



# Volunteers Policy

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Author	COO
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### 1. Introduction and aims

We believe that volunteers provide a valuable contribution to the trust and school's work, and that they enrich the trust and school's 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 Propeller Academy 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 school'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 (DfE)'s statutory safeguarding guidance, [Keeping Children Safe in Education \(KCSIE\)](#).

## **2. How we use volunteers**

At Propeller Academy 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
- Undertake general maintenance

This isn't an exhaustive list.

Volunteers may be:

- Members of the board of directors or local governing board
- Parents
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTA
- Local clergy or members of the congregation
- Business groups with corporate social responsibility (CSR)

This is not an exhaustive list.

Members of the board of directors or local governing board working at the school in their capacity as directors or 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.

## **3. How to apply to volunteer**

- By emailing a named member of staff, or a specific inbox
- Approaching senior leaders or class teachers
- Completing an application form (see appendix 1)

## **4. Appointment of volunteers**

Volunteers are appointed by the headteacher or chief operations officer (Trust central team).

Interview, appointment, and induction of new volunteers can take up to 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 (if appropriate) and other appropriate safeguarding and recruitment checks (including an online search for publicly available information), 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.

## 5. Safeguarding

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

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

- Conduct enhanced DBS checks with adults and children's barred list check on volunteers who:
  - Work 1-on-1 with pupils unsupervised
  - Work with groups of pupils unsupervised
  - Supervise or accompany groups of pupils on overnight residential visits
- Complete online searches for publicly available information
- 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
- 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 volunteer code of conduct (see appendix 2) and to read, and adhere to, the school's policies on:
  - Child protection and Safeguarding
  - ICT and internet acceptable use
  - Online safety
  - Behaviour
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils
- 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
- Details of all volunteers are recorded on the single central record (SCR)

## 6. 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 (must also read KCSIE part 1) and a health and safety induction. Other training requirements will be based on the nature of the work the volunteer will be doing.

Volunteers must read, and adhere to, the school's policies on:

- Health and safety
- Fire safety

## **7. Confidentiality**

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents, or staff with those outside of the Trust.

If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils 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 the school's child protection and safeguarding policy and inform the designated safeguarding lead (DSL).

If concerns are related to whistleblowing, volunteers must follow the guidance in our whistleblowing policy.

## **8. Conduct of volunteers**

Volunteers must comply with the staff code of conduct.

## **9. Expenses**

Volunteers may claim expenses if agreed in advance with the headteacher or COO.

## **10. Insurance**

The school's insurance policy does cover 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.

## **11. Data protection and record keeping**

Our privacy notice for staff and 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

## **12. Monitoring and review**

This policy has been approved by the board of trustees and will be reviewed regularly.

### **13. Links to other policies**

This volunteering policy is linked to our:

- Child protection and safeguarding policy (School specific policy)
- Safer recruitment policy (Trust wide policy)

## Appendix 1: volunteer application form

### Guidance Notes — Volunteer Application Form in Microsoft Word Format

You are advised to save this form to your hard drive so it can be completed in your own time and at your own pace.

#### How to submit your job application form

1. Please fill in the pages that follow. **Please complete all sections**

The form is designed for completion using Microsoft Word or a compatible word processing program.

Please help us to meet our statutory requirements by completing the Equal Opportunities section of the application form.

2. Save the document.

3. When you have finished, attach the document to an email, and return it to [hr@propellertrust.org](mailto:hr@propellertrust.org).

4. Alternatively you can print the completed document and send it by post to the relevant school. **DO NOT** print this page. Choose 'custom print' and print page '2-' onwards.

Please note: we **DO NOT** accept unaccompanied CVs. We will only consider a CV as supplementary to a fully completed application form.

If you need to change your application after it has been submitted (for example, to change a referee's contact information) please contact us **before** sending a second copy of your application form.

**Please note:** our email is not encrypted. However, The Propeller Academy Trust ensures that only staff who have a business reason to look at your information or data can do so. Staff cannot look at your information or data for personal reasons or out of curiosity. We will comply with UK GDPR in connection with our obligations under the Terms. You should be aware that owing to the nature of email your data may pass through countries that do not have comparative data protection laws.

Please leave this page blank



# Volunteer Application Form

Please read the Guidance Notes above before completing this form

Personal details	
Title (Mr, Mrs, etc.)	Please select...
First name	
Middle name	
Surname (family name)	
All previous names	
Name of school you would like to volunteer for?	

Address details	
House name	
House number & street	
Address Line 2	
Town	
County	
Postcode	
Home phone	Area code      number
Work phone	Area code      number
Mobile phone	
Email address (our main method of contacting you will be through the e-mail address you provide here)	
Preferred contact method	Please select...

Availability					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
Lunchtimes					

<p><b>How many hours per week/month can you volunteer?</b></p>	
<p><b>Can you commit to at least one term?</b></p>	

**Experience and Qualifications**

**Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.**

--

**Why would you like to volunteer?**

--

**Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc.)**

--

**Do you have any relevant qualifications?**

--

**Preferences**

What age group/department would you prefer to work with?
Would you prefer to work 1-on-1 or with a small group?

**Referees**

Please give details of at least two referees who can confirm that you meet the selection criteria for the post. **Your referees should not be related to you in any way nor writing solely as a colleague or friend.**

If you are (or have recently been) employed, one **must** be your current or last employer i.e. Head of the Establishment.

If you are (or have recently been) a student, one should be a senior staff member from your place of study.

If you are not currently working with children or young people but have done so in the past, one referee must be from the Head of the Establishment.

Please note that, for school roles, we normally obtain references for volunteers and may approach referees for information to verify particular experience or qualifications before commencing in role.

Referees:	Referee 1 (Current or most recent line manager)	Referee 2	Referee 3
Title	Please select...	Please select...	Please select...
First name			
Surname (family name)			
Organisation name and position of referee, or relationship to you			
Address			
Postcode			
Telephone (inc. area code)			
Email address			
May we contact this referee without further authority from you?	Please select...	Please select...	Please select...

### Additional details

**Is anyone in your household or family an employee, school governor or member of the Propeller Academy Trust or one of its member schools?**

Please select...

The canvassing of employees or Governors directly or indirectly will disqualify candidates from appointment.

The Trust must protect the public funds that it handles and so may use the information you have supplied on this form to prevent and detect fraud.

**If you have answered "Yes" to the question above, please provide details:**

### Disability

The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act's definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities and which has lasted, or is likely to last more than 12 months.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:

### Pre-volunteering Checks

#### Online Searches

As part of our safeguarding obligations, we will carry out online searches on you as part of our due diligence. In doing this, we will only be looking at information which might potentially impact your ability to carry out the role, and we recognise that there is a difference between your public and private life.

We will carry out this search as part of the application process.

If you have any comments regarding this process, please do note this below. We can then consider this as part of the process.

### Declaration of Offences

All shortlisted candidates will be asked to complete a self-declaration, giving details of any relevant criminal record or information that would make them unsuitable to work with children and will be asked to bring this in a sealed envelope to interview.

We are asking you for this information because we have a duty to balance our commitment to help applicants with criminal records to find work with our need to protect the public and those in the Trust's care who are receiving its services. The Trust's policy states clearly that only relevant convictions are taken into account.

Any information you provide will be completely confidential and will be considered only in relation to the job for which you are applying.

Please note that any conditional offer of employment will be subject to satisfactory enhanced disclosure certificate, including a Child/Adult's Barred List check (where applicable to the role in question) from the Disclosure and Barring Service (DBS).

The DBS provides wider access to criminal record information through its Disclosure service. This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involving children and vulnerable adults. More information on The Disclosure & Barring Service can be found at [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check).

A copy of the Trust's Recruitment of Applicants with a Criminal Record Policy can be accessed via The Trust website.

**Are you currently member of the DBS Update Service?**

Please select...

### Childcare Disqualification Requirements

In addition to undertaking checks to ensure that members of staff are suitable to work with children, schools are also specifically required to establish that members of staff are not disqualified from working with children who have not yet reached the age of 8 in order to comply with the Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018.

All shortlisted candidates for positions which will involve being responsible for the provision or management of such childcare (including teaching) shall be required to declare that they are not disqualified from undertaking such work.

A disqualified person is not permitted to provide or manage care for children under age 8 unless they apply for, and are granted, a waiver from Ofsted. In summary, a person may be disqualified from working in a school setting through:

Inclusion on the Children's Barred List;

- Being cautioned for, or convicted of, certain violent and sexual criminal offences against children and adults;
- Grounds relating to the care of children (including where an order is made in respect of a child under the person's care);
- Having registration refused or cancelled in relation to childcare or children's homes or being disqualified from private fostering.

Disqualification also applies to equivalent offences committed overseas. The Regulations do not automatically apply to all posts in a school or to settings where there is no provision for children under 8. You will therefore be informed if the Regulations are relevant to the post you are applying for.

Should you need to, you can find out more about disqualification in the Department for Education's guidance [HERE](#).

### Prohibition Checks

Following successful interview, the Trust will carry out the necessary prohibition checks for all teaching staff, as well as for all candidates appointed within a classroom-based job role, irrespective of whether the role permits for unsupervised "teaching work" as defined by The Teachers' Disciplinary (England) Regulations 2012. This check will provide verification that the candidate has not been prohibited from teaching or carrying out teaching work by the Teaching Regulation Agency in the past.]

### Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment.

**Where the role for which you are applying involves engaging in regulated activity, it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.**

A copy of a school's Child Protection Policy and Safeguarding Policy can be accessed via each member schools website.

## Data Protection Statement

The personal information you provide on this form is collected and processed by The Propeller Academy Trust. The Propeller Academy Trust is the data controller of your personal information. Please see The Propeller Academy Trust's general privacy notice at [The Propeller Academy Trust - GDPR and KCSIE](#)

The Propeller Academy Trust processes personal, special category data and criminal records data in accordance with our data protection policy and in accordance with data protection laws and will use the information you have provided on this application form, together with other information we may obtain about you, e.g. from your referees and from carrying out security or DBS checks (when such checks are relevant to the post), to assess your suitability for employment with us, for administration and management purposes and for statistical analysis.

We may disclose your information to our service providers and agents for these purposes and **by submitting this application form you are consenting to our processing this for the purposes above and understand that providing misleading or false information/qualifications may affect any recruitment decision made relating to or if appointed, may lead to disciplinary action and dismissal.**

If your application is unsuccessful, we will keep your information for 12 months in accordance with legal requirements and for administration purposes.

Under UK GDPR you have a right to access the information we hold about you for which we may charge a small fee, and you have a right to correct any inaccuracies in your information. Please contact the Chief Operations Officer (Trust DPO), **Propeller Registered Office: Fitzwaryn School, Denchworth Rd, Wantage, OX12 9ET**  
**T. 01235 764504**

## Declaration

**You cannot sign this form on screen.** By submitting this form as an email attachment you undertake that the information you have provided is true and accurate to the best of your knowledge. You will be required to sign your application at a later stage of the selection process.

The information I have given on this form is true and accurate to the best of my knowledge. I confirm that I have read the data protection statement contained in this document.

<b>Volunteer name (please print)</b>			
<b>Volunteer signature</b>		<b>Date</b>	

## Equal opportunities

The Propeller Academy Trust is an equal opportunity employer and is committed to promoting equality and social inclusion. The Propeller Academy Trust operates an Equal Opportunity and Diversity Policy whose aim is to ensure that unlawful or otherwise unjustifiable discrimination does not take place in recruitment. To help the Trust monitor the effectiveness of this policy (and for no other reason) you are asked to provide the information requested below.

The information provided will be treated in the strictest confidence and will only be used for monitoring purposes.

The recruitment monitoring section of the application form will be detached before the form reaches the selection panel or if on the online recruitment system this information will not be made available to them.

## Personal details

<b>Surname (family name)</b>	
<b>First name</b>	
<b>Gender identity</b> (If you are undergoing gender reassignment, please use the gender identity you intend to acquire.)	Please select...
<b>Does your gender identity align with the gender assigned to you at birth?</b>	Please select...
<b>Sexual orientation</b>	Please select...
<b>Do you consider that you have a disability?</b> The Equality Act 2010 defines a disability as a "physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities". An effect is long-term if it has lasted, or is likely to last, more than 12 months. This information is used for monitoring purposes only. If you believe you may be disabled and may need any reasonable adjustments to be made in the recruitment process or as part of your employment, please discuss this with the recruiting manager.	Please select...
<b>Religion or belief</b> The list below includes those religions that are most commonly found in Britain. They are listed in alphabetical order and not intended to signify rank in terms of importance. This list is not exhaustive; if your religion is not listed then we ask you not to take offence as none was intended.	Please select...
<b>To which of the following groups do you consider you belong?</b>	Please select...
<b>Marital status</b>	Please select...
<b>Age range (please tick the applicable box)</b>	Please select...
<b>Are you employed by The Propeller Academy Trust?</b>	Please select...

(end of form)

## Appendix 2: code of conduct for volunteers

### Code of conduct for volunteers

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 and safeguarding (School)
- 1.1.2. ICT and internet acceptable use (Trust)
- 1.1.3. Online safety (Trust)
- 1.1.4. Data protection (Trust)
- 1.1.5. Health and safety (Trust)
- 1.1.6. Equality (School)
- 1.1.7. Whistleblowing (Trust)
- 1.1.8. Behaviour (School)
- 1.1.9. Confidentiality agreement (Trust)

1.2. Copies of the Trust and school specific policies are available online at [www.propellertrust.org](http://www.propellertrust.org) or from the relevant member school website.

#### 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, or to a member of SLT.
- 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 pupils with whom they're working, they should alert the class teacher immediately. Volunteers must not attempt to reprimand pupils 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 pupils 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, pupils. The exception is small tokens, such as those exchanged at the end of term or as a way of saying "thank you".
- 2.5. Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil'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 as named in the child protection and safeguarding policy.
- 3.3. Volunteers should refrain from physical contact with pupils and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.
- 3.4. Volunteers must alert the DSL if a pupil develops an infatuation with them, and must not form personal relationships with pupils, 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 pupils outside of school, including on social media
  - 3.4.3. Arranging to meet pupils outside of school
- 3.5. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

### **4. Health and safety**

- 4.1. Volunteers must abide by the trust's health and safety and first aid policies. Volunteers are not to administer first aid unless they hold relevant in date training certification.
- 4.2. Volunteers must be familiar with the trust'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 pupils, parents and staff at the trust and school is confidential and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or 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 trust's staff disciplinary procedures.*

*Please sign and date below:*

X

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Volunteer name (please print)

X

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Volunteer signature

X

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Date