



*CARCLAZE COMMUNITY PRIMARY SCHOOL - AN ACADEMY*

*St Piran's Close St Austell Cornwall PL25 3TF*

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Head Teacher ~ Simon Pollard



**PENINSULA**  
LEARNING TRUST

# **VOLUNTEER POLICY**

## **AND**

# **GOOD PRACTICE GUIDE**

**Version Number: 1.0**

**Adopted by Staff and Directors: February 2017**



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## 1. Introduction

Peninsula Learning Trust recognises the immense benefits that volunteers bring to the Trust, and the bridges that they build to the local community. The Trust tries to offer a range of volunteering opportunities and, in accordance with its equal opportunities and diversity policies, to ensure that the opportunity to volunteer is widely available. Some example activities where volunteers may be involved within academies include:

- Class support for reading
- After school clubs
- Fundraising activities
- School gardening projects
- Enterprise mentoring
- Local governing/advisory bodies

## 2. Becoming a Volunteer

Volunteers will be given a clear and simple description of the roles and boundaries of the voluntary activity.

It is acknowledged that by its very nature, volunteering does not place the same obligations on an individual in terms of attendance etc. as a paid employee. However, it is very much hoped that volunteers will fulfil their commitment as agreed between themselves and the Trust/Academy; this includes consistent attendance and undertaking the agreed tasks.

## 3. Recruiting Volunteers

The following process should be followed for all volunteers:

- Attract volunteers by most appropriate methods of advertising
- Volunteers to complete Volunteer Application Form (Appendix 1)
- Completion of a self-disclosure form (Appendix 2)
- Completion of a volunteer agreement (Appendix 3)
- Volunteer to attend an informal interview with the Headteacher/Manager to discuss:
  - The workings of the Academy/Trust and how this relates to volunteering;
  - The opportunities available and how best the volunteer can contribute, using their skills and experience;
  - To review the volunteer's suitability to work with children, and capture all relevant information to undertake safeguarding checks.

## 4. Safeguarding

Peninsula Learning Trust is committed to the safeguarding of pupils, young people and everyone who works here. We expect volunteers to share this commitment and follow policies and procedures in relation to this.

**It is illegal for anyone who is barred from working with children to apply for, or work/volunteer to undertake Regulated Activity.**



Before commencing a placement, a volunteer will be expected to meet statutory requirements and undertake the following safeguarding checks:

- Identification Check (List of acceptable documents in Appendix 4)
- DBS Enhanced Disclosure
- A Childcare Disqualification Declaration (Appendix 5)
- Two relevant satisfactory references (Reference template – Appendix 6)
- Section 128 Prohibition Check (only applicable to those in management roles, e.g. governor)
- Overseas Check (only if spent longer than 3 months overseas in the last 5 years).

**On receipt of satisfactory safeguarding checks, Volunteers will:**

1. Sign and return the Volunteer agreement (Appendix 3) - As volunteers will be in a position of trust we expect them to maintain strict confidentiality at all times in accordance with the confidentiality policy and signed agreement
2. Undertake an induction programme relevant to the role but include:
  - a. Local information relevant to the placement
  - b. Use of equipment and resources
  - c. Familiarisation of key policies and procedures, and schedule attendance at any statutory training, particularly in regard to the following areas :
    - i. Safeguarding and Child Protection
    - ii. Equality and Diversity
    - iii. Health and Safety
    - iv. Fire Awareness
    - v. Behaviour Management
    - vi. Code of Conduct (including confidentiality)

Volunteers will also be assigned a key link person who you can go to if you have any concerns or queries about any matter. Volunteers, like all staff, are expected to report to their link person any issues, whether they experience them or witness them, which they feel concerned about. All volunteer personal data will be kept centrally within the school, in line with the Data Protection Act 1998.

**5. Upholding the Trust's Aims and Values**

All volunteers are expected to work and behave in such a way as to promote Peninsula Learning Trust's values and aims, as identified below.

