

Volunteers Policy

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2 Introduction

The Cavendish School believes in encouraging interaction with other communities both locally and internationally. Volunteers at TCS can bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The school therefore welcomes and encourages volunteers from the local community and beyond.

Our Volunteers could include:

- ∞ Parents of pupils
- ∞ Ex-pupils
- ∞ Students (child and adult) on Work experience
- ∞ University students
- ∞ Ex-members of staff
- ∞ Local residents
- ∞ Friends of the school
- ∞ Other Autistic community members
- ∞ Employers
- ∞ Charities

The types of activities that volunteers engage in, on behalf of the school include:

- ∞ Hearing pupils read
- ∞ Working with small groups of children to assist them in their learning
- ∞ Working alongside individual pupils as an additional tutor
- ∞ Accompanying school visits
- ∞ Workshops on topics relevant to school curriculum
- ∞ Employer encounters
- ∞ Advising

3 Safeguarding

The Cavendish School is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to show that commitment. This policy therefore is a part of the school's safeguarding systems.

All those (whether paid or voluntary) who engage in any activity on a frequent or intensive basis that occurs in an educational institution which is exclusively or mainly for the provision of full-time education to children. This means that all who work on a regular basis within a school's premises must comply with all statutory requirements regarding recruitment, DBS and ID checks.

4 Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis, e.g., hearing pupils read, should approach the Head of School, other members of the Senior Leadership Team (SLT) or a member of staff. Volunteers should complete the Volunteer Application Form (Appendix 1) with their contact details, types of activities they would like to help with and the times they are available to help.

4.1 [Process for recruiting volunteer who will be working frequently or intensively](#)

- ∞ The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role
- ∞ Applicable statutory recruitment checks such as Application/Enhanced DBS/Barred list/ID/references, etc will be undertaken
- ∞ The volunteer will be made aware of the role and responsibilities they will be undertaking
- ∞ If appropriate two references should be sought where the volunteer arrangement will continue on a regular basis
- ∞ Induction: School policies and documentation explained and issued. These will include:
 - The school's Safeguarding and Child Protection Policy

- The Staff Code of Conduct including the whistleblowing procedures
- The identity of the Designated Safeguarding Lead (DSL)
- A copy of Part 1 of KCSIE
- The Confidentiality Policy
- The Health & Safety Policy
- The Behaviour Policy

∞ Volunteer records to be kept within HR file area and on the SCR on an independent tab

Before starting to help at The Cavendish School, a volunteer should complete the Volunteer Agreement (Appendix 2) which sets out the school's expectations of its volunteer and confirm they have received a copy of this agreement. The school will seek Enhanced DBS clearance for a volunteer before they are left unsupervised with any pupils. This is not required where a volunteer is engaged in a one-off activity as the volunteer will be accompanied by a member of staff at all times.

4.2 Code of Conduct

All adults/young people who work in our school, whether a paid member of staff or a volunteer, are expected to work and behave in such a way as to actively promote our school aims and educational purpose.

Volunteers in the School are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the DSL and NOT with the parents/carers of the child.

Volunteers who are concerned about anything in the school which may affect their work should raise the matter with the Headteacher or appropriate senior member of staff. Any information gained at the school about a child or adult **must** remain confidential.

4.3 Supervision

All volunteers work under the supervision of a teacher or full time member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking. Volunteers should be given clear guidance from the 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 pupils' understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

4.4 Health and Safety

The school has a Health & Safety Policy and this is made available to volunteers working in the school and is displayed on the school website. An appropriate member of staff will ensure that volunteers are clear about the emergency procedures (e.g., Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g., accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated supervisor/Head of School

4.5 Safeguarding (Protecting our children)

The welfare of our pupils is paramount. To ensure the safety of our pupils, we adopt the following procedures:

- ∞ All volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement (Appendix 2)
- ∞ All of our volunteers must have been cleared by the Disclosure & Barring Service (DBS)
- ∞ Where a volunteer is engaged in a one-off activity, e.g., helping supervise a group of pupils as part of a class visit, a Barred List check will be required (list 99 check). However, such volunteers, who will not be left unsupervised, must read and sign off our Off-Site Visit Agreement (Appendix 3)
- ∞ Any concerns a volunteer has about child protection issues should be referred to the designated Safeguarding Lead or a member of the safeguarding team (Please see DSL notice).

5 Complaints

Any complaints made about a volunteer will be referred to the Head of School, CEO or appropriate senior member of staff for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Head of School or designated member of staff reserves the right to take the following action:

- ∞ To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again
- ∞ Offer an alternative placement for a volunteer, e.g., helping with another activity or on another class
- ∞ Based upon the facts identified in the investigation it may be necessary for the school to inform the volunteer that the school no longer wishes to use them
- ∞ Provide the volunteer with a copy of the school's full Complaints Procedure



Volunteer Application form

Name of Volunteer _____

Date of Birth _____

Address _____

Home Phone no: _____

Mobile: _____

What activities/areas of the school's work/service would you like to help with?

(If you are looking for work experience please state purpose)

Are there any particular age group/Classes you would like to work with?

(If you have relatives in the school please include their details)

Do you have any disabilities, accessibility needs or other needs we need to take into account or adjustments we need to make to allow you to work as a volunteer in school (continue overleaf in necessary)

Any other relevant information you wish us to know?

Thank you for taking the time to complete this Volunteer Application Form.

Please hand it to the School Office. Your offer of help is greatly appreciated and we will be in touch as soon as possible.

Volunteer Agreement

Thank you for offering your services as a volunteer at The Cavendish School.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement below and return to the School Office on completion. You will receive a copy of it for your records.

Agreement between and The Cavendish School

The wellbeing of our pupils and staff is at the centre of our vision at The Cavendish School. As a volunteer helper, I agree to adhere to the following procedures and expectations when helping at school with reading, class activities, preparing resources, when involved with a working party addressing a particular area of school life, when accompanying pupils on an outing and at all times when I have direct contact with pupils and staff.

- ∞ I am aware of the school's dress code and will dress appropriately for my tasks
- ∞ I will collect a visitor's badge upon arrival and sign the visitor book when entering and leaving the premises
- ∞ I respect the need for confidentiality when working with pupils. I agree not to discuss or disclose any information about pupils' levels or their needs and behaviour with anyone other than the class teacher, safeguarding team or the Deputy Headteacher in or out of school
- ∞ I understand that this confidentiality agreement also applies to my working with staff and our behaviour towards each other. I also agree to respect staff's privacy as I expect the school to respect mine.
- ∞ I will be a role model at all time, following the school's expectations as set out in the policies included in my induction and in particular the Behaviour and Well-being Policy.
- ∞ I fully understand that if at any time I am in breach of this agreement I will not be permitted to continue as a volunteer helper in the school
- ∞ I agree to an Enhanced DBS/Barred List check and other statutory applicable safeguarding checks on request.

Signed..... Date.....

PRINT NAME.....