



**Bishop  
Hogarth**

Catholic Education Trust

# **VOLUNTEER POLICY & AGREEMENT**

**Document Management:**

Date Policy Approved:	July 2019
Date Amended:	
Next Review Date:	July 2022
Version:	1
Approving Body:	Resources Committee
Equality Impact:	Low

## 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 School, 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 School, both during School hours and in extra-curricular activities.

## 2. Status of volunteers

A volunteer will not be an employee of the Trust. He or she 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 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 School that they can fulfil the volunteer role expectations. The 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

All approaches to the School for voluntary positions should be discussed with the Headteacher/Principal/Head of School, unless otherwise delegated to a designated Senior Leader. There should be no agreement to or the promise of a volunteering position within the School prior to the recruitment and selection process being followed.

The volunteer applicant must complete simple application form which gives permission to obtain a character reference - see **Appendix 1**. A Disclosure and Barring Scheme (DBS) check must also be completed.

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

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

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

Any placement of a volunteer shall be of a fixed term of 1 term / 2 terms /1 year and shall at the expiry of the period terminate unless expressly renewed in writing. Any placement may, however, be terminated by the School at any time without notice if the Head of the School deems this to be in the best interest of the School, pupils or staff. Such termination need not involve any fault, shortcoming or wrong-doing attributable to the volunteer.

The School has a duty to promote disability and as a part of our actions to do this we will invite local disabled people to volunteer to help within School. In order to do this we will contact local community groups to forge links and partnerships.

#### **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 in School and in order to demonstrate this we aim to:

- Show appreciation for the volunteer's work.
- Ensure volunteers have the 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 as is the case with staff personnel files by the <<Headteacher / Principal>> 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 Safeguarding, 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.

## **10. Volunteer Agreement**

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 School and to abide by the terms and conditions set out in this policy and agreement (see **Appendix 2**).

**VOLUNTEER APPLICATION FORM – FOR NEW VOLUNTEER**

Name of Volunteer: Mr/Mrs/Miss/Ms.....

Address:

.....  
.....

Home phone: ..... Mobile: .....

Email Address: .....

Emergency contact Name and contact number: .....

**1. What activities/areas of the school’s work would you like to help with?**

.....

**2. Are there any particular age groups/classes you would like to work with?**

.....

**3. Please tick below to indicate days when you would be available:**

**Monday** am ( ) pm ( ) **Tuesday** am ( ) pm ( ) **Wednesday** am ( ) pm ( ) **Thursday** am ( ) pm ( )  
**Friday** am ( ) pm ( )

**4. Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a Volunteer in School? (Please give details)**

.....

5. **Please provide details of two people who can provide references for you:** (If this is a work experience placement from a secondary school you only need to provide one reference from the school that you attend)

Name	Name
Address	Address
Telephone	Telephone
Email	Email

6. **I understand that I may be required to undergo a Disclosure and Barring Service (DBS) Check**

Signed
Date

**Thank you for taking time to complete this Volunteer Application Form. Please hand it to the School Office, marked for the attention of the Head teacher or return it by post / email to the following address:**

*Insert address*

**Your offer of help is greatly appreciated and we will be in touch as soon as possible.**

## **VOLUNTEER AGREEMENT**

### Introduction

Thank you for offering your time and services to the school. Your help and support is appreciated and valued by staff and pupils.

### Security

When you arrive at school, please sign in at the office / reception where you will be issued with a visitor's badge. Please return your badge and sign out when you leave school.

### Health and Safety

The school has a Health and Safety policy and a copy of this will be made available to all volunteers. In the event of fire, evacuation procedures are displayed in the classrooms and in prominent positions around the school. Please make yourself familiar with these including the location of fire assembly points.

### First Aid

In the event of an emergency please alert the nearest member of staff who will find an appropriately trained first aider.

### When you are in school

Children are expected to treat all adults in school with respect. Please expect and accept only the highest standards of behaviour from pupils.

### Working in school

You will work under the direction of the class teacher or other designated staff member. If you are working on a one to one basis with a child you will always be based in the area outside of the classroom. You will never be required to accompany a child to the toilet or to assist with their personal care.

### Trips

There will always be at least one member of school staff on any visit. You may need to familiarise yourself with any relevant risk assessments for the activity.

### Child Protection

If you see, are told, or overhear something that causes you concern please speak to the class teacher in the first instance. The Safeguarding policy is available to all volunteers on request. Designated Safeguarding Lead: *Insert name*

### Confidentiality

All adults in school, including volunteers, are bound by a clause of confidentiality. Please treat anything you see or hear in school in total confidence. If asked by parents for information, please ask them to contact the class teacher, or the Head Teacher.

**Declaration**

I confirm that I have read and understand the Volunteer Agreement.

I agree to treat any information that I am told or observe during my time in school with total confidentiality.

I have been made aware of who is my designated supervisor e.g. Class Teacher, Year Teacher, Head of Department.

I agree to carry out all reasonable tasks assigned to me to the best of my ability and to promote the interests of the School and to abide by the terms and conditions set out in this agreement.

I have received a copy of the latest guidance on Keeping Children Safe in Education (Part 1), the Safeguarding Policy and a copy of the school's Whistleblowing Policy.

<b>Signed</b>
<b>Date</b>