**Our values are:**

- ◆ Every child in a school with outstanding outcomes
- ◆ Schools get better by working together
- ◆ Strong schools need strong leaders
- ◆ Our community and geography are shared; we understand the context of all the other schools
- ◆ Every school is unique – we cherish the individual ethos and character of Trust schools

**Outstanding outcomes for children comes from:**

- ◆ Developing highly effective teaching and learning by sharing practice, training and research
- ◆ Securing strong leadership at all levels through challenge, intervention, support and professional development
- ◆ Ensuring governance is strategic, well informed and questioning by rigorous analysis of



strengths and areas for development and a continuous drive to improve

- ◆ Making sure each school has an accurate, thorough and regular quality assurance and data reporting programme and uses data to inform actions
- ◆ Drive for outstanding practice
- ◆ Trust and respect for each other
- ◆ Willingness to share
- ◆ Always putting children's interests first

### **Volunteer Drivers**

Due to the risks involved with transporting children, all of the schools within Peninsula Learning Trust have agreed that the Trust's policy will be not to allow volunteers to transport children to school events. This decision has been taken to ensure the Trust is acting in the interests of the safety of the children in our care.

However, the Trust recognises that there may be occasions that parents/carers agree their own private arrangements with other parents/carers for the transportation of their children outside of school hours. Parents/carers should seek their own assurance about the safety of such transportation.



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**Volunteer Application Form**

|                              |  |                                |  |
|------------------------------|--|--------------------------------|--|
| <b>Name</b>                  |  | <b>Title</b>                   |  |
| <b>Address</b>               |  |                                |  |
| <b>Home Telephone Number</b> |  | <b>Mobile Telephone Number</b> |  |
| <b>Email address</b>         |  |                                |  |

|                                      |
|--------------------------------------|
| <b>Area / Activities of Interest</b> |
|                                      |

|                                    |  |
|------------------------------------|--|
| <b>Work / Voluntary Experience</b> |  |
| <b>Employer's name and address</b> | <b>Details (including dates) of employment</b> |
|                                    |  |
|                                    |  |
|                                    |  |

**Please continue on a separate sheet if necessary.**



| <b>Health</b>   |          |
|---|----------|
| <b>Do you have any health problems or disability of which we should be aware of?</b> (Please delete as appropriate) | Yes / No |
| <b>If Yes, please provide details</b>   |          |

| <b>References</b>   |  |
|---|--|
| (Please supply the names and contact details of two referees) |  |
| <b>Name</b>   |  |
| <b>Address</b>  |  |
| <b>Email</b>  |  |
| <b>Telephone</b>  |  |
| <b>Name</b>   |  |
| <b>Address</b>  |  |
| <b>Email</b>  |  |
| <b>Telephone</b>  |  |

| <b>Criminal Convictions</b>  |          |
|--|----------|
| <b>Do you have any criminal convictions or any pending?</b><br>(Please delete as appropriate)  | Yes / No |
| <b>If yes, please provide further details.</b><br>(A prior or pending criminal conviction may not prevent you from volunteering but failure to disclose relevant information may result in an unsuccessful application). |          |





All volunteers will be required to complete a Self-Disclosure of criminal records, have a DBS and Barring List check and complete a DBS consent form.

Personal Declaration:

I hereby apply to become a volunteer with Peninsula Learning Trust. I also agree to abide by all Academy Health & Safety, Child Protection / Safeguarding policies together with guidelines and risk assessments and understand that I have a responsibility for my own and others' Health & Safety while volunteering with the school.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

***Peninsula Learning Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment in every aspect of their work.***



**Self-Disclosure Form and Guidance**

**Self-Disclosure Form: Disclosure of Criminal Convictions/ Cautions / Reprimands / Bind overs (Spent and Unspent). Please read carefully the accompanying notes and then enter any convictions and cautions below.**

Please enter NONE if applicable

| Offence | Date of conviction / caution / reprimand / bind over | Sentence |
|---------|--|----------|
|         |  |          |
|         |  |          |

**Please list below details of any pending prosecutions**

Please enter NONE if applicable

| Court to which summoned | Appearance date | Alleged offence |
|-------------------------|-----------------|-----------------|
|                         |                 |                 |
|                         |                 |                 |

I certify that:

- i) I have read and understood the attached guidance notes;
- ii) To the best of my belief, the information I have entered is true and I understand that any false information or failure to disclose criminal convictions will result, in the event of employment, in a disciplinary investigation by the County Council / Governing Body, and is likely to result in dismissal.

