



Brentwood School

Recruitment of Volunteers Policy

Document Owner:	Bursar		
Relevant to:	All Staff		
Regulatory Body:	Department for Education Independent Schools Inspectorate		
Relevant Legislation/Guidance:	Independent Schools Standards Regulations Keeping Children Safe in Education		
Last updated:	October 2024		
Last reviewed by:	SLT 17th October 2024		
Last approved by and date:	Exec Committee 11th November 2024		
Next review due:	October 2026		
Current version published:	12th November 2024		
Circulation:	All Staff	Governors	Website
Related & supporting Policies:	Health & Safety Policy	Safeguarding Policy	

RECRUITMENT OF VOLUNTEERS POLICY

Includes:

Appendix 1: Volunteer Agreement

Appendix 2: Confidentiality Agreement

POLICY STATEMENT

Volunteers at Brentwood School bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Governors welcome and encourage volunteers from the local community to support the School in its day to day running. Volunteer support might include: hearing pupils read, working with small groups of pupils to assist them in their learning, working alongside individual pupils, as an additional tutor, or accompanying school visits. This will largely be in the Preparatory School, but volunteers may assist in a range of co-curricular and other activities in the Senior School.

The recruitment and vetting process for volunteers is set out below. Volunteers who take part in a Regulated Activity will be subject to safer recruitment checks. Where a volunteer is regularly and reasonably supervised by a Teacher or Teaching Assistant, the activity will not normally be regulated (unless it involves personal care). However, additional checks may be required depending on the frequency and nature of the role. One-off volunteers for day trips, assisting with concerts etc do not require vetting checks but must be supervised and must not include any personal care, such as assisting children to change.

All queries on the School's recruitment process must be directed to the Head of HR.

RECRUITMENT OF VOLUNTEERS

All volunteers, except those assisting on a one-off basis (as above), will be subject to an informal recruitment process. This will involve a meeting with the Deputy Head (Staffing, Operations and Co-Curricular) Prep or Senior School, or the Head of Department or Bursar as appropriate, to discuss the requirements of the School and the skills of the volunteer. The purpose of this meeting will be to understand whether the prospective volunteer has any previous relevant experience and find out whether the expectations and requirements of each party meet and whether there is a volunteering opportunity at the School.

Any volunteering placement offered is subject to the following checks (where relevant) being in place before the start of the placements:

- An enhanced DBS certificate;
- If the volunteer will be undertaking a regulated activity, a barred list check;
- Evidence of their entitlement to work in the UK, where relevant;
- A declaration will be sought that the volunteer is not disqualified from providing childcare. This is in accordance with the statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)". This applies to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare; the Childcare (Disqualification) Regulations 2009;

- Confirmation the Volunteer has read and understands the School's Whole School Safeguarding Policy;
- Confirmation the Volunteer has read and understands current Statutory Guidance on Keeping Children Safe in Education;
- If the Volunteer is undertaking a Management role, check the applicant is not prohibited from participating in the management of Independent Schools;
- If the Volunteer is a Teacher check prohibition from teaching check;
- Depending on the nature of the role, the volunteer may also be asked to sign a confidentiality statement;
- References may also be required.

INDUCTION

The Head of Pedagogy and Staff Development at the Prep or Senior School or the Head of Department for Operational volunteers will work with the recruiting member of staff or team to arrange training for the volunteers on the following matters before the volunteering placement commences:

- Child Protection Policy and Safeguarding obligations, including the relevant section of the latest statutory guidance: Keeping Children Safe in Education
- The role and identities of the Designated safeguarding lead and Deputy designated safeguarding leads
- Staff Code of Conduct
- Health and Safety and Fire Safety
- Confidentiality obligations
- Supervision
- Pupil behaviour management
- Pupils missing from school
- Network Acceptable Use Policy
- Data protection Privacy Notice for Staff and Responsibilities of Staff for Data Protection
- Social Media Policy

There should be a risk based approach when determining the level of information provided at induction. This will depend very much on the nature of duties undertaken, and when and where they are undertaken. The information required to effectively carry out the volunteering duties should be considered when providing an induction to volunteers. It may also be necessary to extend the list above and add areas/documents that need to be covered in the induction.

