



Prince Henry's Grammar School
COLLABORATIVE LEARNING TRUST



POLICY & AGREEMENT FOR VOLUNTEERS

**Adopted by Prince Henry's Grammar School
on 15.2.19**

Next Review February 2021

1. Introduction

It is the aim of Prince Henry's Grammar School 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 school. 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 school 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

The volunteer applicant must complete a simple application form (obtained from the HR team) which gives permission to obtain character references and a Disclosure and Barring Scheme (DBS) application form (criminal records check) when required. There may be a charge for the DBS depending on the reason for volunteering. The DBS definition of a volunteer is "a person who is engaged in any activity which involves spending time, unpaid, doing something which aims to benefit someone (individuals or groups) other than, or in addition to, close relatives". Therefore, for example, if the voluntary work is being undertaken to give the individual experience in a school prior to taking up a university place then this would not be classed as volunteering and the cost of the DBS would be charged to the volunteer.

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

An interview may 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 e.g. 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 Headteacher deems this to be in the best interest of the school, students or staff. Such termination need not involve any fault, shortcoming or wrongdoing attributable to the volunteer.

4. School Expectations of Volunteers

At school we are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. We believe every student should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at Prince Henry's Grammar School. We recognise our responsibility to safeguard and promote the welfare of all our students by protecting them from physical, sexual or emotional abuse, neglect and bullying.

Volunteers are expected to commit to the school's ethos and maintain high standards of behaviour and conduct while involved in activities at school (including school trips, residential visits and out of school activities).

Volunteers are expected to:

- set a good example to all students in presentation and personal conduct
- be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- be aware of and comply with the code of conduct, regulations and policies of the school
- be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- contribute to the overall ethos, aims and objectives of the school including the school's commitment to safeguarding and promoting the welfare of children and young people
- appreciate and support the role of other professionals
- attend and participate in relevant meetings/training as required
- be aware of the school's duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times
- establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and other professionals of the school

5. Management of Volunteers

The school will ensure that:

- volunteers are given appropriate induction training at the beginning of their placement
- the volunteer is issued with a Staff Code of Conduct and relevant sections should be highlighted e.g. safeguarding, social contact, dress etc, and basic Health & Safety information will be given
- 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 responsibilities and status with students, will be made clear
- the volunteer will be given opportunities to contribute their ideas and opinions about the work that they are engaged in
- volunteers may require guidance/training regarding child protection issues/procedures, and this will be given where required

The school is committed to the rights of the child, the child's safety and emotional wellbeing and the protection of the child from all forms of abuse. In view of this, the school reserves the right to refuse voluntary help and to terminate or vary a placement at any time without prior notice.

6. Support to Volunteers

The school values the work of volunteers 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
- provide a reference, if requested

7. Confidentiality

All information relating to students, parents and staff is confidential and volunteers will maintain confidentiality at all times. Volunteers must not make direct contact with students, or respond to unsolicited communication from students, without the prior written permission of the school contact. Volunteers should not take photographs of students or staff unless given prior permission by the school contact.

Information about volunteers is also a matter of confidentiality and application forms and personal details will be kept securely by the school and not divulged to others except on a need-to-know basis.

8. The Volunteer

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.

Volunteer's name

Volunteer's signature **Date**

Responsible to **Faculty/Area**

Signed on behalf of the school **Date**

Name **Position**



VOLUNTEER REQUEST FORM

To be submitted to Judith Nelson, Deputy Headteacher, at least **FOUR weeks** before proposed work

Name of Volunteer	
Contact Information	E-mail address: Phone number:
Start date	
Faculty/Area	
Name of school contact (if known)	
Brief outline of duties / activity	
Reason for volunteering <i>e.g. work experience re university place, offering coaching skills</i>	

If this request is successful I am aware that I will have to complete an application form, provide photo ID, character referees and, if required, undergo an Enhanced DBS check which may incur a cost to myself.

Signed:

Date:

School use only			
	Date		Date
Request received		SLT Discussed with Faculty/Area	
Approved and Passed to HR		Not Approved and Passed to HR	
		HR advise unsuccessful volunteer	

HR checklist								
Application Form		Date ID seen	References			DBS		Child Protection training (if appropriate)
Issued	Retnd		Reqd	Retnd	Reqd	Retnd		
			1					
			2					