

# Volunteer Agreement



## Document Control

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# Volunteer agreement

Thank you for offering your services as a volunteer for the Arthur Terry Learning Partnership ("ATLP"). Your support to the ATLP is greatly appreciated and we hope that you will gain much from your experience. Please read the volunteer information and associated policies and sign this Volunteer Agreement at the end of this document.

## Introduction

The ATLP recognises that volunteers bring with them a range of skills and experience that can enhance the learning opportunities of pupils. Volunteers are therefore welcomed and encouraged.

The purpose of this document is to:

- Ensure all parties involved are aware of their responsibilities;
- Ensure compliance with relevant policies and legislation; and
- Promote the Arthur Terry Learning Partnership values.

Volunteers can include members of the ATLP governance network, parents of pupils, ex-pupils, ex-members of staff and local residents and many other groups or individuals. The type of activities that volunteers engage in can include accompanying school visits and trips (including overseas), coaching (Hockey, Tennis & Rugby for example), Duke of Edinburgh.

Everyone who works in ATLP schools, whether paid members of staff, or a volunteer is expected to work and behave in such a way as to actively promote ATLP school values. The school reserves the right to terminate a volunteer arrangement immediately if an individual's behaviour falls short of the standards expected of all staff and students.

## Becoming a volunteer

Applications for volunteering will be considered on a case-by-case basis taking into account the needs of the school and demands on resources. Whilst the school recognises the value of volunteers, there may be matters for consideration, which are not known to all parties. Therefore, all volunteers must be authorised by a Headteacher / Associate Headteacher before requests are agreed to or any arrangements are made.

Human Resources must also be informed in order that they can advise as necessary and maintain appropriate management information.

## Status of volunteers

A volunteer will not be an employee of the ATLP. They will not be engaged on a contract of employment nor on any type of contract for services. The engagement will be binding in honour only, there being no legal agreement between the ATLP and the volunteer.

Volunteers are unpaid. The ATLP is under no obligation to offer or to continue to offer any volunteering opportunity to any person, irrespective of their carrying out volunteering work currently or in the past. Similarly, the volunteer is under no obligation to accept any opportunity offered and may withdraw from the agreement at any time.

Before accepting the role of volunteer, the individual concerned will agree with the ATLP that they can fulfil the volunteer role expectations. The ATLP may withdraw the offer at any time, including after the volunteer has started their engagement. The volunteer may also withdraw from the agreement at any time. Both parties are encouraged to give the other as much notice as possible, should the agreement be ended.

## Insurance

Volunteers will be provided with adequate insurance cover whilst undertaking voluntary work which has been approved and authorised by The ATLP / an ATLP school.

- Employer's liability insurance or public liability insurance to cover the organisation in the event that a volunteer is harmed due to the organisation's negligence.
- Public liability insurance to cover both the organisation and the volunteer in the event that a third party is injured through the actions of a volunteer.
- Motor insurance for volunteer drivers.  
If volunteers are going to be driving vehicles provided by the organisation, the organisation must ensure that its insurance covers volunteers. If volunteers will drive their own vehicles, then the organisation must check that they are appropriately insured.

Volunteers must be made aware and volunteers must seek clarification of cover provided in relation to the specific circumstances of their activities.

## Safeguarding

The ATLP is committed to safeguarding pupils and young people and expects its volunteers to share and promote this commitment absolutely.

The ATLP will seek an enhanced DBS clearance for a volunteer before they come into school where necessary. The ATLP will also check the volunteer's identity via the use of a defined list of documents. Further checks and references will be completed as appropriate in line with the ATLP Safer Recruitment policy.

All volunteers will also be expected to undertake safeguarding training and familiarise themselves with 'Keeping Children Safe in Education', and the 'Guidance for safer working practice for those working with children and young people in education settings'.

## Induction

It is the responsibility of the volunteer's designated supervisor to ensure the individual is inducted appropriately. As a minimum, they must be made aware of all relevant housekeeping and health and safety matters, including emergency evacuation procedures, dress code, use of social media regarding pupils and students, and smoking policy. Moreover, it is particularly important that individuals are made aware of safeguarding procedures (and relevant points of contact).

## Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about pupils they work with/meet should be voiced with their designated supervisor (or Designated Safeguarding Lead ("DSL") where it is a safeguarding concern).

## Supervision

All volunteers work under the supervision of a member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking.

Volunteers should have clear guidance from a designated supervisor as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the pupil's understanding of a task, behaviour or their welfare, volunteers must seek advice/guidance from a designated supervisor.

## ICT systems

Access to school ICT systems will be assessed on a case-by-case basis and will be provided where deemed necessary. Where access to ICT systems or networks is provided, volunteers must read and abide by local ICT policies including Acceptable Use policies.

## Health and safety

The ATLP has a Health & Safety Policy which is made available to all volunteers working in the school. The designated supervisor will ensure the volunteer is clear about emergency procedures and about any safety aspects associated with particular tasks. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to their designated supervisor.

## Child protection

The welfare of our pupils is paramount. To ensure the safety of our pupils, all volunteers will be given access to the Child Protection and Safeguarding Policy and associated documentation, the Staff Code of Conduct as well as any further policy and documentation deemed necessary at the time. A designated supervisor will ensure that the volunteer has received appropriate training, advice and guidance in relation to The ATLP child protection requirements.

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## Declaration

- I have received a copy of the school's volunteer information.
- I agree to treat information obtained from being a volunteer in school as strictly confidential.
- I understand that an enhanced DBS check and other appropriate safer recruitment checks may be undertaken.
- I have been made aware of the name of my designated supervisor.
- I agree to support the ATLP's aims and educational purpose.
- I have received a copy of the Child Protection and Safeguarding Policy and the Staff Code of Conduct.
- I agree to familiarise myself with the 'Keeping Children Safe in Education', and the 'Guidance for safer working practice for those working with children and young people in education settings'.
- I agree to work within the boundaries of the ATLP safeguarding policies at all times. I understand that any personal/special student data that I have access to or is shared with me is to be kept, used and stored in line with the ATLP GDPR Data Protection Policy.
- I agree that access to any/all information relating to students, or contact with students, will only ever be via a school/ATLP email account.
- I understand that student information will not be shared with any other persons outside of the school/ATLP.

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

**Name:** \_\_\_\_\_ **Dated:** \_\_\_\_\_