



# Volunteer Policy

## Version 5

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## Brighter Futures Learning Partnership Trust

### Volunteer Policy – Version 5

#### 1. Introduction and Aims

We believe that volunteers provide a valuable contribution to the Brighter Futures Learning Partnership Trust (BFLPT), and that they enrich each school/UTC through the breadth of their knowledge and experience.

We are committed to using volunteers in a way that supports the Trust's strategic aims and vision, as well as its development plans.

The aim of the Brighter Futures Learning Partnership Trust volunteer policy is to:

- Encourage the wider community to engage with the Trust, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the Trust's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers

This policy has been developed in line with the Department for Education's statutory safeguarding guidance.

#### 2. How We Use Volunteers

##### **Trust volunteers may:**

- Hear children read
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT or art

##### **Volunteers may be:**

- Members of the governing board/MAT board
- Parents
- Former students
- Students on work experience
- Potential ITT candidates gaining experience to support their UCAS application
- Local residents
- Friends of the school/members of the PTA
- Local clergy or members of the congregation

This is not an exhaustive list.

Members of the Trust and/or governing board working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings), are not covered by this policy. They are covered by our Trustee/Governor Visit policy which can be found on our Trust website.

### 3. How to Apply

The recruitment process for volunteers should be completed by the HR/Admin Lead. A potential volunteer should complete a volunteer application form, identifying the area(s) in which they would like to volunteer (see appendix 1).

### 4. Appointment of Volunteers

Volunteers are appointed by the Headteacher/Principal.

Intake of new volunteers is dependent on the candidate and available spaces within the school.

All appointments are conditional upon the completion of the following recruitment checks:

- References: Two references are mandatory for all regular volunteering (anything beyond two full days).
- Disclosure and Barring Service (DBS). This is mandatory where the volunteer will have access to children or other vulnerable groups and must be carried out in accordance with the schools Recruitment Policy.
- Enhanced DBS check (if appropriate)
- Medical clearance may be required where the volunteer has declared a medical condition which should be taken into consideration by the Headteacher/Principal, or where the volunteer will be required to undertake a role that involves significant level of physical activity.

Enhanced DBS checks for volunteers working in the school/UTC through other organisations will be conducted by the relevant organisation. The school will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.

If there is a suitable volunteering opportunity an interview should be conducted to gauge the person's aptitude and suitability.

DBS details of volunteers will be recorded on the school's single central record.

The Headteacher reserves the right to terminate a placement at any time.

### 5. Safeguarding

Safeguarding our students is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we are upholding our responsibility to keep our students safe, we will:

- Conduct enhanced DBS checks on volunteers who:
  - Work one-on-one with students unsupervised
  - Work with groups of students unsupervised
  - Supervise or accompany groups of students on overnight residential visits

- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in
- Provide safeguarding training to all volunteers **prior** to them beginning work at the school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education
- Require volunteers to agree and adhere to our Code of Conduct and to read, and adhere to, the Trust policies.
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with students
- Ensure that all volunteers are added to the Single Central Record
- Conduct a risk assessment (see appendix 3) to determine whether a volunteer who is not working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
  - The nature of the work they will be doing
  - What we know about them
  - References from employers or other voluntary roles (see appendix 2)
  - Whether the role is eligible for an enhanced DBS check

## 6. Induction and Training

Volunteers must complete appropriate training prior to beginning work at the school.

Training requirements will be determined by the Headteacher, or the appropriate member of staff.

**All volunteers** must have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing.

All volunteers should follow the school's formal Induction Programme, where they will be given an explanation of any policies and procedures which are relevant to their role.

## 7. Confidentiality

Information about pupils/students, parents and staff is confidential. Volunteers are not permitted to discuss issues related to students, parents or staff with those outside of the school.

If volunteers have concerns, they should raise these with the appropriate member of staff. They should not discuss them with pupils/students or parents.

This does not prevent volunteers from adhering to the school's safeguarding policy (with regards to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our policies and inform the designated safeguarding lead.

