

# **AXE VALLEY ACADEMY**

## **POLICY**



## **Volunteers in School Policy**

*Updated: January 2018*

## **Rationale**

The value of well-deployed volunteers in a school is now widely recognised. Volunteers are a welcome resource for helping to raise children's achievement, complementing the work of teachers and support staff. There is no doubt that an individual school will benefit greatly from developing well-planned, active parental and community links through participation by adults in the activities of the school on a voluntary basis. It should be emphasised that the role of volunteers in schools provide for the enrichment of the pupils' learning experiences, but must not encroach on or restrict professional teaching duties.

## **Statement on the Deployment of Volunteers at Axe Valley Academy**

The Headteacher and Governors of Axe Valley Academy are mindful of deploying volunteers appropriately. Volunteers will not be asked to replace paid staff or be given responsibility within the Academy that would normally be associated with paid employees.

## **Deployment of Volunteers**

Volunteers should not be asked to carry out duties which:

- fall normally within a Teacher's responsibility under loco parentis
- fall normally within the job description of a Teacher or member of support staff, i.e. they must not be asked to cover the absence of staff from school
- would normally be performed by a contractor engaged by the academy

The class teacher remains responsible for the organisation of the class and methods of work at all times.

## **Supervision of Volunteers**

During a visit to the school each volunteer should be designated to a specific member of staff to whom he or she will be directly responsible. Whilst there should be no significant addition to the workload of the staff member taking responsibility for the volunteer, it would be expected that time is taken to ensure the volunteer is adequately inducted into the role and that there is mutual agreement and understanding. This additional responsibility is not compulsory for staff and should only be delegated with the agreement of the employee concerned. It is however essential that the volunteer is clear which member of staff has this responsibility.

## **Recruitment of Volunteers**

Axe Valley Academy has a clear process for recruiting and vetting potential volunteers:

- An application form is completed for the recruitment of volunteers.
- The form will be used as a framework for structuring the discussion with the individual about the school's needs, their needs and potential contribution and expectations of the volunteering arrangement.
- Two satisfactory references will be obtained before volunteers begin to carry out activities in the school.

## **Child Protection and Safeguarding**

Child protection and safeguarding procedures will be undertaken with volunteers in the same way as with employees. Volunteers who have contact with pupils will require a DBS disclosure.

## **Linked Policies & Protocols**

This policy should be read in conjunction with other related Academy policies including:

- Safeguarding Policy
- Visitors Policy
- Managing Unreasonable Behaviour Policy
- Equal Opportunities Policy
- Health & Safety Policy
- Fire Awareness Policy
- Compliments, Concerns and Complaints Policy

Volunteers will be made aware of the following protocols:

- Expectations with regard to confidentiality
- Access to information related to pupils and/or staff
- Expected level of behaviour
- Regard to all individuals in line with the Equality Policy with particular regard to use of appropriate language.

## **Insurance**

Volunteers working in the school are covered by the Vector Learning Trust for third party liability only. They may wish to make their own arrangements for insuring against theft, personal injury or damage to their own property.

## **Out of Pocket Expenses**

Volunteers will only be reimbursed for out-of-pocket expenses connected with the tasks they undertake at the Academy if approved in advance and only after a receipt has been submitted. State benefits claimed by volunteers can be affected by voluntary work; volunteers are referred to the Department for Work and Pensions' leaflet "A Guide to Volunteering Whilst on Benefits".