



# Lydiate Learning Trust

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<b>AJO</b>	<b>Board</b>	<b>1</b>		<b>Apr 2017</b>

## Use of Volunteers Policy & Procedure

### INTRODUCTION

Lydiate Learning Trust is committed to promote the opportunities for volunteering, where the volunteer can demonstrate they have a contribution to make towards supporting teaching and learning. This document describes ways in which we can do this. This process must be used in respect of all volunteers in order to support our commitment to safeguarding and promoting the welfare and safety of all students.

There are some clear differences in how volunteers and employees should be managed. A volunteer is someone who gives their time with unpaid activity to help the school.

### OBJECTIVES

Lydiate Learning Trust's objectives for the use of Volunteers are to:

- Be clear when volunteers may be used and the benefits they will give to the school.
- Ensure that a Volunteer does not cover any substantive post.
- Ensure all jobs undertaken by Volunteers have a relevant activity description which identifies what the volunteer is expected to do.
- Establish clear accountability for the management of volunteers.
- Only engage volunteers where pre volunteering checks have been fulfilled satisfactorily.

### THE USE OF VOLUNTEERS

- Volunteers are not entitled to receive salary.
- Family members of staff are able to volunteer but it is deemed to be not good practice to be placed under the direct supervision members of their family who are employees.
- Volunteers are not paid staff and must not be engaged to carry out work in place of paid staff.

Lydiate Learning Trust has a recruitment and selection policy and there is a mandatory requirement that where volunteers are recruited the relevant sections of this policy are adhered to. This will ensure all staff and volunteers adhere to our mandatory and stringent Safeguarding principles. All volunteers require an enhanced CRB check.

Volunteers should be encouraged to reach their potential and this includes:

- An induction meeting.
- Safeguarding training by a designated Safeguarding Officer.
- Suitable training and supervision to carry out the activity.
- The opportunity to have an appraisal or one to one meetings.

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**RESPONSIBILITIES WITHIN SCHOOLS****SENIOR LEADERSHIP TEAM**

Ensure that managers and staff are committed to the policy and that appropriate training is provided.

- Review and revision of the policy.
- The selection process.

**SENIOR LEADERSHIP TEAM**

Ensure arrangements are made for the induction of the new volunteers and completing the induction guidance checklist.

**RECRUITMENT**

Before any recruitment can take place approval must be sought from the Headteacher. A request should include the nature of the volunteer's role and the proposed contribution to teaching and learning. If an individual contacts the school then every effort to find an appropriate activity will be made, taking into account relevant skills and knowledge. The individual will be advised if there are no opportunities available.

**SELECTION PROCESS (in line with Safer Recruitment)**

If a suitable individual is identified a start date will be confirmed once the following has been received:

- Volunteers application form.
- the receipt of two satisfactory character references (i.e. not from a relative) of which one will be from the immediate past/current employer or a professionally qualified person.
- photographic identity checks, e.g. passport or photo driving licence.
- evidence of eligibility to work legally in the UK.
- check that professional qualifications are true and accurate, if relevant to the activity.
- check that the skills of the volunteer match the task profile to the highest degree.
- An enhanced CRB check.
- A completed medical form.

**INDUCTION**

Upon commencement of the volunteering activity the volunteer should be issued with a school Handbook. A member of SLT will meet with the volunteer as part of the induction process. The meeting should provide information about the role and introduce them to the policies and practices (including vision and values) of the school. The volunteer will be issued with a visitor badge.

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**SUPERVISION AND SUPPORT**

- All volunteers will be appointed a nominated line manager, and it is the line manager's responsibility to ensure proper supervision and support.
- Volunteers must never be left alone with students
- Volunteers should be encouraged to attend appropriate staff meetings.
- Volunteers do not have to follow the sickness policy but are advised to leave a message on the absence line when they are unable to attend when expected in.
- We are firmly committed to the principles of equality of opportunity. Volunteers will be made aware of our Equal Opportunity Policy during their induction session. We require all staff and volunteers to adhere to and abide by our Equality and Diversity Policy and Dignity at Work Policy.
- Any conduct or capability issues concerning the volunteer will be discussed and an appropriate course of action taken in an attempt to remedy the situation. Ultimately, it may be decided that their service is no longer being required.
- Any safeguarding issues will be reported to the Safeguarding Officer and relevant Safeguarding procedures will be followed.
- The Grievance Procedure is not applicable to volunteers. All attempts will be made to resolve any matters as quickly and amicably as possible. However, if this is insufficient the volunteer may be rendered unsuitable as a volunteer and they may be told that their services are no longer required. The Disciplinary Procedure is not applicable to volunteers. If an incident occurs, which would otherwise be subject to the disciplinary procedure to a member of staff, the volunteer may be told their services are no longer required with immediate effect.
- Volunteers will be given access to school's whistle blowing procedure.
- The Health and Safety legislation that applies to employees also applies to volunteers. We have a duty to ensure as far as possible, that no one is exposed to risks to their health and safety.
- There is no formal time period to be given when giving volunteers notice of their termination of volunteering activity.

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