Name \_\_\_\_\_ (please use  
CAPITALS): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please complete the form in full and return to the academy in a confidential envelope.*



### **Self-Disclosure Guidance Notes**

Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept or do any work in a 'regulated position'.

As the post for which you are applying is one that will give you substantial unsupervised access to children and young people it is covered by The Rehabilitation of Offenders Act 1974 (Exceptions) Orders from time to time enacted and in force. You are therefore required to disclose 'spent' as well as 'unspent' criminal convictions, cautions or reprimands or bind overs and any pending prosecutions against you in line with the requirements below.

You must declare the following:

- Cautions given less than 6 years ago (where you were over age 18 at the time of caution)
- Cautions given less than 2 years ago (where you were age under 18 at the time of caution)
- Any convictions, whenever they occurred, relating to an offence from a prescribed list available from: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check> or from your school office.
- All convictions that resulted in a custodial sentence (regardless of whether served and whenever they occurred).
- Where you have more than one conviction all convictions must be declared.
- Other convictions given less than 11 years ago (where you were over age 18 at the time of conviction)
- Other convictions given less than 5.5 years ago (where you were under age 18 at the time of conviction)

The information you provide (by completing the form) will be treated as strictly confidential and will be considered only in relation to the post for which you are applying. Disclosure of a conviction, caution, reprimand, bind over or pending prosecution does not necessarily mean that you will not be appointed; a person's suitability will be looked at as a whole in the light of all the information available, and in accordance with the Trust's on the employment of ex-offenders, a copy of which can be obtained from the Trust. A main consideration will be whether the offence is one which would make a person unsuitable to work in the capacity of the post applied for. If you disclose information which you are not required to, this will be disregarded. Any information provided which is not relevant to employment will be disregarded

A conviction includes:

- A sentence of imprisonment, youth custody or in a young offenders institution;
- An absolute discharge, conditional discharge, bind over;
- A fit person order, a supervision or care order, a probation order or community punishment order or an approved school/academy order arising from a criminal conviction;
- Simple dismissal from the Armed Forces, cashiering, discharge with ignominy, dismissal with disgrace or detention by the Armed Forces.
- Detention by direction of the Home Secretary;
- Remand centres, secure training centres or in secure accommodation;
- A suspended sentence;
- A fine or any other sentence not mentioned above.



A caution is a formal warning about future conduct given by a Senior Police Officer, usually in a Police Station, after a person has admitted an offence. It is used as an alternative to a charge and Positive Prosecution.

A Reprimand has replaced a Caution for young people under 15. A young person given a second formal warning about future conduct is then given a formal warning.

A Bind over is an order which requires the defendant to return to Court on an unspecified date for sentence.

Driving offences must be declared unless excluded by the criteria above.

Failure to disclose convictions, cautions, reprimands or bind overs and any pending prosecutions may, in the event of employment result in dismissal or disciplinary action by the Trust.

As the post for which you are applying falls within the category for which a criminal record disclosure is required, if you are selected for appointment, you will be required to apply for an enhanced Disclosure & Barring Service (DBS) disclosure. A refusal to make such an application could prevent your employment.

***Peninsula Learning Trust is an Equal Opportunities Employer***

***Peninsula Learning Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment in every aspect of their work.***



## Volunteer Agreement

Dear Volunteer,

This letter sets out what we can each reasonably expect from your volunteering role within Peninsula Learning Trust. This agreement is not intended to be a legally binding contract between us. Neither of us intend any employment relationship to be created either now or at any time in the future.

We appreciate you volunteering with us and we are committed to providing volunteers with a supportive environment. We hope that you will find your volunteer experience enjoyable and rewarding.

Your role as volunteer is set out below. We hope that you will usually be able to volunteer with us for the periods specified below, so that we can each get the most from the volunteering experience. However, we are flexible about this so please let us know if you would prefer a different arrangement.

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. You can expect us to deal with you in accordance with our equal opportunities policy.

Your main point of contact during your volunteering with us is the Academy Link Person specified below. You will have regular meetings during your volunteering role to discuss any problems or support that you may require.

All volunteers are asked to give the Headteacher/Manager as much notice as possible if you are unable to volunteer when expected or wish to stop volunteering with Peninsula Learning Trust.

In the course of your volunteering, you may have access to confidential information relating to Peninsula Learning Trust or our pupils. We expect you not to use or disclose this information to any person either during your volunteering experience with us or at any time afterwards.

|   |                                   |
|---|-----------------------------------|
| Academy/School:   | Carclaze Community Primary School |
| Name of Volunteer:  |                                   |
| Agreed start date, frequency/duration, general area(s) of work: |                                   |
| Date voluntary work will end:                                   |                                   |
| Induction and training to be supervised by:                     | Site Supervisor/Class Teacher     |
| Academy Link Person:  | Mr Simon Pollard                  |

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,



Mr Simon Pollard

On behalf of Peninsula Learning Trust

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**Volunteer Acknowledgment Slip**

To confirm receipt, and to acknowledge that you understand the contents of the letter, please sign and date this slip and return to Emma Moseley at Carclaze School, St Pirans Close, St Austell PL25 3TF.

Signed \_\_\_\_\_

Date \_\_\_\_\_



- **Evidence of identity** as detailed below (**photocopies are not acceptable**):

All applicants **must** produce three documents:  
**1** document from Group 1 **plus 2** further documents from Group 1 or 2a or 2b  
**The documents seen must enable the Applicant's Name (including any Previous Names), Date of Birth and Address to be verified.**

| <b>Group 1</b><br><b>Primary Trusted Identity Credentials</b>  | <b>Group 2b</b><br><b>Financial/Social History Documents</b>   |
|--|--|
| <ul style="list-style-type: none"> <li>○ Current Passport – UK or EEA (or non-EEA in combination with a Biometric Residence Permit or current Work Permit/Visa)</li> <li>○ Biometric Residence Permit (UK)</li> <li>○ Birth Certificate (UK &amp; Channel Islands) – issued at the time of birth (within 6 weeks of DoB). Full or short form acceptable, including those issued by UK authorities overseas ie Embassies, High Commissions &amp; HM Forces</li> <li>○ Current Photocard Driving Licence (UK) Full or Provisional – a Photocard is only valid if the individual presents it with the associated counterpart licence (except Jersey)</li> </ul> | <ul style="list-style-type: none"> <li>○ Mortgage Statement (UK or EEA)**</li> <li>○ Bank/Building Society Statement (UK or EEA)*</li> <li>○ Bank/Building Society account opening confirmation letter (UK)</li> <li>○ Credit Card Statement (UK or EEA)*</li> <li>○ Financial Statement** eg pension, endowment, ISA (UK)</li> <li>○ P45 or P60 Statement** (UK &amp; Channel Islands)</li> <li>○ Council Tax Statement (UK &amp; Channel Islands)**</li> <li>○ Work Permit/Visa (UK) (UK Residence Permit)**</li> <li>○ Letter of Sponsorship from future employment provider – non-UK/non-EEA only – valid only for applicants residing outside of the UK at time of application</li> <li>○ Utility Bill (UK)* – not mobile telephone</li> <li>○ Benefit Statement* – e.g. Child Allowance, Pension</li> <li>○ A document from Central / Local Government / Government Agency / Local Authority giving entitlement (UK &amp; Channel Islands)* – e.g. from the Department for Work &amp; Pensions, the Employment Service, Customs &amp; Revenue, Job Centre, Job Centre Plus, Social Security</li> <li>○ EU National ID Card</li> <li>○ Cards carrying the PASS accreditation logo (UK)</li> </ul> |
| <b>Group 2a</b><br><b>Trusted Government/State Issued Documents</b> <ul style="list-style-type: none"> <li>○ Current UK Driving Licence (old-style paper version)</li> <li>○ Current non-UK Photo Driving Licence – valid only for applicants residing outside of the UK at the time of application</li> <li>○ Birth Certificate (UK &amp; Channel Islands) – issued after the time of birth</li> <li>○ Marriage/Civil Partnership Certificate (UK)</li> <li>○ Adoption Certificate (UK)</li> <li>○ HM Forces ID Card (UK)</li> <li>○ Firearms Licence (UK)</li> </ul>   |  |

