

# THE HAWKSWOOD GROUP

2018-19



## Volunteer Policy

**Approved by the Management Committee of  
Hawkswood Group**

**Chair of Management Committee: Mr Mark Morral**

<b>Date approved</b>	May 2017	Management Committee
<b>Date amended</b>	September 2018	Executive Lead for Safeguarding
<b>Amendments agreed</b>	To be agreed Oct' 2018	Management Committee
<b>Reviewed</b>	Annually	Management Committee

### The Hawkswood Group

**Executive Head Teacher: Catherine Davies**

The Hawkswood Centre | Antlers Hill, Chingford E4 7RT

#### **Associate Headteachers:**

Burnside PRU: Bridget Solecka

Hawkswood Therapeutic PRU: Linda McCaffrey

Hawkswood Primary PRU: Marie Gentles

Forest Pathway College: Carolyn Crampin

Alternative Provisions: Gabrielle Grodentz

## Hawkswood Group Volunteer Policy

### Introduction

The Hawkswood Group recognises that there can be situations in which volunteers' help can make an appropriate and significant contribution to the work and development objectives of the PRU. This document defines the terms and sets out the principles, practices and procedures which will be followed in the appointment, management and control of volunteers.

### Definition

Volunteers may be described as individuals who put their experience, knowledge and skills at the disposal of an organisation, free of charge, with the primary aim of helping the organisation to achieve its service objectives and or with the primary aim of bringing some benefit to the local community. In this sense, volunteers are to be distinguished from students, and other work placements where the primary aim is usually for the student to obtain certain work experience or to carry out work or research in certain areas.

### Principles

When considering the appointment of volunteers, we will adhere to the following principles:

- We will not engage volunteers who are related to a current pupil or those who have been on roll within the Hawkswood Group within the last two academic years
- Volunteers will not be engaged in role which facilitates the loss of an existing employee's post, nor on any tasks or projects which (within the past two years) were done by paid employees whose posts have since been deleted;
- Volunteers will not be used to carry out the role of paid staff during an industrial dispute;
- Current staff cannot volunteer for the role in which they are paid within their organisation.

### Recruitment

Where a volunteer post has been identified, we will prepare a job description outlining anticipated roles and responsibilities. We will then advertise for volunteers locally taking into account the principles of LBWF Equal Opportunities and Diversity Policies.

The applicant will have to complete an application form, but help can be given with this if necessary. Once this has been completed, the applicant will be interviewed by the head teacher or delegate and if this interview is successful, two references will be requested.

If the interview and references prove successful, a Disclosure and Barring Service check will be made as is the policy of the Hawkswood Group. Volunteers need an enhanced DBS check with a barred list check if they're in [regulated activity](#). This is set out in paragraphs 161 to 165 of [Keeping Children Safe in Education](#) (KCSIE).

A DBS Risk Assessment will also be completed to ascertain whether it is appropriate for the volunteer to start before the DBS clearance has been received. **If the volunteer does not have a DBS in place already and will be carrying out regulated activity, they cannot volunteer at the PRU until clearance has been received.**

At the Hawkswood Group we expect volunteers to agree and sign the Staff Code of Conduct policy, ICT user agreement and Safeguarding Toolkit.

### **Training**

We recognise that our volunteers will require training and development. We will provide an induction to all volunteers as well as role-specific training where appropriate.

We are committed to providing a safe and healthy environment for all volunteers whilst volunteering with us and will ensure that appropriate safeguarding and health and safety training is provided as part of the induction process.

Volunteers will receive a full safeguarding Induction to the site in which they are working.

### **Roles & Responsibilities**

We will ensure that volunteers have clear roles and responsibilities outlined to them as part of the volunteer induction process and the volunteer must adhere to these expectations. There will also be an agreed timetable outlining when the volunteer will be present.

All volunteers will have a named supervisor and receive ongoing support on a regular basis where any problems or issues should be discussed and resolved.

We are committed to resolving all issues or disputes fairly and consistently. However, if it is felt that issues cannot be resolved, we retain the right to end the volunteering offer with immediate effect.

At the same time, we recognise that volunteers may choose to cease volunteering at any time. We will offer volunteers the opportunity to feed back on their experience via an informal meeting or telephone call. Any recommendations will be taken into account so that improvements can be made where necessary.

### **Expenses**

We value our volunteers and want to ensure that there are no barriers to volunteer involvement. To this end, we will reimburse reasonable out-of-pocket expenses for travel to and from the home to the place of work. Receipts must accompany any expenses submitted. Volunteers are expected to submit an expenses claim form regularly. Receipts submitted more than three months after the volunteering was completed will not be processed.

Where the volunteer will be within the PRU for more than 4 hours, and this time encompasses the lunch period, a school meal can be provided free of charge. .

### **Insurance**

We hold the following insurance policies that cover volunteers:

- Public Liability Insurance
- Employers Liability Insurance

It is not anticipated that volunteers will be using their own vehicle at any time for volunteering purposes and they should not be transporting young people in such vehicles

### **Confidentiality**

During the course of the involvement with us, volunteers may have access to confidential information regarding young people. Volunteers should regard all such information as confidential unless advised otherwise. .

### **Data Protection and GDPR**

We operate within GDPR regulations. Personal information recorded about volunteers is stored and maintained with appropriate safeguards for confidentiality. Personal details are legally required to be held on our Single Central register which is monitored regularly and will be made available to OFSTED.