



VOLUNTEER POLICY

SHINE Multi Academy Trust

Management log

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Signed



Chair of the board

Signed



CEO

Related Policies

Child Protection Policy
Visitors Policy
Equality Policy

All above policies are available through our academies local servers, directly through SHINE or through the Trust website www.shine-mat.com

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1. Equality

- 1.1 The SHINE Multi Academy Trust (SHINE) and its academies are committed to promoting equal opportunities and all stakeholders¹ will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (Protected Characteristics).

2. Introduction

- 2.1 Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The school therefore welcomes and encourages volunteers from the local community.
- 2.2 Our volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students
- Local residents
- Friends of the school

- 2.3 The types of activities that volunteers engage in, on behalf of the school, include:

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional tutor
- Accompanying school visits

3. Safeguarding

- 3.1 SHINE Multi Academy and its schools are committed to safeguarding pupils, young people and vulnerable adults and expect its volunteers to share that commitment.

4. Becoming a Volunteer

- 4.1 Anyone wishing to become a volunteer, either for a one-off event such as a school visit or on a more regular basis, e.g. hearing pupils read, usually approaches the class teacher, headteacher or senior member of staff directly.
- 4.2 Volunteers should complete the Volunteer Application Form (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help.

5. Definition

¹ SHINE defines stakeholders as anyone who is invested in the welfare and success of SHINE and its pupils, including premises staff, administrators, teachers, support staff, pupils, parents/carers, families, community members, businesses, and elected officials.

5.1 Activity which is described as 'frequent' or 'intensive' covers the meaning given in the Safeguarding Vulnerable Groups Act 2006.

- 'frequent' – once a week or more often on an ongoing basis; and
- 'intensive' – three or more occasions in a 30-day period, or overnight (between 2am – 6am).

6. Recruitment of Volunteers

6.1 The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role

6.2 Enhanced DBS check undertaken

6.3 The volunteer will be made aware of the role and responsibilities they will be undertaking

6.4 If appropriate, two references should be sought where the volunteer arrangement will continue on a regular basis.

6.5 Induction - school policies and documentation explained and issued.

6.6 Volunteer records to be kept in a central place within the school

6.7 Before starting to help in a school, a volunteer should complete the Volunteer Induction Checklist (Appendix 2), which sets out the school's expectations of its volunteers and to confirm they have received a copy of this Agreement. The school will seek DBS clearance for a volunteer before they are left unsupervised with any pupils. This is not required where a volunteer is engaged in a 'one-off' activity and will be supervised by an existing member of staff.

7. Expectations

7.1 All adults/young people who work in our schools, whether a paid member of staff, or a volunteer are expected to work and behave in such a way as to actively promote our schools

7.2 All adults/young people who work in our schools, whether a paid member of staff, or a volunteer are expected to work and behave in such a way as to actively promote our schools aims and educational purpose.

8. Confidentiality

8.1 Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the designated leaders and NOT with the parents of the child/persons.

8.2 Volunteers who are concerned about anything in the school that may affect their work should raise the matter with the headteacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

9. Supervision

9.1 All volunteers work under the direction of a teacher or full-time member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking. Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

9.2 All regular volunteers in school (parent helpers, volunteer readers) are DBS checked and recorded on our SCR.

9.3 Volunteers in school must sign in and be allocated a lanyard.

9.4 Irregular volunteers (e.g. one off volunteers for trips, etc.) may not be enhanced DBS checked. These are supervised at all times by members of staff who are.

10. Health and Safety

10.1 The school has a Health & Safety Policy and this is made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using D&T equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated supervisor/headteacher.

11. Child Protection

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

- All volunteers are given a copy of the Volunteer Policy and asked to sign an Induction Checklist (Appendix 2).
- All of our volunteers must have been cleared by the Disclosure and Barring Service (DBS).
- Where a volunteer is engaged in a 'one-off' activity, e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required. However, such volunteers, who will be under the constant supervision of school staff, must read and sign our Information for School Volunteers (Appendix 3).
- Any concerns a volunteer has about child protection issues should be referred to the designated supervisor or headteacher.

12. Complaints

12.1 Any complaints made about a volunteer will be referred to the headteacher for investigation. Any complaints made by a volunteer will be dealt with in the same way.

12.2 The headteacher or designated member of staff reserves the right to take the following action-

- Speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class
- Based upon the facts identified in the investigation, it may be necessary for the school to inform the volunteer that the school no longer wishes to use them
- Provide the volunteer with a copy of the school's full Complaints Procedure



Volunteer Application Form

Please fill in:

Name of Volunteer: First Name.....Surname.....

Date of Birth:

Address:

.....

Postcode.....

