



# Volunteer Policy

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The Prince Albert Community Trust  
**Volunteer Policy**

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## Definitions

**Work experience:** A secondary school student or college student that requires work experience as part of their course (see work experience policy)

**ITT Students:** A teaching student on a recognised course that requires a teaching practice placement

**Other Students:** A student on a recognised course (NVQ etc.) that requires a placement in a school or trust based setting

**Volunteers:** Any person who wants to gain experience/work within the school or trust (see volunteer policy).

*The Prince Albert Community Trust (PACT) is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff, students, volunteers and visitors to share this commitment.*

## Rationale

PACT welcomes volunteers and recognises the important role of providing high quality training and experiences for those wishing to pursue a future career in education, childcare or the business functions of our organisation. We provide placements in the hope of mutual support and the exchange of expertise and experience.

Where volunteers form part of the trust governance community, such as Academy Representatives, further statutory guidelines and processes will apply. This will be coordinated directly by the trust's governance professional. Further guidance can be sought via [clerk@the-pact.co.uk](mailto:clerk@the-pact.co.uk).

## Applying for a voluntary position

Any person requesting voluntary work within the PACT will be required to complete an application form that can be collected from a PACT school or downloaded from the PACT website. Volunteers are requested to submit their application well in advance of their required placement as this will help the schools to plan effectively.

### This needs to include:

- ✓ the volunteers full name and email address
- ✓ the reason for requesting a placement at the school/trust
- ✓ their availability, their working hours and the length of the placement, e.g. until July
- ✓ the year group/key stage/business area experience they require
- ✓ relevant safeguarding questions,
- ✓ a character reference and previous employment details

## Amount of Places available

Our acceptance of placements will always be governed by our capacity to support. Where we have capacity, volunteers will be placed in their chosen business area. School based volunteers could be placed in any year group within school

## Allocation of school volunteers to classes

The allocation of volunteers to classes is based on the following:

- the request of the establishment for a specific year group or key stage experience
- staff experience and expertise in order to support volunteers
- the needs of the year group, children within the class
- any other relevant information

Under no circumstances will volunteers be placed into a class or year group where they have a family member present.

## Allocation of non-school based volunteers

The allocation of volunteers to classes is based on the following:

- the request of the establishment for specific experience in one of our business functions
- staff experience and expertise in order to support volunteers
- any other relevant information

All applications will be responded to via school or trust email. No replies will be issued over the phone. However, in the instance that a postal reply is required, a stamped addressed envelope must be provided by the volunteer.

- **If we can accommodate this request**, volunteers may be invited into the specific school or trust for an informal interview.
- References will be requested.
- If the volunteer wishes to proceed with the post and we feel that they are right for the role, a DBS check will be carried out.
- Only when a full DBS certificate is obtained will volunteers be able to start the accepted role (if a DBS is not obtained for any reason, any offers or agreements will be revoked)

## Induction and Training Process

All volunteers will receive:

- An initial induction session from a school or trust leader, including specific details relating to child protection/health and safety code of conduct amongst any other key policies or necessary information pertinent to the school or business function
- An induction pack containing key information and links to key policies on the PACT website
- Training on fire safety and evacuation procedures
- A green volunteer ID lanyard (to be worn at all times)

\*All volunteers will be required to work a trial period. If after a trial period, the Head or business leader deems that the placement will not be viable, they will be able to withdraw the placement offer.

## Supervision and Support

Classroom based volunteers will be supported by the class teacher they are assigned to. The class teacher will report back regularly on the progress of the volunteer to the student placement coordinator. Non-class based volunteers will be supported by a member of the team within which they are working.

### Role of class teacher/identified support person

The class teacher/identified support person is the main support for volunteers during their time at PACT. They will provide the following:

- Day to day support
- Help with planning as required
- Carrying out any necessary observations and feedback to volunteers on progress
- Help with resources
- Provision of general advice, praise, encouragement and support with tasks related to the voluntary role
- Liaising with link tutors to discuss progress where appropriate
- Completing required paperwork in line with trainer requirements

Volunteers who are placed in areas of school (not classroom) will be assigned a member of staff who will supervise their role. E.g. sports, library etc...

## Volunteers' involvement in wider experiences

PACT welcomes volunteers to be involved in taking part in school trips. Volunteers must understand that during out of school activities, they are still bound by policies and procedures of the trust.

## **Confidentiality and GDPR**

Volunteers are bound by the same requirements for confidentiality as paid staff. As part of the induction process, students will be briefed about confidentiality and asked to sign a contract in agreement with this. Any breaches of confidentiality would be deemed serious and could lead to a formal complaint (see above).

All volunteers are also required to follow the school's GDPR policy.

## **Professionalism**

All staff working at PACT are bound by the staff code of conduct. All volunteers are also expected to adhere to this policy and are therefore required to conduct themselves in a professional manner at all times.

## **Attendance and Absence**

All volunteers are required to sign in using the inventory system. In the event of absence, they are required to ring into the school office/named person by 8.40 so that the necessary people can be informed. Where possible, volunteers would also be encouraged to email their main contact via email.

## **Complaints Procedure**

Any complaints made by a volunteer or about a volunteer will be referred to the Head or a delegated member of HR for investigation.

The Head or delegated HR member reserves the right to take the following action:

- To speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated.
- Offer an alternative placement or activity for a volunteer.
- Inform the volunteer that the placement has been withdrawn.

## **Equal Opportunities and Diversity**

We are aware of the benefits of having a diverse workforce and are committed to offering equal opportunities to volunteers from different backgrounds. (For more information see equal opportunities policy)

## **Public Liability Insurance**

We are covered by the governments Risk Protection Arrangements (RPA) Insurance.

## **Review**

This policy will be reviewed every two years, or more regularly in the light of any significant new developments or in response to changes in guidance.