



Volunteer Policy

September 2024

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Statutory or Best Practice Policy	Best Practice
School or Trust Policy	Trust

We want to ensure that your needs are met.
If you would like this information in any other format, please contact us on
01637 303106 or email info@kernowlearning.co.uk.

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1. Introduction and aims

We believe that volunteers provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience.

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

The aim of our Trust volunteer policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the school'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 statutory safeguarding guidance [Keeping Children Safe in Education \(KCSIE\)](#) from the Department for Education (DfE).

2. What we ask of our volunteers and what you can expect from us

There are no required qualifications for volunteering in a Kernow Learning school.

The skills you bring will be specific to you, however here are a set of skills that we would like you have or a willingness to develop them through your volunteer role:

- An understanding of and commitment to safeguarding children
- A commitment to working hard, being honest and helping others
- Enthusiasm and a can-do attitude
- Punctuality and reliability
- Friendliness
- Passion for education and helping others.

As a volunteer at a Kernow Learning school, you are very much part of the team and as such, we have benefits and systems in place to support you.

You can expect:

- Access to training
- A safe working environment
- Part of a community, where everyone looks after each other
- Part of a culture that values developing the unique skillset of the individual
- A commitment to providing the resources you need to carry out your volunteer role
- An inclusive environment where every member of the team is empowered to thrive and contribute.

3. How to apply to volunteer

If you already have a relationship with the school that you would like to volunteer in, then please make contact with the school administrator in the first instance who can arrange for you to have a meeting with the Headteacher and start the below process from step 2.

Otherwise, there is an [expression of interest](#) form on our website and a formal application form (appendix 1):



4. Appointment of volunteers

Volunteers are appointed by each of our schools.

Appointment and induction of new volunteers is dependent on each school and the background and experience of each volunteer.

All appointments are conditional upon the completion of an enhanced DBS check and other appropriate safeguarding and recruitment checks, and relevant training.

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

Enhanced DBS checks for volunteers working in the school will be conducted. 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 and you will be asked to show the original certificate.

You will be given all of our safeguarding policies and procedures so you are clear on clear on expectations and full safeguarding training will be arranged.

5. Safeguarding

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

To ensure we're upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks with a barred list check on volunteers who:
 - Work 1-on-1 with pupils unsupervised
 - Work with groups of pupils unsupervised
 - Supervise or accompany groups of pupils 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
- All volunteers will read and understand Part 1 and Annex B of Keeping Children Safe in Education.
- Level 1 Safeguarding training will be completed immediately on appointment.
- We aim to provide Level 2 Safeguarding training within two months of your appointment.
- Require volunteers to agree and adhere to our staff code of conduct and to read, and adhere to, the school's policies on:
 - Safeguarding
 - Whistleblowing
 - Low Level Concerns
 - Preventing Radicalisation
 - Use of Mobile Phones
 - ICT and internet acceptable use
 - E-safety
 - School Behaviour Policies
 - Dress code
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils. You will be asked to wear a red lanyard if this is the case.
- Ensure all volunteers know how they can report any safeguarding concern.
- Conduct a risk assessment to determine whether a volunteer who isn't 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

- Whether the role is eligible for an enhanced DBS check

We legally cannot carry out a DBS check on a child under the age of 16 who is volunteering at our school. We will ensure that children who are volunteering are always under an appropriate level of supervision, and conduct a risk assessment to consider any potential safeguarding issues.

We will consider the distinction between visitors and volunteers (some people 'volunteering' at your school on a one-off basis are actually more likely to be classed as visitors, especially if they won't be working unsupervised)

There will be occasions where we accept DBS certificates from another organization but will need to be considered our Trust Safeguarding Lead on a case by case basis.

All volunteers will be added to our single central record (SCR).

6. Induction and training

In addition to safeguarding, our induction will cover:

- Support is available to volunteers
- Introductions with staff
- Details around all relevant policies (eg Health and Safety)

Training requirements in addition to safeguarding training will be determined by the headteacher, or the appropriate member of staff.

7. Confidentiality

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

If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents.

This doesn't prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our child protection and safeguarding policy, and inform the designated safeguarding lead (DSL).

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

8. Conduct of volunteers

Volunteers must comply with the staff code of conduct and the staff and volunteer dress code policy.

If volunteers have any questions regarding the code of conduct, they must raise these with the headteacher.

9. Insurance

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

10. Data protection and record keeping

Our workforce privacy notice 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
- Remove details of volunteers from the single central record (SCR) once they no longer work at our school

11. Monitoring and review

This policy has been approved by the Board of Trustees and will be reviewed every two years, or earlier if there are changes to statutory guidance.

Appendix 1: Volunteer application form

Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

DATA PROTECTION NOTICE

Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:

- You've given us your consent
- We must process it to comply with our legal obligations

PERSONAL DETAILS

Name:	
Date of birth:	
Gender:	
Telephone number:	
Email address:	
Home address:	

DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

Kernow Learning is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making volunteer appointments.

The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the our privacy notices. You will be given a link to complete this process.

Availability

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
Before school					
After school					
Lunchtimes					
How many hours per week/month can you volunteer?					

Can you commit to at least 1 term?	
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EXPERIENCE AND QUALIFICATIONS

Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.
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Why would you like to volunteer?

Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc.)

Do you have any relevant qualifications?

EXPERIENCE AND QUALIFICATIONS

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Preferences

What [age group/department/etc.] would you prefer to work with?	
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Would you prefer to work 1-on-1 or with a small group?	
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REFERENCES

Your placement as a volunteer may be subject to satisfactory references. Please give the details of 2 referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc.).

Name:	Name:
Relationship to you:	Relationship to you:
Address:	Address:
Telephone number:	Telephone number:
Email address:	Email address:

DISABILITY AND ACCESSIBILITY

Kernow Learning is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require: