



# **The Queen Katherine School Multi Academy Trust**

## **VOLUNTEER POLICY**

*This policy does not form part of any employee's contract of employment and we may amend it from time to time.*

<b>Committee</b>	MAT Board
<b>Date of adoption:</b>	December 2021
<b>Date of next review</b>	October 2023

## Document Control Sheet

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any)

Version	Amended by	Purpose	Approved by Trustees (date)
1	Emma Robinson	Introduction of policy	December 2021
2			

# Volunteer Policy

## 1.0 INTRODUCTION

- 1.1 Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of students. The board of Governors therefore, welcomes and encourages volunteers from the local community.
- 1.2 Our volunteers include:
- Members of the Governing Body
  - Members and Trustees of the MAT Board
  - Parents of students
  - Ex-students
  - Ex-members of staff
  - Local residents
  - Friends of the school
- 1.3 The type of activities that volunteers engage in, on behalf of QKS MAT Schools, include:
- Accompanying school visits and trips (including overseas)
  - Coaching (Football and Baseball for example)
  - Duke of Edinburgh

## 2.0 SAFEGUARDING

- 2.1 The QKS Multi Academy Trust is committed to safeguarding students and young people and expects its volunteers to share and promote this commitment absolutely.

## 3.0 BECOMING A VOLUNTEER

- 3.1 Anyone wishing to become a volunteer, either for a one off event such as a school visit/trip or on a more regular basis should make contact with the relevant Head of Department who will contact HR to ensure that all relevant checks are complete prior to the volunteer gaining access to the schools and its students.

## 4.0 REGULATED AND NON-REGULATED ACTIVITY

- 4.1 Regulated – requiring an enhanced DBS check (including barred list)
- If the volunteer is to be involved in overnight activity
  - If the volunteer is to have unsupervised contact with children
  - If the volunteer is to be involved in giving intimate or personal care to children
  - If the volunteer is to be supervised but in contact with children on a regular basis (such as once a week or four times a month) \* enhanced DBS check but barred list cannot be checked\*
- 4.2 Non-Regulated Activity – no requirement for an enhanced DBS check (including barred list) but the volunteer should be supervised
- If the volunteer is under the age of 16 and won't have unsupervised contact and won't be involved in overnight activity
  - If the volunteer won't be having regular contact (once a week or four times a month) contact with children
  - If the volunteer isn't involved in giving intimate or personal care
- 4.3 The QKS MAT will seek an enhanced DBS clearance for a volunteer before they come into school where necessary. We will also check the volunteer's identity via the use of a defined list of documents.

4.4 If appropriate, two references should be sought where the volunteer arrangement will continue on a regular basis.

## **5.0 QKS MULTI ACADEMY TRUST SCHOOLS**

5.1 All adults/young people who work in our schools, whether paid members of staff, or a volunteer are expected to work and behave in such a way as to actively promote our school commitment and mission.

5.2 We recognise that high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps all young people and especially those at risk of, or suffering from abuse.

5.3 We will therefore:

- Establish and maintain an ethos where young people feel secure and are encouraged to talk and are listened to. We will ensure that young people know that there are adults in school who they can approach if they are worried or in difficulty.
- Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from other agencies.
- Have a culture and ethos which reflects the Government's vision for Children's Services in helping children and young people to achieve the five outcomes which are key to well-being in childhood and later life.
- Work with parents to build an understanding of the school's responsibility to ensure the welfare of all children and recognition that this may occasionally require children to be referred to agencies as a constructive and helpful measure.
- Be vigilant in cases of suspected child abuse, recognising the signs and symptoms and have clear procedures whereby all adults report such cases to the Designated Member of Staff and are aware of local procedures so that information is effectively passed on to the relevant professionals.
- Monitor children who have been identified at risk, keeping, in a secure place, clear records of students' progress, maintaining sound policies on confidentiality except on a need to know basis, providing information to other professionals, submitting reports to case conferences and attending case conferences.
- Provide and support Safeguarding training for all school staff and in particular for the designated teacher to ensure his/her skills and expertise are up to date and ensure that targeted funding for this work (if any) is used solely for this purpose.
- Contribute to an inter-agency approach to Safeguarding by developing effective and supportive liaison with other agencies will embrace the use of the Common Assessment Framework available in order to improve outcomes for children and their families as outlined in Keeping Children Safe in Education.
- Use the curriculum to raise students' awareness and build confidence so that students have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others, taking into account of the guidance for Governors and schools Sex & Relationship Education Guidance 2000, Department for Children's Services and Families.
- Make children and young people aware of behaviour towards them that is not acceptable and how they can help keep themselves safe. The non-statutory framework for Personal, Social and Health

Education (PSHE) provides opportunities for children and young people to learn about keeping safe: and who to ask for help if their safety is threatened, as part of developing a healthy, safer lifestyle.