If concerns are related to whistleblowing, volunteers must follow the guidance in our whistleblowing policy.

## 8. Volunteers expectations from the Trust

### Volunteers in school should expect to:

- Be recognised for their valuable contribution to the learning experience for the children they support
- Be assigned worthwhile tasks
- Access any school policies or procedures that are relevant to their role
- Access any training that is necessary for the success of their activities
- Claim any expenses incurred such as travel (where a personal car is being used for a school trip) or purchases made on behalf of the school and on the instruction of the class teacher.

## 9. Trust Expectations from Volunteers

### The Trust expects all volunteers to:

- Adhere to the name protocol for staff i.e. Miss Smith, Mr Brown.
- Adhere to the school's Dress Code.
- Adhere to the school's Health and Safety Policy, Safeguarding Policy, Data Protection Policy, Confidentiality Policy and ICT Acceptable Use (where appropriate).
- Read and work within the Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings (March 2009) and Keeping Children Safe in Education (Latest version).
- Be role models for the children they work with, i.e. consider the language they use, only walk in school, no smoking or swearing and dress appropriately.
- Refer any behavioural or safeguarding concerns to the class teacher.
- Commit to a regular window of time to allow teachers to plan activities to include the volunteer
- Advise school as soon as possible when it is not possible to attend.
- Annually disclose any information of a criminal nature.
- Be aware that their role is not in regulated Activity

## 10. Conduct of Volunteers

Volunteers must comply with the staff Code of Conduct policy.

Volunteers who represent the Trust must not engage in conduct outside work which could seriously damage the reputation and standing of the Trust, or the employee's own reputation or the reputation of other members of the Trust community. **(Please refer to the Trust Alcohol and Drugs at Work Policy for further guidance).**

## 11. Security

All volunteers must sign in and out of the school and wear a visitor badge for the duration of their volunteering session.

## 12. Complaints Procedure

Any complaints made by a volunteer or about a volunteer will be referred to the Headteacher/Principal.

The Headteacher/Principal, or Deputy Headteacher reserves the right to take the following action:

- To speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated
- Offer an alternative placement or activity for a volunteer
- Inform the volunteer that the placement has been withdrawn.

### **13. Volunteering Agreement**

Where it has been agreed that a role may be undertaken by a volunteer, the volunteer will be expected to sign the volunteer agreement prior to starting their role (see appendix 3).

### **14. Expenses**

Volunteers are unpaid and are not eligible to receive expenses.

### **15. Insurance**

The school's insurance policy does cover volunteers in the event of an accident or emergency.

The school's insurance will not cover unauthorised actions or actions outside of the volunteer agreement.

If a volunteer is working at the school through another organisation, we will also check that organisation's insurance arrangements.

### **16. Data Protection and Record Keeping**

Our privacy notice for volunteers explains what information we collect about volunteers and why we collect it.

We will retain records relating to volunteers in line with our records retention schedule.

### **17. Monitoring and Review**

This policy has been approved by the Trust Board and will be reviewed regularly.

**Volunteer Policy Version 5 Agreed at Trust Board: December 2024**

## Volunteer application form

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

### Applicant's Personal details

Surname	
First names	
Title (select as appropriate)	Mr <input type="checkbox"/> / Mrs <input type="checkbox"/> / Miss <input type="checkbox"/> / Ms <input type="checkbox"/> / Other <input type="checkbox"/>
Maiden name or previous names	
Address	
Email address	
Correspondence Address (if different from above):	
Daytime telephone number	
Mobile	
Home	

### Driving License

<b>Only answer if a full driving license is required for the role.</b>	
Do you hold a current Driving License? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>



If YES, please state the type of license you hold	
Do you have any current endorsements? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please specify:	

### Why are you applying for voluntary work at the school?

**Please mention any skills or experience that you bring to the role and explain what you want to achieve from volunteering.**

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## References

Please provide two references - These should be two employment references, however if you do not have two employment references then one employment and one character reference will be acceptable. Please let your referees know that we will be contacting them.

