



# Volunteer Policy

*At Droylsden Academy we will ensure that at every level, in all our work and throughout all aspects of the school community and its life, all will be treated equally, with respect and dignity, free from discrimination and harassment. Each person will be given fair and equal opportunities to develop their full potential regardless of their age, disability, gender, gender-identity, race, religion or belief, sexual orientation, pregnancy and maternity (refers to staff / employment), socio-economic background and special educational needs. Our school will tackle the barriers which could lead to unequal outcomes for these protected groups, ensuring there is equality of access and that we celebrate and value the diversity within our school community. The school will work actively to promote equality and foster positive attitudes and commitment to an education for equality.*

Review Cycle: Three Years  
Next Review Date: February 2025  
Person Responsible: Director of HR/HR Manager  
Approving Body: Headteacher

### **Introduction:**

The Academy takes the lead on development; we make every effort to support the needs of past students, the local community and wider relations.

Droylsden Academy is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment.

### **Categories of Volunteers (this list is not exhaustive):**

- Trainee Teacher Placements (linked to University or otherwise)
- Teaching – work experience volunteers
- Teaching Assistant – work experience volunteers
- Administration – work experience volunteers

All volunteer placements (**excluding ‘one-off’ visitors working with students in a supervised capacity**) must complete the following stages of appointment.

### **Supporting Statement:**

All volunteers must submit a supporting statement, giving details of the nature of the placement they are seeking; highlighting their previous experiences and what tools/skills of value that they feel they will bring to the Academy. Further information relating to why they have chosen Droylsden Academy and detail of their motives to work with young people are looked for at this stage, together with details of the skills/experience they have to offer our school community.

**This supporting statement can be found within the Application for Voluntary Work Experience found at the end of this policy.**

All volunteer requests are acknowledged by the Academy; if we are unable to support a request, this is communicated to the applicant.

Ex-Droylsden Academy students cannot undertake voluntary work at the school until three years has passed since their leaving date.

### **Pre-Placement Checks:**

The nature of the placement is established, in the first instance, to ascertain the level of DBS required.

- i.e.
- Enhanced DBS with Barred List Check
  - Enhance DBS (with no Barred List check)
  - No DBS required

If the placement is for observational purposes only, such as a GTP/PGCE, where no unsupervised contact with students is made, then no DBS is obtained.

If the placement is for developmental purposes such as gaining TA experience/participating in class room/trip activities, where there is unsupervised contact with students, then a DBS is required. **The level of the DBS will be determined by an assessment of the activity being undertaken by the volunteer, i.e. a regulated activity or otherwise.**

If the applicant requires Droylsden Academy to apply for a DBS on their behalf, the applicant will be required to cover the cost of this.

**Interview:**

All prospective volunteers are invited to attend a formal interview at school. At this stage they must supply photographic identification to confirm their identity.

During this interview, questions are asked (including safer recruitment questions) to ascertain the individual's motives for working within a school and their suitability to work with young children at our Academy. The interview would normally consist of the Deputy Headteacher (Teaching & Learning), Curriculum Leader as appropriate and the HR Manager.

Our selection process may also include an activity to establish confidence in a classroom or around students.

**Successful Candidates:**

The Academy will retain a written record of the formal interview; in addition to this, personal information is obtained from the individual relating to their contact details, next of kin etc. Records of their DBS checks are also retained.

DBS information is also retained within the Single Central Record.

**Induction:**

All new volunteers will have an Induction, including Child Protection.

The following policy documents will be issued to each volunteer:

- Safeguarding/Child Protection Policy
- Health and Safety Policy
- Staff Code of Conduct Policy
- ICT Acceptable Use Policy

### Application for Voluntary Work Experience

Name	
Address	
DOB	
Telephone number	
E-mail	

	Yes	No
Have you previously worked at Droylsden Academy?		
Are you a previous Droylsden Academy student?		
If yes, when did you leave? (Please note we are unable to offer a placement if you have left within the past 3 years)		
Do you have a current enhanced DBS check?		

Desired dates of placement	
Desired length of placement	

Please give **details of the nature of the placement** you are seeking (in the box below)(e.g. specific department/ lesson observations/ teaching experience etc.)

Please submit a **supporting statement** (on the reverse of this form) to include:

- Your reasons for seeking this placement
- Current and previous education, training and experience
- Any skills you feel you can bring to the school
- Reasons why you have chosen our school
- Your motivation for wanting to work with young people

**Supporting Statement:**

Empty box for supporting statement.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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