Examinations passed			
dd/mm/yy	dd/mm/yy		Subject (inc. awarding body)	Level	Grade	Date awarded

4 [Rehabilitation of Offenders Act 1974 \(exemptions order 1987\)](#)

Rehabilitation of Offenders Act 1974 (as amended)

The volunteer role you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (ie filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013) . The amendments to the Exceptions Order provide that certain 'spent' convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found using the following link.

<https://www.gov.uk/government/publications/dbs-filtering-guidance>

Please ensure that you answer the following questions honestly as false statements or withholding relevant information will result in one of the following actions being taken:

- your application will be taken no further
- an offer of employment will be withdrawn
- disciplinary action leading to dismissal will be taken (if employment has commenced)

Do you have anything to declare in relation to the above? Yes No

Have you ever been disqualified from working with children and /or included on the DfES List 99 or subject to sanctions imposed by a regulatory body eg previously under the GTC now The Teaching Agency, DfES? Yes No

If you answered 'Yes' to either of the above questions, please provide details below:

5. Supporting statement

a) Why are you applying for voluntary work at the school?

Please include any skills or experience that you bring to the role, what is your motivation for wanting to work with children or young people and explain what you want to achieve from volunteering.

If the school provide a selection criteria for the role you are volunteering for please ensure you address all the points listed.

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6. References

Please give details of two referees the first of which must be your current or most recent employer or organisation you volunteered for. References from friends, School or colleges will only be accepted for candidates applying straight from full time education or when candidates provide an acceptable reason why a previous employer cannot be contacted.

If the role you are volunteering for involves working directly with children we would welcome a reference from the most recent employer with whom you were employed to work with children. (this may include voluntary/unpaid work). **Please let your referees know that we will contact them.**

1.	Name:
	Job title:
	Address:

2.	Name:
	Job title:
	Address:

Postcode:
Email:
Tel no:

Postcode:
Email:
Tel no:

Any issues raised in the references may be raised at a later point.

Safeguarding Children

Inspire Partnership MAT is committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants' suitability to work in a school environment is an integral part of the selection process. Any discrepancies or anomalies in information provided will be taken up at interview. Current or previous employers will be contacted as part of the verification process.

Under the terms of the Data Protection Act 1998 the information you give us will only be used for the purpose of personnel management. We may contact other relevant organisations to check factual information you have given on this application form. The information will be stored manually and electronically and disposed of after 12 months if your application is unsuccessful.

I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statements on this form could result in my application for a volunteer role being rejected or terminated. I agree that the information I give you in connection with this application may be stored and processed for the purpose of personnel management.

Date _____ (dd/mm/yyyy) **Signed** _____

If applying online you will be asked to sign your application at interview.

If you wish to be informed of the information we hold about you please contact, The Data Protection Officer Neil Stott, dpo@wntai.co.uk

Disclosure and Barring Service Checks

In line with the safer recruitment consortium Inspire MAT recommends DBS checks for all volunteers who will be coming into school regularly and having contact with children. Volunteers in regulated activity must have a DBS check and also be checked against the barred list.

Reference Proforma- Volunteer

Section 1 (to be completed by School Business Officer)

Name of Volunteer (print)	
Volunteer role Applied for	
Location of role applied for	

Section 2 (to be completed by referee)

In what capacity have you known this person?	
How long have you known this person?	
Please give your assessment of the applicants' suitability for a volunteer role.	
Is there any area in relation to the volunteers activities that you feel would not be appropriate for the applicant to be engaged in or where they would need training / development? If so please state why.	
Any other relevant information you may wish to give. Please continue on a separate sheet if necessary.	

Please rate this person on the following (tick one box in each line)

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-Motivation					
Honesty					

Commitment					
Energy					
Trustworthiness					
Punctual/Reliable					
Attendance					
Interpersonal skills					
Relationships with colleagues					

This post may involve substantial unsupervised access to children or vulnerable adults. As an organisation committed to the welfare and protection of people, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children or vulnerable adults

Yes / No

If you answered 'Yes' please give full details below

Are you aware of any allegation(s) made against the applicant or if any concerns have been raised which relate to either the safety or welfare of children or young people or about that applicants behaviour towards children or young people.

Yes / No

If you answered 'Yes' please give full details below

Please note that in line with the provisions of the Data Protection Act 1998, should the subject of a reference make a standard access request to see the reference then a copy will be provided to them subject to the removal of any personal details of the referee, e.g home address and telephone number.

Signed _____

Date _____

Full name (please print) _____

Please return to: <<Name, Address>>