

## **Hornsea Burton and Skipsea Federation Volunteers in School Policy**

### **1). Deployment**

- a) Volunteers should not be used to carry out duties which:
  - (i) fall normally within the job description of a teacher or member of support staff, i.e. they must not be used to cover the absence of staff from school
  - (ii) would normally be performed by a contractor engaged by the local authority or by the school

Volunteers should not be used to carry out duties without:

- (iii) a current, enhanced criminal records check (CRB) and DBS check.
- b) All volunteers will receive support in the school and this support could be regular reviews with the volunteer to consider possible difficulties, training needs and queries raised either by the volunteer or the school.
  - c) The Headteacher or Assistant Headteacher will oversee the management and supervision of volunteers in school and will promote and ensure best practice in volunteering.
  - d) Volunteers can expect many of the same entitlements as employees, including clarity about their roles and responsibilities, managerial supervision, support, relevant training and development opportunities, and the right to join an appropriate trade union.
  - e) Volunteers are also subject to the same obligations to abide by, and be subject to, the school's agreements, policies and procedures (e.g. health and safety, equal opportunities, behaviour, etc). They should be familiar with procedures designed to avoid hazards and risks associated with the tasks that they are being asked to carry out and, in particular, details of first aid and emergency arrangements. All policies are available from the school office.
  - f) As part of their induction to life at the school, volunteers will be provided with basic information and additional information as appropriate, (e.g. plan of campus, fire regulations, security regulations, details of facilities available to them – staffroom, toilets etc).
  - g) The relationship between all paid workers and volunteers should be complementary and mutually beneficial. Paid workers should be fully aware of the work undertaken by volunteers and of the responsibility to both themselves and to the volunteers working in the school.
  - h) Where a volunteer's particular skills or knowledge do not match the needs of the school, the offer of help may be declined.

### **2). Child Protection**

- a) It is ultimately the head teacher's responsibility to ensure that legally required checks are carried out on anyone in the school with responsibilities that can give them unsupervised access to pupils under the age of 19. This includes volunteers who regularly help:
  - i. in the classroom
  - ii. in extra-curricular activities
  - iii. supervise pupils on school organised holiday.
- b) Schools planning to work with volunteers in any of the above categories should conduct an (enhanced) Criminal Records Bureau check and ask to see **original** documentation of proof of identity; photocopies will not be accepted.

List of required documentation will be given at time of registration which must include documents to confirm current name, date of birth and current address. Where possible, photographic identity should be submitted i.e. passport, driving licence. DBS check will also be conducted.

- c) Head teachers should take all reasonable steps to confirm the identity of the person volunteering who already has a current CRB certificate. It is recommended that the head teacher view, and take a copy of, at least one original document (preferably photographic identity):
  - Birth certificate (plus marriage certificate if name changed by marriage)
  - Passport
  - Driver's licence.
- d) These regulations do not necessarily apply to volunteers such as those who help organise and run fetes or who may assist the school activities on an irregular or ad hoc basis but if the head teacher is unclear about the position in respect of a volunteer, further advice should be sought from the local authority.

### **3). Insurance**

- a) Volunteers must be informed about the extent of the insurance cover available. Whilst volunteering in the school they should be adequately protected against any risks that may arise from undertaking their voluntary activity. School public liability insurance must cover volunteers and they must be made aware of the position regarding any liability and limitations of this insurance. In particular, the school will ensure that volunteers are also protected against theft, personal injury or damage to their own property.
- b) Volunteers using their own vehicles to transport children other than their own children to and from school events (sports, music, etc) should be made aware of the school policy and advised to check with their personal car insurance company to ensure that they do not contravene their insurance policy conditions.
- c) The school should carefully consider all aspects of insurance and safety before deploying volunteers to drive a school minibus. All parties must be made aware of the relations and drivers should be given training and instruction before taking children on journeys in vehicles owned by the school.

### **4). Finance**

- a) Good practice in volunteering involves extra capacity and extra cost – volunteers are cheap but not free. The school recognises that effective volunteering requires support, management, training and other resources and that these incur valid and necessary costs that are included in applications for funding, budgeting, etc.
- b) All service level agreements and contracts to recognise the full cost of involving volunteers and value the volunteers' contribution.
- c) Where appropriate, volunteers will be signposted to, or offered opportunities for, relevant training to develop skills and knowledge which may or may not be accredited. Where appropriate, the cost of providing training will be met by the school as part of the budget.
- d) Volunteering is freely undertaken and not for financial gain but the school will, as a matter of principle, meet out-of-pocket expenses of volunteers. All volunteers are entitled to prompt reimbursement of expenses that are incurred solely as the result of their volunteering. 'Out-of-pocket' expenses include travel, childcare, cost of buying special or protective clothing, reimbursement of items purchased at the request of the school (e.g. fabric for costumes, prizes, refreshments for events organised by the school or PTFA).

This does not include donations expressly requested and given for fund-raising at PTFA events (e.g. baking cakes or promises auctions) unless agreed in advance.

- e) Payment will be made promptly on receipt and verification of the claim.
- f) Guidance from the Employment Service states that benefits such as Job Seekers Allowance, Income Support, Incapacity Benefit and Severe Disablement Allowance are not usually affected by volunteer activities as long as recipients do not receive any pay other than for expenses like fares or special clothing needed for volunteering. No payments may therefore be made to volunteers other than 'out-of-pocket' expenses. The main points for consideration are that volunteers should remain available for work if claiming unemployment benefits and that disabled volunteers should not undertake voluntary work of a nature similar to that for which they are receiving disability benefit.

## **5. Adding Value**

- a) The school maintains a register of volunteers for the following purposes:
  - i. to demonstrate (e.g. to OfSTED) the value added to the school community by volunteers
  - ii. to record the names of volunteers for review and consultation (e.g. training needs)
  - iii. for inviting volunteers to celebratory events (e.g. 'Thank you assemblies')
  - iv. to contact volunteers (e.g. for help)
  - v. for security records purposes.
- b) Volunteers can expect the school to provide a reference as a result of their volunteering activity.
- c) The school recognises the value that volunteering has for volunteers in terms of developing new skills and expertise as a result of their volunteering and will do its best to support the needs of the volunteer in this respect.

This policy has been reviewed Summer 2017 and new changes needed.  
It will be reviewed every year.