



THE CHERWELL SCHOOL ACADEMY TRUST

VOLUNTEER POLICY

The Cherwell School values the contributions that are made by volunteers. This policy aims to ensure that volunteers and the school take all necessary steps to ensure the safety of students, staff and volunteers.

Anyone wishing to volunteer, either for a one off school visit or on a more regular basis should approach the school office in the first instance. Volunteers should complete the New Volunteer Form (**Appendix A**), completing their details and the type of activity they wish to be involved with and the times they are available to help. Before starting to help in the School, all volunteers should complete the Volunteer Agreement (**Appendix B**) which sets out the School's expectations of volunteers and asks them to confirm their agreement of these. Also before starting, the Volunteer will be asked to provide details of two referees, who will be contacted for a reference (**Appendix C**). The School will apply for a DBS check on behalf of the Volunteer. The Volunteer will then be asked to attend an interview.

School Aims

All adults in our school, whether paid or voluntary, are expected to work and behave in such a way as to actively promote our school aims which can be found on our school website: www.cherwell.sch.uk.

Confidentiality

All volunteers are bound by a code of confidentiality. Any concerns that volunteers may have about children that they work with/come in contact with, should be voiced with the class teacher / staff member they have direct contact with or a designated teacher for safeguarding initially, and not with the parents/carers of the child **or anyone else**. Volunteers, who are concerned about anything another adult in the School says or does, should refer the matter to a designated teacher for safeguarding, including the Headteacher or Deputy Headteacher.

Supervision

All volunteers work under the supervision appropriate to their experience and qualifications and all will have clear guidance and contact with the relevant teacher / staff member at all times. Teachers / members of staff retain responsibility for all students at all times, including the student's behaviour and the activity they are undertaking. Volunteers should have clear guidance from the teacher / staff member about the activity they are carrying out. Volunteers are expected to seek advice/clarification from the teacher / staff member in the event of any query/problem regarding students' understanding or behaviour.

Integrity

Volunteers will not use their status as a volunteer for financial gain or as a 'business opportunity'. This means a volunteer may not seek to 'recruit' students they work with as a volunteer into any kind of business arrangement outside of the School.

Safeguarding

The safety of our students is of paramount importance. Volunteers will be made aware of the designated teachers for safeguarding, which includes the Deputy Head Teachers. All staff (paid and voluntary) should be alert to possible physical or emotional problems being experienced by students and to raise concerns with the teacher / staff member, or designated teacher for safeguarding in the first instance. If a student asks to speak to you about a problem **do not** promise confidentiality but explain that it will be necessary to consult a senior colleague. If this is the case, please see one of the designated teachers for safeguarding as soon as possible with the details. This may lead to a referral to Social Services or other agencies.

Procedure

Before you commence volunteering at the school, you will be asked to provide three items of identification to enable us to carry out a DBS check. You will also be asked to provide details of two referees who should not be related to you in any way, nor writing solely as a friend. You will also be asked to attend an interview.

This policy should be read in conjunction with:

- Anti-bullying Policy
- Safeguarding Policy
- Confidentiality Policy
- Equal Opportunities Policy



New Volunteer Form

Appendix A

| | |
|--|--|
| Name | |
| Other names | |
| Date of birth | |
| Address | |
| Email address | |
| Telephone number | |
| What areas would you like to volunteer in? | |
| Any particular age group you would like to work with? | |
| Do you require any reasonable adjustments to be made? | |

Your offer of help is appreciated and we will be in touch with you shortly.



Volunteer Agreement

Thank you for offering your services to act as a volunteer at The Cherwell School Academy Trust. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement and return it to the Human Resources Manager with your ID documents (see below).

- I have received a copy of the Volunteer Policy
- I agree to support the School's aims
- I agree to keep information that I learn from being a volunteer confidential
- I agree to abide by the School's Safeguarding Procedure

Please supply contact details for two referees. Your referees should not be related to you in any way, nor writing solely as a friend. If you are (or have recently been) employed, one must be your current or last employer. If you are (or have recently been) a student, one should be a senior staff member from your place of study. If you are not currently working with children but have done so in the past, one referee should be that employer. Your referees should be UK based, because we will need to contact them by telephone.

| |
|------------------|
| Referee 1 |
| |
| Name: |
| Address: |

| |
|------------------|
| Referee 2 |
| |
| Name: |
| Address: |

| | |
|--|--|
| <p>To carry out a DBS check we need to see the following original ID documents:</p> <ol style="list-style-type: none"> 1.Passport 2.Driving Licence (plastic card + paper counterpart) OR Birth Certificate 3.'Official' proof of address: Council tax statement/bank statement/P60 etc | |
|--|--|

| | |
|------------------|--|
| Signature | |
| Name | |
| Date | |



VOLUNTEER REFERENCE REQUEST FORM
Children Safer Recruitment (please answer all questions)

The person detailed below has applied to volunteer at The Cherwell School and has supplied your name as a referee in support of their application. Please can you complete and return the form below to ascertain their suitability?

Name of volunteer:

Your name:

Your address:

Your telephone number:

Your Email:

How do you know the volunteer:

How long have you known the volunteer?

Have you ever had any reason to doubt this person's honesty or trustworthiness? Yes No

If yes, please supply details:

Please describe the character/personality of the applicant:

Please complete overleaf

Are you aware of any reasons why this person should not work with children? Yes No

If yes, please supply details:

To your knowledge, does this person have any criminal convictions? Yes No

If yes, please provide details:

Is there anything else you would like to add about the applicant?

To the best of my knowledge, the information I have given on this form is current and accurate.

Signed: _____ Dated: _____

Thank you for your time and assistance.