Phone: Home..... Mobile

Optional questions:

What activities/ areas of the school's work would you like to help with? (If you are a student, please include details of your course/placement requirements)

Are there any particular age groups/classes you would like to work with? (If you have relatives in school, please give details of their year groups/classes).

Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a Volunteer in School (please give details – continue overleaf if necessary)?

Please include the names and contact details of TWO referees who would be able to corroborate your details and act as a character reference if required.

Name	Address	Tel. no.	Relationship

Thank you for taking time to complete this Volunteer Application Form.

PLEASE NOTE THAT YOU WILL HAVE TO SUCCESSFULLY UNDERTAKE A DBS CHECK AND ATTEND A SAFEGUARDING INDUCTION BRIEFING.

Please hand it to the School Office, marked for the attention of Headteacher. Your offer of help is greatly appreciated and we will be in touch as soon as possible.



Volunteer Induction Checklist

I have been given 'The Student/Volunteer handbook' and have read through this document
Yes/No/Yes but I would like more support

I have met with my mentor and understand the following procedures for:

- Safeguarding procedures
Yes/No/Yes but I would like more support
- Behaviour systems and reporting of bullying
Yes/No/Yes but I would like more support
- Fire procedures
Yes/No/Yes but I would like more support
- The needs of the children in my class
Yes/No/Yes but I would like more support
- Procedures relating to Visitors in School and confidentiality
Yes/No/Yes but I would like more support

☐ I have read Keeping Children Safe in Education (KCSIE) Part 1, the latest addition

☐ I have watched the Safeguarding video relevant to the SHINE Academy I am working within

Name _____ Signed _____

Date _____

Please pass this completed form to the appropriate school leader

For internal use only

Confirm all checks have taken place ☐ Initials of staff confirming _____

Confirm all documents have been provided ☐ Initials of staff confirming _____

Confirm all Safeguarding Documents have been Read ☐ Initials of staff confirming _____

Signed by Headteacher once complete _____

Please keep copy in staff file



INFORMATION FOR SCHOOL VOLUNTEERS

SHINE Multi Academy Trust highly values parents and others who volunteer to help out with school activities. It is our duty to ensure that whilst you are engaged in voluntary activities for the school that we care for you and ensure your safety. We also, have a duty to ensure that our pupils are cared for appropriately and they are safeguarded from any harm. We undertake to ensure that any activities which you are involved with are planned properly and safely, also that, where appropriate, you are consulted on and informed of these plans.

Code of Safe Conduct

It is essential that we acknowledge that the vast majority of volunteers behave appropriately whilst working with our pupils. However, expected conduct of adults working in or for a school is sometimes different to that which applies whilst caring for our own children. The following, therefore, gives a guide to appropriate conduct whilst working in or on behalf of the school (e.g. out of school activities). Adherence to this code will ensure that both children and adults are safe, including from the possibility of allegations being made against them.

Volunteers must:

- Follow the school's Take Care Policies. For example, by not using your mobile phone, taking photos of our children, or posting any of the school activities on social media.
- Behave in a mature, respectful, safe, fair and considered manner.
- Provide a good example and a 'positive role model' to pupils.
- Not behave in a way that could lead a reasonable observer to question your conduct, intentions or suitability to care for other people's children.
- Observe people's rights to confidentiality (unless you need to report something to the Headteacher or their designated lead e.g. child protection concerns).
- Not touch children in a manner which is gratuitous or would be considered sexual, threatening or intimidating. Treat all children equally, never build 'special' relationships with individual children or confer favour on particular children.
- Not make arrangements to contact, communicate or meet children outside of your 'work'.
- Not develop 'personal' or sexual relationships with children.
- Not push, hit, kick, punch, slap, throw missiles at, smack, a child or threaten to do so.
- Not be sarcastic, make remarks or 'jokes' to children of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature.
- Never undertake any work with children when not in a fit and proper state to do so e.g. under the influence of medication which induces drowsiness, have a medical condition which dictates that you should not be caring for children.
- **Report to the Trip leader or Headteacher:**
 - Any accidents/incidents during the school activity.
 - Any behaviour or situation which may give rise to complaint, misunderstanding or misinterpretation.
 - Any difficulties you experience e.g. coping with an unruly child, situations you anticipate you may not be sufficiently qualified, trained or skilled to deal with or handle well.
 - Any behaviours of another person working for the school, which gives you, cause for concern. (You will be protected by our 'whistle blowing policy' in these circumstances).

I _____ have read the Trusts information for volunteers and agree to abide by the Code of Safe Conduct.

Signed: _____ Date: _____

Many thanks for your support of the school and its arrangements for the safety and care of children and adults in our school community.