Appendix 1: VOLUNTEER AGREEMENT (amend as required) *The recruiting member of staff/team will need to issue this agreement to volunteers once all relevant checks have been carried out and approval has been given by relevant member of the SLT.*

[DATE]

Dear [NAME OF VOLUNTEER],

Volunteer Agreement

This letter sets out what we can each reasonably expect from your volunteering role within Brentwood School. We appreciate you volunteering with us and are committed to providing volunteers with a supportive environment. We hope that you will find your volunteer experience enjoyable and rewarding.

1. Volunteer Role

Your role as volunteer is [SPECIFY ANY TITLE AND DETAILS OF ROLE] OR set out in the attached volunteer role description] and starts on [DATE]. We hope that you will usually be able to volunteer with us for at least [SPECIFY ANY PREFERRED TIME COMMITMENT] so that we can each get the most from the volunteering experience. However, we are flexible about when you work [within the constraints of [] so please let us know if you would prefer a different arrangement.

2. Your Obligations

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, the Child Protection and Staff Code of Conduct, and to comply with our anti-bribery policy and procedures. You can expect us to deal with you in accordance with our equal opportunities policy.

If you are providing childcare as part of your volunteering duties, please note that you have a legal obligation to inform the School if you are disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009. Please see the enclosed Policy on Recruitment of Volunteers and ask [NAME] for more details.

3. Volunteering is Subject to the Following Checks

Prior to commencement as a Volunteer the following checks will need to be in place (where relevant):

- Confirmation from the Disclosure and Barring Service (DBS) that you have no convictions that would disbar you from working with children. We will contact you to verify your identification to commence an online DBS check. Please note that when you receive the DBS certification the School will need to see the original as only a single certificate is issued. The School will pay for the DBS certificate;

- Completion of the Safer Recruitment Self declaration form in accordance with Keeping Children safe in Education and the Disclosure and Barring Service (DBS) Code of Practice.
- The receipt of two satisfactory references;
- Completion of Safeguarding Training with one of our Designated Safeguarding Leads or via online training course and to undertake annual refresher training inline with Keeping Children Safe in Education;
- Completion of the Disqualification Declaration Form in accordance with the Childcare (Disqualification) Regulations 2009 and to confirm annually that the information remains valid. This is relevant for volunteers in the Prep School;
- Confirmation that you have read and understood the School's Acceptable Use Policy.

4. Induction and Training

We will provide an induction explaining what we do and how volunteers fit within the School. We will also provide training to assist you to meet the standards we expect from volunteers and to ensure your health and safety and that of others. Annual updates will be required to be undertaken inline with Keeping children Safe in Education and other School Policies that are updated. You will also be trained on Child Protection and Safeguarding as well as other areas relevant to your role.

5. Supervision and Support

Your main point of contact during your volunteering with us is [NAME]. You will have meetings with [NAME] to agree when you are available for your volunteering role and discuss any problems or complaints you may have.

Please give [NAME] as much notice as possible if you are unable to volunteer when expected.

6. Expenses

The School will not normally reimburse out-of-pocket expenses incurred in connection with your volunteering for us.

7. Insurance

We will provide adequate insurance cover for you while you are undertaking voluntary work approved and authorised by us.

8. Confidentiality

In the course of providing your volunteering services to the School, you may have access to confidential information relating to staff, pupils or parents. We expect you not to download, remove off-site, use or disclose this information to any person either during your volunteering experience with us or at any time afterwards.

9. Data Protection

We will comply with our obligations under the Data Protection Act 2018. Your attention is drawn to the School's Data protection Privacy Notices.

10. Leaving

We ask that you give us as much notice as possible if you want to stop volunteering with us.

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,

.....

On behalf of Brentwood School

Appendix 2: CONFIDENTIALITY AGREEMENT

Brentwood School: Confidentiality Agreement for Volunteers

I understand that during the course of providing volunteering services to the School, I may have access to confidential information relating to staff, pupils or parents. I understand and agree that the School expects me not to use or disclose this information to any person either during my volunteering experience with the School or at any time afterwards.

Signature:

Full Name:

Date: