

Volunteer Policy

Person responsible for this policy: James Kidd

Job Title: Vice Principal (Pastoral)

Review date: June 2021

Next Review: June 2022

Introduction

DLD College provides a wide range of activities and, to help the delivery of such activities, the College welcomes the additional assistance provided by volunteer support. Volunteer support could be from parents, ex-students other specialists who wish to offer their time and skills, or from partners of staff members. Teachers wishing to use volunteer support must request permission in advance from the Vice Principal (Pastoral). A Point of Contact (PoC) should be appointed as the primary link with the volunteer, and this PoC should be a senior member of staff. The College will maintain a full list of volunteers, their details and references.

Scope

This policy covers people who are not directly employed by the School under the terms and conditions of a contract of employment. Any person providing their services to the school on an ad-hoc and purely voluntary basis is covered by this volunteer policy.

Safety and Child Protection

Volunteers must read and understand the DLD Health and Safety Policy, signing with the Facilities Manager that they have done so. They should be briefed on appropriate risk assessments, fire prevention, lockdown procedures, child protection and accident/incident reporting. All volunteers providing their services on a regular basis at DLD are subject to Enhanced DBS checks. It is essential that two references are obtained for volunteers. It is the responsibility of the HR Officer to request references. All references received for volunteers will be kept on file by the HR Officer. For child protection reasons there can be no exception to this.

Volunteers can carry out a range of functions, from classroom assistance, helping run sports activities, supporting College trips, to fundraising. Volunteers are not employees of the school.

Volunteers, as a rule, provide support for other than financial reasons and many do not wish any form of reimbursement. There must be no pressure on volunteers to submit expenditure claims. Naturally, volunteer support should never be taken for granted and frequent appreciation of their efforts and contributions are necessary. Volunteers may be funded reasonable out-of-pocket expenses for their support; however, agreement must be obtained in advance with the Vice Principal (Pastoral).

Staff Responsibilities

The member of staff who has requested volunteer support is responsible for their induction, including Health and Safety guidance, in relation to the duties of their volunteer. They are the Point of Contact (PoC) for matters relating to the volunteer. The PoC is to issue written guidelines showing the parameters of the volunteer's work and is to state clearly responsibilities in respect of the control of pupils. Furthermore, the PoC is responsible for ensuring that the volunteer satisfactorily performs the tasks and is provided with any feedback based on areas of improvement. The PoC is to ensure that the Principal, Vice Principal (Pastoral) and HR Officer are informed

immediately in the event of matters concerning the volunteer's performance, which could adversely affect the reputation of DLD College.

Volunteers who have a complaint about any part of the School's procedure that affects them, should initially raise the matter with the PoC. If the matter is not satisfactorily resolved, the volunteer should inform the Vice Principal (Pastoral) in writing of the issue.

Volunteer Role Description & Agreement

NAME:

DESCRIPTION OF VOLUNTEER ROLE

1 General Description

- The Volunteer, although not an employee of the College, is responsible to _____ (PoC) who has overall responsibility for co-ordinating the event or activities that the volunteer is assisting with.
- The Volunteer will work under the direction and supervision of _____ (PoC) in support of the work of DLD College.
- DLD College staff are be responsible for class discipline. Any disciplinary issues must be reported to staff immediately.

2 Competencies

The Volunteer should be cooperative, friendly, and comfortable dealing with adults and students. The Volunteer should have a genuine interest in working with young people, be able to work effectively as a team member and be able to encourage a good standard of behaviour.

3 Presence in School

Department where assistance is being offered: _____

- 4 In particular, and not in a priority order, the Volunteer will contribute in the following areas: *tick as appropriate*:

<i>Activities</i>	<i>Tick as appropriate</i>
➤ Assisting with sports activities	
➤ Assisting with special events in College	
➤ Fundraising for DLD College	
➤ Assisting with College trips, including boarders' trips	
➤ Assisting with Boarding duties (resident members of Boarding staff household only)	
➤ Assisting with musical activities	
➤ Other:	
➤	
➤	
➤	
➤	
➤	
➤	

5 **Equal Opportunities**

As a volunteer the environment that you participate in should be free from harassment, intimidation or unlawful discrimination. You are to immediately advise the Vice Principal (Pastoral) and HR Officer should you encounter any situations where you feel you have been treated in a manner which is inconsistent with these values. Equally, you are to model the behaviour, which fosters such an environment where personnel feel able to register a complaint without fear of victimisation. Wherever possible, you are to take account of the religious and cultural needs of individuals. You are to ensure that racist or sexist language and inappropriate nicknames are not used and, within your area of responsibility, ensure that any complaints or matters brought to your attention are referred to your Point of Contact or nearest member of the College staff.

6 **Health and Safety**

Under the mandatory requirements of the Health and Safety at Work Act 1974, you are responsible for taking reasonable care for the health, safety and Welfare of yourself and others that may be affected by your acts or omissions. You should check with your PoC if you are unsure of any area affecting your volunteer assistance.

7 **Review**

This specification will be periodically be reviewed to ensure that it remains current and accurately reflects the volunteer assistance.

8 **Safeguarding**

You are required to report any safeguarding concerns to the designated safeguarding lead, of in his absence a deputy designated safeguarding lead in accordance with the DLD College Safeguarding Policy.

Where my volunteer support to DLD College involves contact with school children, I am subject to satisfactory DBS clearance and I will provide the contact details of two referees to my Point of Contact.

I will follow the relevant Child Protection and Security Guidelines relating to my volunteer service.

Volunteers should raise any issues about College procedure that affects them with their Point of Contact. If the matter is not satisfactory resolved the volunteer should inform the Vice Principal (Pastoral) in writing of the issue.

I am not an employee of the School, however, I may submit expense claims for reasonable out-of-pocket expenses if agreed in advance by the Vice Principal (Pastoral).

I have read and understood the above.

Signature _____
Volunteer

Print Name: _____

Date _____

Signature _____
Point of Contact

Print Name: _____

Date _____

Signature _____
Vice Principal (Pastoral)

Print Name: _____

Date _____

VOLUNTEER APPOINTMENT

Please complete and return to the HR Officer

PLEASE COMPLETE IN BLOCK CAPITALS

PERSONAL DETAILS

DEPT VOLUNTEERING IN:..... POC:.....

TITLE:SURNAME:.....

FORENAME(S):

HOME ADDRESS:

.....

POST CODE: E-MAIL:.....

TELEPHONE NO: MOBILE PHONE NO:.....

DATE OF BIRTH: NATIONALITY:

NEXT OF KIN FULL NAME (IN CASE OF EMERGENCY):

NEXT OF KIN ADDRESS (IN CASE OF EMERGENCY):

.....RELATIONSHIP:.....

CONTACT TELEPHONE NO:

NAME, ADDRESS and E-MAIL OF 2 REFEREES:

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.....

DATE FORM COMPLETED:

Volunteer Checklist

Name of Volunteer: _____

Point of Contact: _____

Training / HR Paperwork	Date Completed	Staff Initials
Child Protection Level 1 - <i>Certificate sent to HR</i> - <i>Discussion with Vice Principal (Pastoral)</i> -		
Health & Safety Policy – <i>sign with Facilities Manager</i>		
Fire Prevention - <i>Sign with Facilities Manager</i>		
Lockdown Procedures - <i>Sign with Facilities Manager</i>		
Enhanced DBS Completed (HR Officer)		
Two references returned (HR Officer)		
Role Description Agreement (PoC)		
ID Cards (from Student Services)		
Volunteer Appointment form (HR Officer)		