Reference 1	
Name	
Capacity in which you know this person	
Address	
Tel No:	
Occupation	
Email Address	
How long you have known this person	
Reference 2	
Name	
Capacity in which you know this person	
Address	
Tel No:	
Occupation	
Email Address	
How long you have known this person	

## Safeguarding Vulnerable Groups Act 2006

Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If you have answered yes to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form.	
I have attached details requested	Yes <input type="checkbox"/> / No <input type="checkbox"/>

**Please note that it is a criminal offence for a person that has been barred from working with children and young people to work or volunteer in a school.**

### Declaration

I declare that the information given on this application form is true and correct	
Signed:	
Date	
Print name	
<b>If form has been completed electronically</b> please place an 'x' in this box to indicate your consent	<input type="checkbox"/>

### How to return your form

**Please return your completed application form to **add name and email address****

**Please note that volunteers are not engaged in regulated activity. All volunteers will be supervised at all times.**



### SELF DECLARATION FORM

Congratulations on being shortlisted. Please return this disclosure to the school **at least one day prior to interview**. If we have not received this, we reserve the right to withdraw the offer of interview.

POST APPLIED FOR:		Date:	
Surname:		Previous name(s) (if any):	
Forename(s):		Preferred title:	Date of birth
National Insurance No:	Teacher Ref. No (if applicable):	Date of recognition as qualified teacher, QTS (if applicable):	

***We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; preemployment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.***

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. As you have been shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

Please read the information [Ministry of Justice - GOV.UK \(www.gov.uk\)](http://www.gov.uk) before answering the following questions. If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/> or email [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk) or phone 0300 123 1999

Unlock – <http://hub.unlock.org.uk/contact/> phone 01634 247350 text 07824 113848

1. Do you have any convictions or adult cautions that are unspent? Yes / No
If yes, please provide details here
2. Do you have any other cautions or convictions that would not be filtered? Yes / No

If yes, please provide details here
3. Do you have any cautions or convictions for offences committed in another country which would be relevant to your suitability for this post in line with the law in England / Wales? Yes / No
If yes, please provide details here
4. Are you known to the police or children's social care for any other reason that could affect your suitability for this post? Yes / No
If yes, please provide details here
5. *Only ask if you are recruiting for a post working in regulated activity with children are you included on the DBS children's barred list? Yes / No
If yes, please provide details here
6. *Only ask if you are recruiting for a post working in regulated activity with adults over the age of 18 years Are you included on the DBS adult barred list? Yes / No
If yes, please provide details here
7. <b>(TEACHERS ONLY)</b> Are you, or have you ever been, prohibited from teaching by the TRA or NCTL or sanctioned by the GTCE? Yes / No / Not applicable
If yes, please provide details here
8. Have you been prohibited from management of an independent school (s128)? Yes / No / Not applicable
If yes, please provide details here
9. Have you lived or worked outside the UK for more than 3 months in the last 5 years? Yes / No *
If yes, please provide details here
10. Are you subject to any sanctions relating to work with children in any country outside the UK? Yes / No
If yes, please provide details here

**Please complete the declaration below:**

I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role.

**Signed:**

Date:

**Please return this form to: [insert name]**



## Volunteer Reference – Strictly Private & Confidential

### Volunteer details:

**Requesting reference for:** [insert name of candidate]

**Volunteer position applied for:** [insert position applied for]

### Please complete the following questions:

Are you able to recommend this candidate for a volunteer role at our school without any reservations? If your answer is no, please explain your reservations.

This volunteering role involves working with children. Do you know of any reason that this candidate is not suitable to work with children? If yes, please explain why.

How long, and in what capacity, have you known the candidate? Please give the dates between which he/she worked with/for you and the roles that he/she held.

Please tell us about the candidate's strengths, qualities and achievements in the role(s).

**What are his/her areas for development?**

**[Insert question tailored to the specific role the candidate is applying for – for example, if the role involves working in IT, you could ask a question about his/her IT skills.]**

**Is the candidate reliable and honest?**

**Please tell us about his/her interpersonal skills and his/her relationships with colleagues, clients, or customers.**

**If you have any concerns about the candidate's honesty, reliability or relationships with others, please tell us about them.**

**Referee details:**

**Name:** [referee to print name]

**Date:** [referee to insert date]

**Signed:** [referee to sign]





## DBS Disclosure Risk Assessment Process and Safer Recruitment Checklist for Volunteer

This pro-forma should be completed in all cases when deciding whether to obtain an enhanced DBS

Section 1: Applicant details	
Name:	
Post applied for/Volunteer role:	
Start date	
Day and time	
Section 2: Initial assessment	
2.1 Is the activity carried out for the purpose of the school and does it provide opportunity for contact with children?	<p>Please Choose</p> <p>If no – an enhanced DBS is NOT required.</p> <p><b>If yes – please complete section 2.2.</b></p>
2.2 Will the person be supervised by an adult on a day-to-day basis and has the identified “supervisor/s” had an enhanced DBS and barred list check.  <i>“Supervised”: This means that supervision must be ongoing and must not, for example be concentrated during the first few weeks of an activity and then tail of thereafter becoming the exception not the rule.</i>	<p>Please Choose</p> <p>If you cannot confidently say yes to the person being supervised continually by another who is in regulated activity, please indicate why.</p> <p>An enhanced DBS with a Barred List Check <b>must</b> be carried out in this circumstance.</p> <p><b>Please complete point 2.3</b></p> <p>If the answer to this question is yes. <b>Please move onto point 2.4</b></p>
2.3 In order to clarify why the DBS is being undertaken, please outline below the activity the person will be doing.	
2.4 Please indicate the adult/s responsible for supervising the person	Name/s:

Section 3 Wider Considerations	
<p>3.1 Has the school's insurer confirmed whether a volunteer would invalidate insurance if for example a child was injured under the supervision of volunteer?</p> <p>Most insurers would say that a member of school staff must be responsible for the children at all times to be in charge of those children and so a volunteer cannot take charge of children alone. Health and Safety Act places a duty on the member of staff responsible for supervising.</p>	<p>Please confirm if the school insurance would cover the volunteer for the activity that they will be engaging in.</p> <p>Please Choose</p> <p><i>Please note that invalidating insurance is not a justifiable reason to undertake an enhanced DBS. Therefore, schools are advised to follow the terms of their insurance policies in respect to engaging volunteers.</i></p>
<p>3.2 Have two references been obtained for the volunteer. Can the volunteer provide at least one reference from someone other than a family member, including a senior person at the employment or voluntary Service.</p>	<p>Please Choose</p>
<p>3.3 Are there any concerns raised about the person's suitability to work with children in any of the references?</p>	<p>Please Choose</p> <p>If there have been concerns raised in the reference about the individual's suitability to work with children, please consult with the volunteer about the concerns raised, and make an informed judgement in consultation with your HR advisor on whether an enhanced DBS may be necessary.</p> <p><b>Please indicate rationale behind decision making in section 3.4</b></p>
<p>3.4 Concerns about individual's suitability to work with children raised in reference.</p> <p><b>YES/NO</b></p>	<p>Decision making for undertaking/not undertaking an enhanced DBS and rationale (please include details of professionals consulted with)</p>
<p>3.5 Has the volunteer's identity been verified?</p>	
<p>3.6 Is the volunteer aware of any reason why they should not volunteer to work with children?</p>	
<p>3.7. Does the volunteer have a connection to the school. i.e. are they a parent/relative of a pupil.</p>	

Section 4: Decision Making			
	Decision Made		Completed by:
<p><b>Unsupervised Volunteer: High Risk</b> – the school cannot guarantee the volunteer will be supervised.</p> <p><i>“Unsupervised”:</i> This means that supervision cannot always be guaranteed to be ongoing. Please refer to 2.2</p>	Application for an enhanced DBS check with a barred list check <b>must</b> be made.		
<p><b>Supervised Volunteer: High Risk</b> – the person has no previous connection with the school AND cannot provide references from elsewhere.</p> <p><i>There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the Trust considers this necessary as the person’s uncorroborated background would raise an unacceptable risk.</i></p>	Application for enhanced DBS check.		
<p><b>Supervised Volunteer: Medium Risk</b> – The person can provide suitable references for other work with children (either paid or unpaid), they have a connection to the school, and no issues have come to light that would mean they would be unsuitable.</p> <p><i>There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the Trust may wish to do so, as no enhanced DBS has been seen.</i></p>	<p>Application for enhanced DBS check is/ is not needed. State reason(s) below</p> <p>A risk assessment must be completed and signed by the Headteacher/Principal.</p>		
<p><b>Supervised Volunteer: Low Risk</b> – The person is signed up to the DBS Update Service and the checks reveal no negative information OR The person is employed or volunteers elsewhere and has a recent enhanced DBS and can provide references OR the school knows the person well (e.g. may be a former employee)</p> <p><i>There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, unless the person uses the DBS Update service, the school may decide to obtain a new enhanced DBS.</i></p>	Application for enhanced DBS check is/ is not needed. State reason(s) below:		
Outcome of DBS risk assessment	<p><b>No DBS</b></p> <input type="checkbox"/>	<p><b>Enhanced DBS</b> <input type="checkbox"/></p>	<p><b>Enhanced DBS with barred list check</b></p> <input type="checkbox"/>

**Section 5: Form completed by.**

Name:	
Signature:	
Position in school:	
Date:	
Signature of Headteacher/Principal	

This form must be kept in the HR file of the volunteer.



## Volunteer Induction Booklet

**At The Brighter Futures Learning Partnership Trust we are committed to safeguarding and promoting the welfare of young people in our care and we expect all staff and volunteers to share this firm commitment.**

Welcome to the Brighter Futures Learning Partnership Trust and thank you for volunteering to help us in **add school name/UTC**. This induction pack is for all new volunteers and will help you settle in quickly. There may be other things that you need to know, so please just ask a member of staff who will help you or point you in the right direction. Our school values are so important to us and help us work together as a successful team.

**As a Trust we aim:**

- To provide an environment where each child feels happy, safe and valued as an individual with unique skills and talents, and who experiences success.
- To provide an education which develops the child intellectually, academically, physically, socially, emotionally, culturally and morally.
- To provide a rich, stimulating curriculum that promotes high expectations and secures high standards through engaging, interactive, and stimulating programmes of study.
- To encourage children to take responsibility for their own learning and be encouraged to achieve their potential.
- To offer a local/global curriculum where children are encouraged to take care of and appreciate the world and the people around them.
- To provide a broad-based curriculum, including delivery of the National Curriculum.
- To build a strong sense of a learning community based on positive communication and effective partnerships between home and school.

- To encourage and expect parents to take an active role in their child's learning in school and support their child's learning at home.
- To celebrate the diversity of our society, to be inclusive, and to promote community cohesions and respect of all religions, cultures and backgrounds.

## Information

### 1. Safeguarding

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The school operates a stringent Safeguarding Policy. On application to be a volunteer helper, references will be required and, you will be asked to complete an Enhanced DBS (Disclosure and Barring Service) check.

**Any personal welfare issues must be referred to the HR/Admin Lead immediately, who will liaise with the Headteacher/Principal as appropriate.**

Information about Child Protection, Safeguarding and Whistleblowing can be found on the Trust website. It is the responsibility of every person in school to be vigilant with regard to child protection and in our Trust, all staff, volunteers and Governors are encouraged and supported to report all concerns.

### 2. Signing in

Please make sure you sign in and out at reception on every visit and wear a visitor's lanyard at all times.

### 3. Working in our Trust

When you are working in school, you are **always** under the supervision of a staff member and should, for your own protection, be in sight or earshot of them. Please do not take a child or group into a room on your own.

### 4. Positive Behaviour Management

We expect excellent, polite and respectful behaviour from all of our children, but if a child you are working with displays any unacceptable behaviour, please tell one of our staff immediately who will deal with the child appropriately.

### 5. First Aid

You will be made aware of the designated lead first aider in school and staff who have undergone basic first aid training. If a child hurts themselves, please notify a member of staff immediately.

### 6. Emergencies - fire

Wherever you are working in the school, it is for your own safety that you ascertain where the nearest fire exit is. In the case of fire, a loud fire bell will be heard, you will exit the building in a calm and orderly manner and move swiftly to the fire assembly point. **(This will be made clear at induction).**

7. Refreshments

You are welcome to use the staff room at break and lunchtime.

8. Confidentiality

All information regarding pupils/students and staff must remain confidential.

Discussing pupils/students or any school business on social media is strictly forbidden.

9. Dress Code/Mobile Phones/Facebook

Our Trust has a dress code for all staff (see staff code of conduct) that is smart and respectful i.e. no low tops and modest length dresses/skirts. Mobile phones are to be switched off or to silent when in school and only used during lunchtimes or breaktimes. They are not to be used for taking photos of children. Social media must NOT be used to refer to any activities within the school.

10. Policy documents

Essential documents are available on the Trust and school/UTC website. Please see:

Keeping Children Safe in Education – Part 1, Staff Code of Conduct, Safeguarding Policy, Preventing Radicalisation Policy, Behaviour and Discipline Policy, Social Media Policy (including Acceptable Usage Agreement) Anti-Bullying Safe to Learn Policy, Whistle Blowing Policy, Health and Safety Policy, Fire Procedures. (Please ensure you receive a hard copy of the Staff Code of Conduct, Keeping Children Safe in Education - Part 1, and the Volunteer Induction Booklet).

**Please read the Volunteer Induction Booklet thoroughly and return your signed Induction Checklist to the HR/Admin Lead to confirm that you have read and understood all aspects of your Induction, and agree to conform to all the Trust, school/UTC policies and practices.**

11. Website information

First take a visit to our school/Trust websites, where you will find a lot of useful information.

**We hope you have a very happy and fulfilled time volunteering for our Trust. If you have any questions or are not sure about anything during the school day, then please don't hesitate to ask the office staff, or HR/Admin who will be happy to help you.**



## Induction Checklist for Volunteers

Name \_\_\_\_\_ Start Date \_\_\_\_\_

Name of Staff Induction Person \_\_\_\_\_

Induction Element	Tick and initial on completion	Notes
<b>Day One</b>		
Meet Headteacher or Senior Leader to whom the induction is delegated and HR/Admin Lead for an introduction to the school		
Check DBS and identity on first visit		
Show volunteer where to sign in/out. Ensure relevant lanyard is provided		
Information shared regarding Child Protection and Designated Person		
Explanation of Regulated Activity and that volunteers are not in RA		
Information shared regarding confidentiality – sign-posted to relevant Trust/school policies.		
Meet member(s) of staff who you will be working with and be shown the tasks expected and where you will be working		
Tour of the school and facilities		
Emergency procedures and security procedures		



Use of personal mobiles, dress code and code of conduct		
Health and safety aspects relating to individual's work environment and whole school		
School behaviour and rewards systems understood		
Essential policy documents (in folder or on website) to be read: Keeping Children Safe in Education - Part 1 Staff Code of Conduct Safeguarding Policy Prevent Radicalisation Policy Behaviour and Discipline Policy Social Media (Staff use of ICT) Anti-Bullying Safe to Learn Policy Whistle Blowing Policy Health and Safety Policy Fire Procedures		

I \_\_\_\_\_ (name) confirm that I have read and understood all the aspects of my induction and I hereby agree to conform to all the school policies and practices.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_