- Provide clear policy statements for parents, staff and children and young people on this and on both positive behaviour policies and the schools approach to bullying. We record all reported bullying issues and collates this information annually. This information will be passed to the Local Authority Senior Educational Psychologist.
- Have a clear understanding of the various types of bullying - physical, verbal, cyber and indirect, and act promptly and firmly to combat it, making it sure that students are aware of the school's position on this issue and who they can contact for support take particular care that students with SEN who may be especially vulnerable to abuse, are supported effectively with particular attention paid to ensuring that those with communication difficulties are enabled to express themselves to a member of staff with appropriate communicative skills.
- Have a clear policy about the handling of allegations of abuse by members of staff, ensuring that all staff are fully aware of the procedures and that they are followed correctly at all times, using guidance set down in Cumbria Local Safeguarding Children Board Guidance ([www.cumbrialscb.com](http://www.cumbrialscb.com))
- Have a written whole school policy, produced owned and regularly reviewed by school staff and which clearly outlines the school's position and positive action in respect of the aforementioned standards.
- We want every child to fulfil their potential, regardless of their background or circumstances.

## **6.0 CONFIDENTIALITY**

- 6.1 Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about students they work with/come into contact with should be voiced with the designated supervisor and NOT with the parents of the children/children.
- 6.2 Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Headteacher or appropriate member of SLT.

## **7.0 SUPERVISION**

- 7.1 All volunteers work under the supervision of a teacher or associate member of staff. Teachers retain ultimate responsibility for students at all times, including the students' behaviour and the activity they are undertaking.
- 7.2 Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the student's understanding of a task, behaviour or their welfare, volunteers must seek advice/guidance from their designated supervisor.

## **8.0 HEALTH AND SAFETY**

- 8.1 We have a Health & Safety Policy which is made available to all volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures and about any safety aspects associated with particular tasks.

- 8.2 Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Health & Safety Officer.
- 8.3 Volunteers are reminded to wear their visitor badge at all times.

## **9.0 CHILD PROTECTION**

- 9.1 The welfare of our students is paramount. To ensure the safety of our students, all volunteers will be given access to the Child Protection and Safeguarding Policy and attached documentation, The QKS MAT Code of Conduct and attached documentation as well as any further policy and documentation deemed necessary at the time.
- 9.2 Prior to commencement a volunteer should complete the Volunteer Agreement (**appendix one**) which sets out certain expectations and confirmation of receipt of this policy.

## **10.0 COMPLAINTS PROCEDURE**

- 10.1 Any complaints made about a volunteer will be referred to the Headteacher or appropriate member of the SLT, for investigation. Any complaints made by a volunteer will be dealt with in the same way. In any situation the School's Complaints or Grievance Policy will be adhered to.

## Volunteer Agreement

Thank you for offering your services as a volunteer for the Queen Katherine Multi Academy Trust.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement.

- I have received a copy of the school's Volunteer Policy
- I agree to treat information obtained from being a volunteer in school as strictly confidential
- I understand that an enhanced DBS check may be undertaken
- I have been made aware of who is my designated supervisor
- I agree to support the school's aims and educational purpose
- I have received a copy of the following documents
  - ✓ Child Protection & Safeguarding Policy
  - ✓ Keeping Children Safe in Education – part 1
  - ✓ Health & Safety Policy
  - ✓ School Code of Conduct
  - ✓ School Lock Down Procedure
  - ✓ Fire Evacuation Procedure
- I agree to work within the boundaries of the school's safeguarding policies at all times

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Dated: \_\_\_\_\_

## Volunteers – Essential reading

Thank you for offering your services as a volunteer, your help is appreciated.

Please access the essential reading via the links below. If the links do not open upon clicking, please right click and select 'open hyperlink'.

- Volunteer Agreement (to be provided directly by HR)
- Child Protection & Safeguarding Policy

GHS - <a href="https://georgehastwell.org.uk/Policies/">https://georgehastwell.org.uk/Policies/</a> policies
WS - <a href="https://www.walneyschool.org.uk/Policies-Procedures/157.html">https://www.walneyschool.org.uk/Policies-Procedures/157.html</a> about / statutory information
QKS - <a href="https://www.qks.org.uk/Policies/">https://www.qks.org.uk/Policies/</a> about us / policies

- Keeping Children Safe in Education – **Part 1** (the requirement is only to read part 1)

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

The following documents:

- Health & Safety Information
- School Code of Conduct
- School Lock Down Procedure
- Fire Evacuation Procedure

... are available via the SharePoint link below:

Please email [emma.robinson@queenkatherine.org](mailto:emma.robinson@queenkatherine.org) if you cannot open the link.

[https://queenkatherine-my.sharepoint.com/:f:/g/personal/emma\\_robinson\\_queenkatherine\\_org/EhPLtqq11tBHi9sdkAhALBQB-y\\_sFTnMBm5Llip5T5fWNO?e=0pxbFh](https://queenkatherine-my.sharepoint.com/:f:/g/personal/emma_robinson_queenkatherine_org/EhPLtqq11tBHi9sdkAhALBQB-y_sFTnMBm5Llip5T5fWNO?e=0pxbFh)

Please note, volunteers are only required to read the documents listed on this sheet, but you are welcome to read the other information if you wish.

Please ensure you read the information for the school you will be volunteering in (QKS / WS / GHS)

Please contact HR if you have any problems accessing any of the documents.

**Thank you for taking the time to read this important information.**