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Updated Sept 2018 in line with changes to KCSIE Regulations



Brentwood School

POLICY ON THE RECRUITMENT OF VOLUNTEERS

POLICY STATEMENT

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Governors therefore, welcomes and encourages volunteers from the local community to support the School in its day to day running. The kinds of activities that volunteers may assist with are hearing pupils read, working with small groups of pupils to assist them in their learning, working alongside individual pupils, as an additional tutor, or accompanying school visits. This will largely be in the Preparatory School, but volunteers may assist in a range of co-curricular and other activities in the Senior School.

Volunteers will be recruited and vetted via the process set out below. Volunteers who take part in a Regulated Activity will be subject to safer recruitment checks. Where a volunteer is regularly and reasonably supervised by a Teacher or Teaching Assistant, the activity will not normally be regulated (unless it involves personal care). However additional checks may be required depending on the frequency and nature of the role. On-off volunteers for day trips, assisting with concerts etc do not require vetting checks but must be supervised and must not include any personal care, such as assisting children to change.

All queries on the School's recruitment process must be directed to the HR Adviser.

RECRUITMENT

All volunteers, except those assisting on a one-off basis as above, will be subject to an informal recruitment process which will involve a meeting with the Head of Early Years and KS1, the Head of the Prep School or the Deputy Head (Staffing, Operations and Co-Curricular) in the Senior School as appropriate, to discuss the requirements of the School and the skills of the volunteer. The purpose of this meeting will be to understand whether the prospective volunteer has any previous relevant experience and find out whether the expectations and requirements of each party meet and whether there is a volunteering opportunity at the School.

Any volunteering placement may be offered subject to the following checks being in place before the start of the placements, if relevant:

- an enhanced DBS certificate;
- if the volunteer will be undertaking a regulated activity, a barred list check;

- evidence of their entitlement to work in the UK, where relevant;
- If working with Early Years children or undertaking childcare (eg supporting crèche-like facilities before or after-school), a declaration that they are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009;
- depending on the nature of the role, the volunteer may also be asked to sign a confidentiality statement;
- references may also be required.

INDUCTION

The Head of Early Years and KS1, the Head of the Prep School or the Deputy Head (Staffing, Operations and Co-Curricular) in the Senior School as appropriate will arrange training for the volunteers on the following matters once the volunteering placement commences:

- Child Protection Policy and safeguarding obligations
- Code of Conduct
- Health and Safety
- Confidentiality obligations
- Supervision

Appendix 1

MODEL DRAFT LETTER TO VOLUNTEERS

For issue to volunteers once all relevant checks have been carried out and approval has been given by the Head of Early Years and KS1, the Head of the Prep School or the Deputy Head (Staffing, Operations and Co-Curricular) as appropriate.

[DATE]

Dear [NAME OF VOLUNTEER],

Volunteer Agreement

This letter sets out what we can each reasonably expect from your volunteering role within Brentwood School. We appreciate you volunteering with us and are committed to providing volunteers with a supportive environment. We hope that you will find your volunteer experience enjoyable and rewarding.

1. Volunteer Role

Your role as volunteer is [[SPECIFY ANY TITLE AND DETAILS OF ROLE] OR set out in the attached volunteer role description] and starts on [DATE]. We hope that you will usually be able to volunteer with us for at least [SPECIFY ANY PREFERRED TIME COMMITMENT] so that we can each get the most from the volunteering experience. However, we are flexible about when you work [within the constraints of []] so please let us know if you would prefer a different arrangement.

2. Your Obligations

We expect you to perform your role to the best of your ability and to follow our procedures and standards, including health and safety and equal opportunities, the Child Protection and Staff Code of Conduct, and to comply with our anti-bribery policy and procedures. You can expect us to deal with you in accordance with our equal opportunities policy.

If you are providing childcare as part of your volunteering duties, please note that you have a legal obligation to inform the School if you are disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009. Please see the enclosed Policy on Recruitment of Volunteers and ask [NAME] for more details.

3. Induction and Training

We will provide an induction explaining what we do and how volunteers fit within the School. We will also provide training to assist you to meet the standards we expect from volunteers and to ensure your health and safety. You will also be trained on Child Protection and Safeguarding.

4. Supervision and Support

Your main point of contact during your volunteering with us is [NAME]. You will have meetings with [NAME] to agree targets for your volunteering role and discuss any problems or complaints you may have.

Please give [NAME] as much notice as possible if you are unable to volunteer when expected.

5. Expenses

The School will not normally reimburse out-of-pocket expenses incurred in connection with your volunteering for us.

6. Insurance

We will provide adequate insurance cover for you while you are undertaking voluntary work approved and authorised by us.

7. Confidentiality

In the course of providing your volunteering services to the School, you may have access to confidential information relating to staff, pupils or parents. We expect you not to download, remove off-site, use or disclose this information to any person either during your volunteering experience with us or at any time afterwards.

8. Leaving

We ask that you give us as much notice as possible if you want to stop volunteering with us.

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Yours sincerely,

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On behalf of Brentwood School