TAME RIVER EDUCATIONAL TRUST

Great schools in which to learn, teach and belong.

Volunteer Policy and Application Form

This is a Tame River Educational Trust. As an employer the Trust will ensure that at every level, in all our work and throughout all aspects of the Trust communities, 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, socio-economic background and special educational needs. Our Trust 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 Trust communities. The Trust 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 2028
Person Responsible: COO
Approving Body: CEO

Introduction:

The Trust encourages its schools to take the lead on development; we make every effort to support the needs of past students, the local community and wider relations.

The Trust and its schools are 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 Application for Voluntary Work Experience, in its entirety, found at the end of this policy.
The application will ask a candidate to complete the following stages before taking up a position in any of the Trust's Academies and schools.

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/school to which they are applying. Further information relating to why they have chosen the Trust and the Academy/school to which they are applying 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 communities.

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

Ex-students cannot undertake voluntary work at any of the Trust's Academies or schools, 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 the academy or school to apply for a DBS on their behalf, the applicant will be required to cover the cost of this.

The Trust also required its academies or schools to obtain at least 2 references to ascertain suitability to work with children, the application form has space for referee details.

Interview:

All prospective volunteers are invited to attend a formal interview at the academy or school to which they have applied. 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 an educational setting, and their suitability to work with young children. The interview would normally consist of a member of the Senior Leadership Team of the academy or school to which an application has been made, Curriculum Leader as appropriate and possibly the HR Manager.

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

Successful Candidates:

The academy or school 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 undertake an induction, which will include Child Protection training.
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	
Telephone number	
E-mail	

	Yes	No
Have you previously worked at any academy or school within Tame River Educational Trust?		
Are you a previous Tame River Educational Trust 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

Please supply the names and contact details of two people who we may contact for references. If you have worked with children then one reference must be from the employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The Trust intends to take up references on candidates before their interview.

If the Trust feels it is necessary to take up additional references for any reason, we will contact you to discuss this before approaching any party for an additional reference.

The Trust may also telephone your referees in order to verify the reference they have provided.

The Trust treats all references given or received as confidential which means that you will not usually be provided with a copy.

Name:	Name:
Organisation:	Organisation:
Address:	Address:
Email Address:	Email Address:
Occupation and in what capacity is the person known to you:	Occupation and in what capacity is the person known to you:
Telephone Number:	Telephone Number:

Signed: _____ Date: _____

Supporting Statement: