



Montgomery High School

Volunteer Policy

**Approved by the Governors Personnel Committee under the powers delegated by the
Governing Body**

12/03/14

Review period:

3 years

Introduction

Volunteers at our school bring with them a wide range of skills and experience that can enhance the learning opportunities of our young people. We welcome and encourage volunteers from the local community.

Although not an exhaustive list, our volunteers could include:

- Governors
- Trustees
- Parents of students
- Ex-students
- Ex-staff
- Post 16 students on enrichment placement
- Local residents
- Friends of the school

The types of activities our volunteers may be involved in include:

- Working with small groups of students
- Undertaking art and craft activities
- Undertaking sports activities, including coaching
- Leading or supporting Wednesday Afternoon Learning Community activities
- Assisting with after school activities
- Supporting CEIAG activities and events
- Accompanying school visits

Some of the benefits of volunteering include:

- Building confidence and self esteem.
- Being part of the community and part of a team of like minded individuals.
- Learning new skills and facing new challenges.
- The experience gained from volunteering is useful if seeking employment – it looks impressive to a potential employer and shows you are motivated.
- Making new friends – mixing with a variety of people all with a common goal in mind.
- Sharing your skills, knowledge and leisure time with others in you local community.

Becoming a Volunteer.

Anyone wishing to become a volunteer, either for a one-off event or on a more regular basis, would need to contact the Operational Manager in the first instance. They will then be invited to have an informal chat about the voluntary opportunities available and what each role involves. All our Volunteers will need to have Enhanced DBS/CRB clearance and be able to provide the details of two referees.

If it is possible for the school to accommodate the volunteer, a meeting with the Headteacher will be arranged prior to the start of the programme and the school will facilitate the Volunteer's application for an Enhanced DBS/CRB certificate, if they do not already have one.

Volunteers will be asked to complete and sign a Volunteer Information sheet (Appendix 1) before starting to help in school with their contact details, referees, type of activities they would like to help with and the times they are available to help.

(This agreement is not intended to be a legally binding contract and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future).

Confidentiality

All Volunteers in school are bound by a code of confidentiality.

Any concerns that Volunteers have about the children they work with or come into contact with should be voiced with a member of staff and not with any person outside of school. Comments regarding children's behaviour or learning can be highly sensitive.

Volunteers who are concerned about anything another adult in the school says or does should raise the matter with the Headteacher or nominated deputy.

Supervision

All Volunteers work under the supervision of a member of Montgomery High School staff. The staff member will retain responsibility for the students at all times including their behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the member of staff as to how an activity is carried out and what the expected outcome is. Volunteers are encouraged to seek further advice from the staff member in the event of any problems regarding the students or the activity.

Health and Safety

The school has a Health and Safety policy and this is made available, on request, to Volunteers working in the school.

Staff members should ensure that Volunteers are clear about emergency procedures, such as fire alarm evacuations and about any safety aspects associated with particular tasks. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to a staff member.

Child Protection

The welfare of our students is paramount. To ensure the safety of our students we adopt the following procedures:

- All Volunteers are given a copy of the Volunteer policy and are asked to sign a Volunteer Information sheet (Appendix 1)
- To ensure the safety of our students at all time, all of our Volunteers must have been cleared by the Disclosure and Barring Service (DBS). An enhanced certificate is issued by the DBS to the individual for them to produce in school. (Details of how to apply for this will be provided by the school.)
- All Volunteers are asked to provide the details of two referees who are able to give character references. We cannot accept references from friends or family members.)

Complaints Procedure

Any complaints made about a Volunteer will be referred to the Headteacher (or nominated Deputy) for investigation.

Any complaints by a Volunteer will be referred to Headteacher (or nominated Deputy).

The Headteacher reserves the right to take the following action:

- To speak with a Volunteer about any concerns or complaints regarding the Volunteer.
- To offer an alternative placement for the Volunteer.
- To inform the Volunteer that the school no longer wishes to use them.



Montgomery High School

A Language College and Full Service School

Volunteer Information Sheet (Appendix 1)

Thank you for offering your services as a Volunteer at Montgomery High School, a Language College and Full Service School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Name of Volunteer	
Date of Birth	
Home Address	
Telephone Number:	
What area/s would you like to help with?	
Referee One	
Referee Two	

I confirm that:

- I have received a copy of the School's Volunteer Policy. I have read it and understand it.
- I agree to undergo an Enhanced DBS check and provide two character references.
- I agree to treat all information I learn from being a Volunteer in School as confidential.
- I understand that this Volunteer placement may be cancelled at any time by either party.

Signed: _____

Date: _____

Name in Capitals: _____

Equality and Diversity Impact Assessment

Date: 12/3/14	Policy/Activity: Volunteer Policy	Assessor: S.Brennand
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Number	Protected Characteristics	Any Concerns Arising?	Details of Concerns	Recommendations
1	Disability	✓	Information accessibility	Make a range of accessibility tools available e.g. 'text to audio', large text, etc. as needed.
	Example: physical disabilities, learning difficulties or medical needs	✓	Accessibility	Keep accessibility arrangements under review
	Young carer/carer			
2	Gender			
	Females/Males			
3	Sexual Orientation			
	Example: Gay, Lesbian			
4	Gender Reassignment			
	Gender Reassignment			
5	Race/Ethnic Group			
	Example: Black, Asian, Chinese, etc			
6	Pregnancy/Maternity			
	Pregnancy or maternity/paternity			
7	Marriage/Civil Partnership			
	Marriage/Civil Partnership			
8	Religion or Beliefs			
	Example: Jewish, Muslim, Christian etc			
9	Age			
	Age			

