

VOLUNTEER POLICY AND AGREEMENT



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1 INTRODUCTION AND AIMS

- 1.1 We believe that volunteers provide a valuable contribution to the Federation's work, and that they enrich the Federation through the breadth of their knowledge and experience.
- 1.2 We are committed to using volunteers in a way that supports the Federation's strategic aims and vision, as well as the Transformation Plan.
- 1.3 The aim of the Federation Volunteer Policy is to:
 - Encourage the wider community to engage with the Federation, thereby enhancing the curriculum, raising achievement and promoting community cohesion
 - Ensure that volunteers support the Federation'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
- 1.4 This policy has been developed in line with the statutory safeguarding guidance [Keeping Children Safe in Education \(KCSIE\)](#) from the Department for Education (DfE).

2 HOW WE USE VOLUNTEERS

2.1 At the Federation, volunteers may:

- Hear children read
- Accompany Federation visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas.

This isn't an exhaustive list.

2.2 Volunteers may be:

- Members of the governing board
- Parents
- Former students
- Students on work experience
- From the local community
- Members of the PTA

This is not an exhaustive list.

3 APPOINTMENT OF VOLUNTEERS

3.1 The safer recruitment checks for prospective volunteers are the same as those for staff. Further information can be found within our Staff Recruitment Policy, at www.rutlandfederation.com/policies.

3.2 The Executive Principal reserves the right to terminate a placement at any time.

4 FEDERATION POLICIES

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

4.2 Volunteers are required to read, agree and adhere to the following policies, available online at www.rutlandfederation.com/policies:

- | | |
|------------------------------------|-----------------------------------|
| • Staff Safer Care Code of Conduct | • ICT and internet acceptable use |
| • Safeguarding | • Whistle-blowing Policy |
| • Use of mobile phones | |

5 INDUCTION AND TRAINING

5.1 Prior to starting, volunteers must:

- Read Part One of the latest Keeping Children Safe In Education.
- Complete Safeguarding and Prevent training (provided by the Federation).
- Sign the Volunteer Agreement to agree to read and adhere to our Federation policies.

6 CONFIDENTIALITY

- 6.1 Information about students, parents and staff is confidential. Volunteers are not permitted to discuss issues related to students, parents or staff with those outside of the organisation.
- 6.2 If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with students or parents.
- 6.3 This doesn't prevent volunteers from adhering to the Federation's safeguarding and child protection policies (with regard to reporting safeguarding concerns or disclosures).
- 6.4 If concerns relate to safeguarding, volunteers must follow the guidance in our Safeguarding Policy, and inform the designated safeguarding lead (DSL).
- 6.5 If concerns are related to whistle-blowing, volunteers must follow the guidance in our Whistle-blowing policy.

7 CONDUCT OF VOLUNTEERS

- 7.1 Volunteers must comply with the Staff Safer Care Code of Conduct.

8 DATA PROTECTION AND RECORD KEEPING

- 8.1 Our privacy notice for staff 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 Policy (www.rutlandfederation.com/policies)

VOLUNTEER AGREEMENT



By signing this form, I agree to the following:

1. Federation rules and policies

Volunteers must agree to read and adhere to all Federation rules and policies, including those on:

- Child protection and Safeguarding
- Safer Care Code of Conduct
- ICT and internet acceptable use
- Mobile phones
- Data protection
- Health and safety
- Equality
- Whistle-blowing
- Dress Code
- Behaviour

Federation policies are available online at www.rutlandfederation.com/policies.

2. Professional conduct

Volunteers will 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.

Behaviour management is the responsibility of Federation staff. If volunteers witness behaviour that is in breach of the Federation's behaviour policies, or are struggling to manage the behaviour of students with whom they are working, they must alert the class teacher immediately. Volunteers must not attempt to reprimand students or issue sanctions.

Volunteers will conduct themselves in a professional manner at all times.

Volunteers must not accept gifts from, or give gifts to, students. The exception is small tokens, such as those exchanged at the end of term or as a way of saying "thank you". Please refer to the Federation Stakeholder Financial Management Policy for further information.

Parent volunteers with children at the Federation 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 must not use their time as a volunteer to discuss their child's education with Federation staff.

If volunteers are unable to attend when expected/scheduled to be in, they will contact their supervisor or the relevant academy's office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

3. Safeguarding

Volunteers will ensure they are familiar with, and adhere to, the Federation's safeguarding and child protection policies. Safeguarding training will be provided to all volunteers before they begin their placement.

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; please refer to the Safeguarding Policy for further information.

Volunteers must alert the DSL if a student develops an infatuation with them, and must not form personal relationships with students, either inside or outside of the Federation, with whom they do not already have a personal relationship. This includes:

- Exchanging contact information.
- Making contact with students outside of school, including on social media.
- Arranging to meet students outside of the Federation.

4. Health and safety

Volunteers must abide by the Federation'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.

Volunteers must be familiar with the Federation's fire safety and emergency evacuation procedures.

Volunteers must sign in and sign out at the beginning and end of every visit, and must wear the relevant lanyard at all times.

5. Confidentiality

Information about students, parents and staff at the Federation is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss students with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or a senior leader.

Failure to adhere to this agreement or the Staff Safer Care Code of Conduct and other Federation policies may result in the termination of the placement.

Please sign and date below:

X

Volunteer name (please print)

X

Date

X

Volunteer signature