



Wessex
Learning Trust
We Learn Together!

Volunteer Policy

Date approved by Trust Board: November 2023
Review Date: November 2026

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Wessex Learning Trust Volunteer Policy

This policy will be reviewed by the Board of Trustees in November 2026.

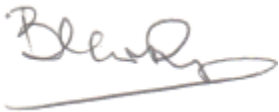
Signature:

A handwritten signature in black ink that reads "Gavin Ball". The signature is written in a cursive style with a large, open 'G'.

Name: Mr Gavin Ball
Position: Chief Executive

Date: 9 November 2023

Signature:

A handwritten signature in black ink that reads "Brian Kirkup". The signature is written in a cursive style with a large, open 'B' and a long horizontal stroke at the end.

Name: Mr Brian Kirkup
Position: Chair of the Board

Date: 9 November 2023

1.0 Introduction

- 1.1 The Wessex Learning Trust (“The Trust”) believes that volunteers are an enriching and value-added resource which brings mutual benefits to learners, staff, parents/carers, and our local community. We welcome volunteers and recognise that they can bring with them a range of skills and experience and help raise the achievements of learners at our schools.
- 1.2 The Trust also believe in providing a safe and nurturing environment for learners, with our overriding priority of safeguarding the young people in our care. This policy seeks to ensure learners can benefit safely from the support of volunteers.
- 1.3 The Trust is committed to safeguarding and expects all volunteers to share this commitment.
- 1.4 The Trust is committed to ensuring the safety and well-being of all staff and volunteers alike.
- 1.5 Members of the Local Governing Body working at the school/academy 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 Governor Code of Conduct.

2.0 Aims

- 2.1 The aims of this policy are to:
 - Encourage the wider community to engage with schools/academies, 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/carers with clear expectations and guidelines
 - Set a clear, fair process for recruiting and managing volunteers
- 2.2 This policy has been developed in line with the Department for Education’s statutory safeguarding guidance, Keeping Children Safe in Education (KCSiE).

3.0 How We Utilise Volunteers

- 3.1 Volunteers at our schools may include (but are not limited to):
 - Parents, carers, elder siblings, or grandparents of learners
 - Local Governors or members of the Trust Board
 - Former pupils
 - Students on work experience
 - Local residents
 - Local Clergy
 - Members of the PTA
 - Members of the local community and community groups
 - Staff family members
 - Members of the local business community
- 3.2 The types of activities that volunteers engage in may include (but is not limited to):
 - Working with small groups to assist them in their learning

- Hearing learners read
- Working alongside individual learners
- Assisting with art or other practical subjects (e.g. music, cooking, languages, sport etc.)
- Gardening or forest school activities
- Supporting after school clubs
- Helping with lunchtime activities
- Helping with supervision of learners on school visits

3.3 However, volunteers are not allowed to do the following:

- Take responsibility for all or some of the class
- Change very young children or supervise them changing
- Take an individual learner to the toilet
- Take the learners off the school site without a member of school staff in charge

3.4 When volunteers are working in the school the responsibility for the health and welfare of the learners remains with the class teacher at all times. We expect learners to behave with the same respect and politeness to any volunteers in the school, as they would staff members.

4.0 Becoming a Volunteer

4.1 Anyone wishing to become a volunteer – either on a regular basis or a one-off occasion, for example, completing a work experience placement - should contact the school/academy where they wish to volunteer directly to begin the process.

A volunteer application form (Appendix 1) would then need to be completed and returned.

Once the school/academy has received the application an interview will be arranged with the (Executive) Headteacher to discuss the volunteer's reason for volunteering within a school, availability, skills and work history.

4.2 Volunteer appointments are provisional, subject to satisfactory completion of all safer recruitment checks as outlined in the Trust's Safer Recruitment Policy, including:

- Satisfactory Enhanced DBS Disclosure, including check of Barred List
- Satisfactory references
- Verification of identity
- Confirmation that you are not disqualified from providing childcare, if applicable
- Verification that you are not subject to a prohibition order
- Evidence of further overseas checks, if applicable
- Satisfactory online checks

4.3 The results of any DBS check will be considered. Any results that are returned with spent or unspent convictions needs to be considered 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.

4.4 Where a work experience placement is linked to a course of study, for example as part of a PGCE placement, these checks may be delegated to be completed by the course provider and assurance that the checks have been satisfactorily completed will be sought by the school/academy prior to starting the placement at the individual school.

4.5 Some volunteers who are not volunteering within 'regulated activity'¹, do not require the Safer recruitment checks, detailed in section 4.2, to be undertaken, these include:

- Volunteers who accompany staff and learners walking in the community, such as a visit to an event, when accompanied by members staff.

Such circumstances will be risk assessed by the (Executive) Headteacher to determine if safer recruitment checks and DBS checks are required. The risk assessment will consider;

- The nature of the voluntary work they will undertake
- What we know about the volunteer
- References from employers or other voluntary roles

4.6 Where volunteers are deemed not in regulated activity and have not had all of the safer recruitment checks completed, they must always be supervised by a member of staff and never left alone with learners.

4.7 The appointment and induction of a volunteer can take several weeks, dependant on safer recruitment checks and DBS processing.

4.8 Volunteers will be asked to re-confirm their criminal record status and childcare disqualification status on an annual basis.

5.0 Expectations of Volunteers

5.1 All volunteers will be required to adhere to the Trust's policies, which can be found on the Wessex Learning Trust website [here](#). In particular, volunteers must familiarise themselves with the following Trust policies and sign to confirm they have read the following:

- Safeguarding (Child Protection) Policy
- Keeping Children Safe in Education (KCSIE)
- Acceptable Use of IT Policy
- Staff Code of Conduct

Volunteers will, for all intent and purposes, be considered as equal to salaried staff, and as such are subject to all applicable policies including Health and Safety, Data Protection and confidentiality.

5.2 Volunteers are expected to:

- Use their time, skills, and expertise to inspire and enrich the learning of the learners in our care
- Work in a professional manner, consistent with the expectations of salaried staff
- Adhere to Trust and school/academy policies
- Work effectively as part of the school team and foster positive relationships with other staff
- Maintain professional confidentiality and not commit any action which could bring the Trust or any of its school/academy's names into disrepute
- Report any concerns relating to the safeguarding of a child to the school/academy's Designated Safeguarding Lead (DSL)

¹ 'Regulated activity' is work that a barred person must not do. This includes a) teaching, training, instructing, or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational well-being, or driving a vehicle only for children and b) work for schools with the opportunity for contact with children, but not including work done by supervised volunteers.

- 5.3 Volunteers will be expected to commit to a volunteering session once every three months as a minimum to ensure all safer recruitment checks remain valid and to ensure the volunteer remains up to date with all of the school/academy and Trust's policies and procedures. If a volunteer has not attended the school/academy within three months the volunteering position will automatically be terminated. The (Executive) Headteacher can make a decision to reinstate the volunteering position, in such cases all safer recruitment checks, as outlined in section 4, will need to be repeated.

6.0 Training and Induction and Safeguarding

- 6.1 Safeguarding our learners is of paramount importance to the Trust, and our volunteers must share our commitment to child protection.
- 6.2 All volunteers are required to undertake an induction where they will learn about the school/academies Health and Safety and fire evacuation procedures.
- 6.3 All volunteers will need to attend annual safeguarding training, complete Prevent and FGM training and keep up to date with KCSIE updates.
- 6.4 Volunteers may be required to attend and/or complete site-specific training from time to time as determined by the (Executive) Headteacher or another appropriate member of staff.

7.0 Confidentiality and Safeguarding

- 7.1 Information about learners, parent/carers and staff is confidential. Volunteers are not permitted to discuss issues relating to learners, parents/carers or staff with those outside of the organisation.
- If volunteers have concerns, they should raise these with the appropriate member of staff. They should not discuss them with learners or parents/carers. This does not prevent volunteers from adhering to the Trust's Safeguarding (Child Protection) Policy, with regards to reporting safeguarding concerns or disclosures.
- 7.2 If concerns relate to safeguarding, volunteers must follow the guidance set out in the Trust's Safeguarding (Child Protection) Policy and inform the Designated Safeguarding Lead (DSL). The Wessex Learning Trust is committed to safeguarding and expects all volunteers to share this commitment.

8.0 Data Protection

- 8.1 We will collect and retain records relating to volunteers in line with our records retention schedule.
- 8.2 We will remove details of our volunteers from our Single Central Record (SCR) once they are no longer engaged in volunteer work at the school/academy.

9.0 Termination

- 9.1 The Trust and its schools reserve the right to terminate any voluntary position, without notice, where the (Executive) Headteacher believes there to be a legitimate cause for such action.
- 9.2 A volunteer can choose to cease volunteering at any time by informing the (Executive) Headteacher at the earliest convenience.

10.0 Monitoring and Review

- 10.1 This policy will be reviewed every 3 years.



APPLICATION FOR Volunteers

Applicant name:	
Name of school/ academy applying for:	
Date application submitted:	

Instructions

Please complete all sections of this form electronically or using black ink.

Applications will only be accepted if this form is completed in full.

Personal Information:

Title (e.g. Mr, Mrs, Miss, Dr, Ms):	
Full name:	
Previous name(s):	
Home address:	
Post code:	
Home phone number:	
Mobile phone number:	
Email address:	

Availability

Please mark the boxes to indicate when you would be available to support the school/ academy as a volunteer:

	Monday	Tuesday	Wednesday	Thursday	Friday
Before School					
AM					
Lunchtime					
PM					
Afterschool					
How many hours per week would you like to volunteer?					
Can you commit to at least one full term?	Yes		No		

Experience:

Please detail any skills, experience and/or qualifications you have working with children and or young people:

Why would you like to volunteer at our school/ academy?

Please details any specific skills, interests and/ or qualifications you would like to share with the school/ academy?

For example languages, sports etc.

Protection of Children

The Wessex Learning Trust's Safeguarding (Child Protection) Policy is available on our website.

You are required to give details of all spent or unspent convictions and cautions, including road traffic offences as this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) order 1986. Failure to disclose information will result in your dismissal by the Wessex Learning Trust. A subsequent offer of appointment will be dependent upon the completion of a satisfactory Enhanced Disclosure & Barring Service check and childcare disqualification self-declaration (when working with children under 8 years old).

1. Have you ever been convicted or cautioned of a criminal offence? If yes, please provide details of the offence, the sentence and the date.	Yes / No
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Positive About Disability:

We welcome applications from people with disabilities. Wherever possible we will make reasonable adjustments to enable a person with a disability to access the application and recruitment process fairly.

Do you consider yourself to have a disability?	Yes / No
If "yes" would you welcome a discussion ahead of interview to identify any particular needs that you may have?	Yes / No

Overseas

If you have lived and/or worked outside of the UK, the school/academy must make any further checks it considers appropriate (in addition to the usual pre-employment checks).

We will decide on whether this is necessary on individual circumstances, and factors such as:

- The amount of information you disclose in the DBS check
- The length of time you've spent in or out of the UK

Please provide a list of time spent abroad for 3 months or more over the last 10 years, including the reason for being abroad and country visited/lived in:

Date from (MM/YY):	Date to (MM/YY):	Reason	Country

References

The placement as a volunteer is subject to satisfactory references. Please indicate two people who can comment on your suitability for the role, e.g. employers, other volunteer role leaders etc. Business/work email addresses for referees must be used where possible.

Reference 1:

Title of Referee:	Mr / Mrs /Miss / Dr / Other (please state):
Name of referee:	
Position held:	
Relationship to you:	
Referee address:	
Email address:	
Telephone number:	

Reference 2:

Title of referee:	Mr / Mrs /Miss / Dr / Other (please state):
Name of referee:	
Position held:	
Relationship to you:	
Referee address:	
Email address:	
Telephone number:	

Data Protection Statement

I hereby give my consent for the Wessex Learning Trust to process and retain on file personal information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. This information may be shared with third party organisations including, but not exclusive to, payroll providers, the DBS, the Police and other third parties as defined by the Data Protection Act 1998 and related legislation. All information will be dealt with in accordance with Data Protection legislation.

For more information on our data handling please refer to The Wessex Learning Trust Safer Recruitment Policy and Data Protection Policy.

Safeguarding, Disclosure, Barring and Recruitment Checks

The Wessex Learning Trust is committed to safeguarding young people and promoting the welfare of children.

The school/academy is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts including volunteers.

The 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.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Wessex Learning Trusts Data Protection Policy.

Please refer to the Wessex Learning Trust's Safer Recruitment Policy on the Wessex Learning Trust website to find out more about the recruitment checks undertaken.

DECLARATION

I declare that the information I have given in this application is accurate and true.

Signature:	
Date:	