**If a document is denoted with \*** it should be less than three months old  
**\*\*** it should be issued within the past 12 months  
 Those not denoted can be more than 12 months old



| SECTION A - Criminal convictions declaration  |        |
|---|--------|
| <p>This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore required to declare whether you have any criminal convictions (or cautions, reprimands or warnings) including those which are 'spent'. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the <a href="#">Disclosure and Barring Service website</a>.</p>   |        |
| Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) or do you have any charges pending?  | Yes/No |
| Have you ever been barred or restricted from working with children and/or vulnerable adults?  | Yes/No |
| SECTION B - Childcare disqualification declaration  |        |
| If the following does not apply to you, please move onto section C  |        |
| <p><a href="#">Disqualification under the Childcare Act 2006</a> applies to all schools and settings who provide childcare and/or are directly concerned with the management of early years childcare or later years childcare (children above reception age but have not attained the age of 8). If you are in a role that falls within the categories below then you are required to provide information relating to your suitability:</p> <ul style="list-style-type: none"> <li>• staff who work in early years provision (including teachers and support staff working in nursery and reception classes);</li> <li>• staff working in later years provision for children who have not attained the age of 8 including before school settings, such as breakfast clubs, and after school provision;</li> <li>• staff who are directly concerned in the management of such early or later years provision.</li> </ul> <p>You are also required to provide relevant information about any person who lives or works in the same household as you which may disqualify you 'by association'.</p> |        |
| Have you or any member of your household ever been disqualified from caring for a child, including your own child? (which are referred to in <a href="#">regulation 4</a> and listed at <a href="#">schedule 1</a> of 2009 Regulations)   | Yes/No |
| Have you or any member of your household ever had your registration refused or cancelled relating to childcare, or children's homes, or been prohibited from private fostering? (as specified in <a href="#">Schedule 1</a> of the 2009 Regulations)  | Yes/No |
| Does any member of your household have any unspent convictions for certain violent and sexual criminal offences against children and adults? ( <a href="#">See Table A – Relevant Offences</a> )  | Yes/No |
| Has any member of your household ever been barred from working with children?   | Yes/No |
| Have you or any member of your household committed an offence overseas which would constitute an offence regarding disqualification under the 2009 Regulations if it had been done in any part of the United Kingdom?   | Yes/No |
| SECTION C - Further information and declaration   |        |
| If you have answered yes to any of the above questions, please provide further information below:   |        |
| <p><b>Declaration:</b> I confirm that the information I have declared above is correct and I accept that if any of the information I provide is found to be false or misleading I may be disqualified from appointment. I understand that I have a duty to inform my employer should any of this information change at any time during my employment. I understand that any subsequent offer of employment will be subject to the satisfactory outcome of all required safeguarding, vetting and barring checks.</p>  |        |
| Signature:  | Date:  |
| Print Full Name:  |        |





Dear [Referee name]

Name: [Candidate name]

The person named above has given permission for us to write to you for a reference regarding their suitability to work as a volunteer for Peninsula Learning Trust. The type of work they will be doing is.....

We would be grateful if you could answer a few questions below with regard to the above applicant.

|   |  |
|---|--|
| How long have you known the applicant and in what capacity?   |  |
| Please could you comment on the applicant's suitability to undertake the volunteer work described above in our school.        |  |
| Please could you comment on the applicant's suitability to work with children?  |  |
| If you feel there is any other information relevant to the applicant and this work, then please continue on a separate sheet. |  |

Many thanks for providing this information.

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