



Excalibur Academies Trust
Volunteer
Policy

Date of approval	January 2023
Approved by	Board of Directors
Review date	January 2026



Contents

1. Introduction and aims.....	3
2. How we use volunteers.....	3
3. How to apply to volunteer	3
4. Appointment of volunteers	4
5. Safeguarding.....	4
6. Induction and training.....	5
7. Confidentiality	5
8. Conduct of volunteers.....	5
9. Risk Protection Arrangement.....	5
10. Data protection and record keeping.....	6
Appendix 1: volunteer application form.....	7
Appendix 2: code of conduct for volunteers.....	11
Appendix 3: requesting a volunteer (information for staff).....	14



1. Introduction and aims

Excalibur Academies Trust believes that volunteers provide a valuable contribution to our academies' work, and that they enrich our academies through the breadth of their knowledge and experience.

We are committed to using volunteers in a way that supports the Trust's strategic aims and vision, as well as its development plan.

The aim of the Excalibur Academies Trust volunteer policy is to:

- Encourage the wider community to engage with the academy, 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](#).

2. How we use volunteers

At Excalibur Academies 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

This isn't an exhaustive list.

Volunteers may be:

- Members of the Academy Committee
- Parents
- Former pupils
- Students on work experience
- Local residents
- Friends of the academy/members of the PTA
- Local clergy or members of the congregation

This is not an exhaustive list.

Members of the Academy Committee working at the academy in their capacity as governors (for instance, conducting academy 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

Potential volunteers should:

- Contact the office of the academy they wish to volunteer in



- Alternatively, contact central HR who will pass on the details
- Approach senior leaders, class teachers or heads of department if appropriate
- Complete the form at the back of this policy

4. Appointment of volunteers

Intake of new volunteers can take up to 6 weeks and is dependent on the candidate and available spaces within the academy.

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training.

The headteacher of the academy reserves the right to terminate a placement at any time.

Enhanced DBS checks for volunteers working in the academy through other organisations will be conducted by the relevant organisation. The academy will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the academy.

In some academies an informal interview may be required in order to assess the suitability of the candidate or to discuss options for volunteering activities.

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 on volunteers who:
 - Work one-on-one with pupils unsupervised
 - Work with groups of pupils unsupervised
 - Supervise or accompany groups of pupils on overnight residential visits
- 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
- Conduct online searches on all volunteers working in regulated activity, this is advised as per the revision to the guidance in 'Keeping Children Safe in Education 2022'. This will not require a social media search and we will only retain data in compliance with our policies.
- Provide safeguarding training to all volunteers prior to them beginning work at the academy, 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 2) and to read, and adhere to, the Trust's policies on:
 - Safeguarding
 - GDPR
 - Whistleblowing
 - Confidentiality
 - IT Acceptable Use



(please also see Excalibur Academies Trust – Employment Manual available on the [HR Sharepoint](#))

- 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
- People 'volunteering' on a one-off basis are classed as visitors, and therefore must be supervised at all times – DBS checks are not required
- Existing DBS certificates will be accepted if they are for the same workforce and issued within the last 12 months
- Volunteers details will be added to the Single Central Record for the relevant academy/s – this information is kept secure and only for the purposes of safeguarding.

6. Induction and training

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

Training requirements will be determined by the Principal, or the appropriate member of staff.

All volunteers must have safeguarding and emergency evacuation training. Other training requirements will be based on the nature of the work the volunteer will be doing.

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 organisation.

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 Trust'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 for the relevant academy.

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

8. Conduct of volunteers

Volunteers must comply with the the code of conduct for staff set out in the appendix to this policy and available in the Employment Manual as above.

9. Risk Protection Arrangement



The Trust's risk protection arrangement also covers volunteers in the event of an accident or emergency – more details can be found [here](#).

If a volunteer is working at the academy through another organisation, we will also check that organisation's insurance arrangements.

10. Data protection and record keeping

Our privacy notice for staff and volunteers explains what information we collect about our workforce and why we collect it. This notice is published on each individual academy website.

We will retain records relating to volunteers in line with our records retention schedule.



Appendix I: volunteer application form

Complete the application form in full.

Please note that the academy may not be able to accommodate all preferences.

Data protection notice	
<p>Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:</p> <ul style="list-style-type: none">• You've given us your consent• We must process it to comply with our legal obligations <p>[You'll find more information on how we use your personal data in our privacy notice for staff & volunteers available on the relevant academy website.]</p>	

Personal details	
Name:	
Date of birth:	
Gender:	
Telephone number:	
Email address:	
Home address:	

Disclosure and Barring Service (DBS) information
<p>The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.</p> <p>The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.</p> <p>Volunteers working in regulated activity will also require a barred list check.</p>



Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the academy's privacy notice.

Do you have a DBS check? (please circle)

Yes/ No

If yes, what type of check do you have? (please circle)

Enhanced DBS / Enhanced DBS with barred list information

Date of check:

Certificate number:

Availability

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
Before school					
After school					
Lunchtimes					
How many hours per week/month can you volunteer?					
Can you commit to at least 1 term?					



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 at Ogbourne CE Primary?

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



Do you have any relevant qualifications?

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Preferences

Age/year group/department preference	
Individual / group work preference	

Disability and accessibility

The Trust is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

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:

For School Use Only

Appointed	
Academy/Department	
Line Manager / Supervisor	



Appendix 2: code of conduct for volunteers

Code of conduct for volunteers

By signing this form, volunteers agree to the following:

1. Academy rules and policies

- 1.1. Volunteers will follow all academy 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/GDPR
 - 1.1.6. Health and safety
 - 1.1.7. Equality
 - 1.1.8. Whistleblowing
 - 1.1.9. Behaviour
- 1.2. Copies of the academy policies are available from the Excalibur [website](#) or the relevant academy 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 the academy's volunteer coordinator if appropriate, (Maria Paish).
- 2.2. Behaviour management is the responsibility of academy staff. If volunteers witness behaviour that is in breach of the academy's behaviour policy or are struggling to manage the behaviour of pupils with whom they are working, they should alert the class teacher / supervisor immediately. Volunteers should 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 academy'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 academy into disrepute
- 2.4. Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged during the holidays 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 academy, and the pupil's parents have consented.



- 2.6. Parent volunteers with children at the academy 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 academy 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 academy reception 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 academy's safeguarding and child protection policy. Safeguarding training will be provided to all volunteers at the start of 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. The DSL is Lucy Crump and Amanda Virgilio and the deputy is Cat Ramsden.
- 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 not form personal relationships with pupils, either inside or outside of academy, 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
 - 3.4.4. Alerting the DSL if a pupil develops an infatuation with them
- 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 academy'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 academy'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 academy 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.
- 5.2. You must not have pupils at the academy as friends on any social networking site account and you should refrain from discussing/commenting on any posts related to the academy, individual pupils or staff.



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 academy's staff disciplinary procedures.

Please sign and date below:

X

Volunteer name (please print)

X

Volunteer signature

X

Date



Appendix 3: requesting a volunteer (information for staff)

If you'd like assistance from a volunteer in your classroom, or for a specific activity, fill out the form below and submit to your line manager (please do not use this form to request parent volunteers for school trips).

Volunteer request form

Activity details	
Year group/class	
Activity details	
Date(s) and time(s)	
Is this activity... (circle one)	One-off? Daily? Weekly? Other? If other, please explain:
Will there be any costs for the volunteer (such as entry fees to museums, materials, or travel)?	
Volunteer details	
How many volunteers do you need?	
Do you need your volunteers to have any specific skills or experience?	

Submitted by:

Agreed by: