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# Volunteer Policy

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## Document Control

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The electronic version is the definitive version of this document.

The content of this procedure may be subject to revision from time to time in line with the policy review schedule or when legislation changes or operational reasons arise. Consultation with the recognised trade unions will be completed before any changes are made.

## Version Changes

Version	Page Number	Details of Change	Agreed By	Date



## **1. Vision and Values**

- 1.1. Plymouth CAST is a multi-academy trust of Catholic schools which is part of the mission of the Catholic Church dedicated to human flourishing and the building of a kingdom of peace, truth and justice. The Trust is to be conducted in all aspects in accordance with canon law and the teachings of the Roman Catholic Church and at all times to serve as a witness to the Catholic faith in Our Lord Jesus Christ.
- 1.2. Our vision and values are derived from our identity as a Catholic Trust. Central to our vision is the dignity of the human person, especially the most vulnerable. Our academies are dedicated to providing an education and formation where all our pupils and young people flourish in a safe, nurturing, enriching environment. All governors in our academies are expected to be familiar with the vision, mission, values and principles of the Trust and not in any way to undermine them. They should support and promote the vision and conduct themselves at all times in school and on school business according to the vision and principles of the Trust.
- 1.3. Plymouth CAST expects all its employees to recognise their obligations to each school within the Multi-Academy Trust, the public, pupils and other employees and to provide consistently high standards of education and performance at all times and in accordance with Plymouth CAST's vision, mission and principles.
- 1.4. Plymouth CAST is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

## **2. Aims and Purpose**

- 2.1. The aim of this policy is to establish expectations for both the Trust and Volunteers regarding the activities undertaken by volunteers and their conduct whilst working on our sites.
- 2.2. We recognise the benefits that volunteers bring to our Trust and the bridges they can build between our schools and the local communities.
- 2.3. We are committed to equal opportunities and diversity and therefore welcome applications from volunteers regardless of culture, disability, gender, racial origin, religious belief and/or sexual identity.
- 2.4. We believe that volunteers are a welcome resource for helping to raise our children's achievement. They provide a valuable contribution to the Trust's work and enrich our schools by complementing the work of teachers and support staff through the breadth of their knowledge and experience.
- 2.5. We are committed to using volunteers in a way that supports the Trust's strategic aims and vision, as well as our school's individual development plan.



- 2.6. The purpose of this policy is to:
- 2.6.1. Ensure that volunteers support the Trust's vision and values and know what is expected of them.
  - 2.6.2. Provide staff, volunteers and parents with clear expectations and guidelines.
  - 2.6.3. Set a clear, fair process for recruiting and managing volunteers

### **3. General Principles**

- 3.1. For the purposes of this policy a volunteer is defined as a person who gives freely their time, skills and experience without the expectation of financial recompense, or other reward. Volunteering can take many forms. Some tasks require particular skills whereas others require none.
- 3.2. A volunteer is not employed by Plymouth CAST and will not have a contract of employment. Volunteers will, however, be expected to sign a Volunteer Agreement with their allocated school. The school will agree the role with the volunteer and there will be an expectation that the volunteer will meet the role's requirements.
- 3.3. A volunteer is free to stop fulfilling their role, and the allocated school is not bound to provide the role or continue to do so. Where possible it is expected that both the volunteer and school will provide as much notice as possible if either party is unable to meet the expectations of the role.
- 3.4. At Plymouth CAST volunteers may come from the following backgrounds (this is not an exhaustive list):
- Members of the Local CAST Board
  - Parents, carers, guardians, older siblings or grandparents
  - Former pupils
  - Students on work experience
  - University students
  - Local residents, friends of the school/members of the PTFA
  - Local clergy or members of the congregation
- 3.5. This policy should be acted upon in conjunction with the principles established by Keeping Children Safe in Education (KCSiE), the Plymouth CAST Safeguarding Policy and Volunteer Code of Conduct, which is located in appendix 3.



## **4. Responsibilities**

### **4.1. Headteachers**

- 4.1.1. Will ensure that all safer recruitment checks in accordance with the Plymouth CAST Safer Recruitment Policy are undertaken for any volunteers.
- 4.1.2. Will have a responsibility for safeguarding pupils in accordance with KCSiE.
- 4.1.3. Will ensure all employees receive an appropriate induction in accordance with the Plymouth induction guidance documents, which detail the expectations for behaviour and conduct for all staff across the Trust.
- 4.1.4. Will address any unprofessional behaviour of volunteers and support the individual to correct it at an early stage in accordance with Trust policies.

### **4.2. Volunteers working within the Trusts schools**

- 4.2.1. Will read and confirm their acceptance of Trust policies and procedures as outlined within the Volunteer Agreement in Appendix 2.
- 4.2.2. Will ensure they are clear of the expectations the Trust requires of them as outlined within the Plymouth CAST Staff and Volunteer Code of Conduct and KCSiE.
- 4.2.3. Will share any concerns according to Trust policies in relation to an employee or person working within the school's behaviour, including those that do not meet the harm threshold. This should be done without delay.
- 4.2.4. Will undertake any safer recruitment checks required as set out within the Plymouth CAST Safer Recruitment Policy.

### **4.3. HR and School Business Managers**

- 4.3.1. Will advise line managers in the application of this policy.

## **5. Deployment of Volunteers**

- 5.1. Line managers/Headteachers will ensure that volunteers are deployed appropriately. Volunteers should not be asked to replace paid employees or be given responsibility within the school which would normally be associated with paid employees.
- 5.2. The types of activities that volunteers engage in, on behalf of the school, include:
  - Hearing pupils read
  - Working with small groups of pupils to assist them in their learning



- Working alongside individual pupils, as an additional support or tutor
- Accompanying school trips
- Undertaking art and craft activities with small groups of children
- Working with children on computers
- Assisting in preparing resources for a future lesson
- Escorting children on local walks
- Running or assisting with an after-school club
- Social activities such as running or providing help at a disco
- Fund raising activities such as running a cake stall or summer fair
- Undertaking activities at lunchtime

## **6. Appointment of Volunteers**

- 6.1. Headteachers are responsible for the 'recruitment' of volunteers within their school.
- 6.2. Opportunities to volunteer within the Trust is dependent on available spaces within the school and is not necessarily guaranteed.
- 6.3. For those wishing to become a volunteer either for a one-off event, or on a regular basis, they should contact the school office. Volunteers must complete and submit a Plymouth CAST Volunteer application form, a copy of which can be obtained from the appointing Headteacher/Line manager.
- 6.4. All appointments are conditional upon the completion of safer recruitment checks as defined within the Plymouth CAST Recruitment Policy; this includes a DBS check and barred list check where appropriate.
  - 6.4.1. Should a volunteer become an employee of the Trust, the necessary safer recruitment checks will be required as per the Plymouth CAST Recruitment Policy which includes a DBS check and barred list check.
- 6.5. For volunteers who will be working on Trust sites through other organisations, schools will obtain written confirmation that the appropriate DBS check has been carried out before a volunteer is allowed to start work on a Trust site.
- 6.6. The Line manager/Headteacher will carry out an interview with the volunteer with another person. At least one panel member will have received appropriate training on the recruitment and selection process as recommended by the DfE.
- 6.7. The headteacher reserves the right to terminate a placement at any time.



## 7. Safeguarding

- 7.1. Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.
- 7.2. All volunteers will be provided with a copy of this Policy and asked to sign a Volunteer Agreement, which is located in Appendix 2. Volunteers will also read all of the policies listed within the Volunteer Agreement.
- 7.3. Volunteers will not be permitted to undertake volunteering activity in school until this has been completed.
- 7.4. Line Managers/Headteachers will provide safeguarding training to all volunteers **prior** to them beginning work at the school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education.
- 7.5. There are certain circumstances where schools and colleges may obtain an enhanced DBS certificate (not including barred list information) for volunteers who are not engaging in regulated activity. This is set out in DBS workforce guides, which can be found on <https://www.gov.uk/government/publications/dbs-workforce-guidance> Employers are not legally permitted to request barred list information on a supervised volunteer as they are not considered to be engaged in regulated activity.
- 7.6. Where a volunteer is engaged in a one-off activity i.e. sharing their skills/knowledge by talking to a class, no formal checks are required to be carried out on these volunteers as they will be under constant supervision of school staff and will at no point be unsupervised or alone with children.
- 7.7. Line Managers/Headteachers will consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in.
- 7.8. Line Managers/Headteachers will provide safeguarding training to all volunteers **prior** to them beginning work at the school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education.
- 7.9. Line Managers/Headteachers will undertake a risk assessment and use their professional judgement and experience when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity. In doing so they should consider:
  - The nature of the work with children





- What the establishment knows about the volunteer, including formal or informal
- Information offered by staff, parents and other volunteers
- Whether the volunteer has other employment or undertakes voluntary activities
- Where referees can advise on suitability
- Whether the role is eligible for an enhanced DBS check.

7.10. Employers cannot legally carry out a DBS check on a child under the age of 16 who is volunteering within a school. Line managers/Headteachers will ensure that children who are volunteering are always under an appropriate level of supervision and will conduct a risk assessment to consider any potential safeguarding issues.

## **8. Induction and training**

- 8.1. Training requirements will be determined by the Line Manager/Headteacher, or the appropriate member of staff.
- 8.2. All volunteers must have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing.

## **9. Conduct of Volunteers**

- 9.1. All individuals who work in our schools are expected to work and behave in such a way as to actively promote positive behaviours and attitudes towards children's learning. This is achieved through role modelling and building strong relationships with children and staff.
- 9.2. The expectations of volunteers are set out in full within the Plymouth CAST Code of Conduct which serves as the benchmark for the conduct of all adults working in Plymouth CAST Schools whether in paid or voluntary positions. The expectations specific to Volunteers are set out within the Volunteer Code of Conduct located in appendix 3 of this policy.

## **10. Confidentiality**

- 10.1. Volunteers may have access to confidential information about pupils, parents and staff. Volunteers are not permitted to discuss confidential information related to pupils, parents or staff with those outside of the Trust.
- 10.2. If volunteers have concerns, they should raise these with the appropriate member of staff within the school or Trust. They shouldn't discuss them with pupils or parents. This doesn't prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).



- 10.3. If concerns relate to safeguarding, volunteers must follow the guidance set out within the Trust Safeguarding policy, and inform the designated safeguarding lead (DSL).
- 10.4. If a volunteer is concerned about anything in the school/Trust which may affect their work, they should raise this with the Line manager/Headteacher or other appropriate senior member of staff.
- 10.5. If concerns are related to whistle-blowing, volunteers must follow the guidance in the Trust whistle-blowing policy which is available on the Plymouth CAST website.

## **11. Undertaking voluntary duties**

- 11.1. Safety is of paramount importance, and it is therefore important that schools know exactly who is on their premises. Volunteers must report into the school office when undertaking voluntary duties. Schools will ensure volunteers are aware of local arrangements in terms of how to sign in and out of their premises.
- 11.2. All volunteers must work under the supervision of a member of staff. Teachers always retain ultimate responsibility for pupils, including the pupils' behaviour and the activity they are undertaking.
- 11.3. Volunteers will be provided with 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 or problem regarding the pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

## **12. Health and safety**

- 12.1. Plymouth CAST has a Health and Safety Policy and this is made available on request to volunteers working on our sites. Class teachers will ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using equipment/accompanying children on visits).
- 12.2. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class teacher/Headteacher

## **13. Expenses**

- 13.1. Volunteers are not entitled to claim expenses in accordance with the Trust Staff Benefits and Expenses Policy.



- 13.2. Should there be a situation where a volunteer will incur expenses which are wholly necessarily and exclusively whilst working on behalf of the Trust and exclusively for the performance of their duties, these will require prior approval from the Line Manager/Headteacher/CFO before they are incurred.

## Appendix 1. Volunteer application form

[w Volunteer application form](#)

## Appendix 2. Volunteer Agreement

[w Volunteer agreement 2025.docx](#)

Thank you for offering your services as a volunteer for Plymouth CAST. Please sign and fully read this volunteer agreement, and the documents referred to within this, and return it to the school office who will provide you with a copy for your records. The Volunteer Agreement is a snapshot of the expectations required of our volunteers; the full standards of conduct expected is fully laid out within the Volunteer Code of Conduct, which should be read in conjunction with this document.

By signing this form, you agree to the following:

### 1. Trust rules and policies

1.1. Volunteers will follow all Trust and School policies and procedures. To support this, volunteers will confirm they have read the following Trust and School Policies:

- 1.1. Volunteer Policy
- 1.2. Safeguarding Policy
- 1.3. Keeping children safe in education part 1 (plus Annex A if they work directly with children)
- 1.4. Volunteer Code of Conduct
- 1.5. Data protection Policy
- 1.6. Anti Bullying and Harassment
- 1.7. Whistleblowing
- 1.8. School Behaviour policy
- 1.9. Safe Touch Policy

1.2. Plymouth CAST Policies can be found on the school website. Please ask the Headteacher to provide you with access to these.

### 2. Expected conduct

2.1. As a volunteer of Plymouth CAST you agree to abide by the standards of conduct as set out within the Volunteer Code of Conduct.

2.2. Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the school's volunteer coordinator, [\[insert name\]](#).



- 2.3. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.
- 2.4. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

### **3. Safeguarding**

- 3.1. Volunteers must be familiar with, and adhere to, the Trust's safeguarding policy. Safeguarding training will be provided to all volunteers before they begin their placement.
- 3.2. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL. The DSL is [insert name] and the [deputy/deputies] [is/are] [insert names].
- 3.3. Volunteers should have an understanding of and adhere to the Plymouth CAST Safe Touch Policy.
- 3.4. As detailed within the Volunteer Code of Conduct, volunteers must alert the DSL or Headteacher if a pupil develops an infatuation with them, and must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
  - exchanging contact information
  - making contact with pupils outside of school, including on social media
  - arranging to meet pupils outside of school
- 3.5. Volunteers should not take or share any photos of pupils.

### **4. Health and safety**

- 4.1. Volunteers must abide by the Trust's Health and Safety.
- 4.2. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.
- 4.3. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.

### **5. Confidentiality**

- 5.1. Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or other

children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the headteacher.

Failure to adhere to this Volunteer Agreement may result in the termination of the placement. In more serious cases, misconduct will be treated in line with Plymouth CAST's Disciplinary Policy and Procedures.

<b>Volunteer name (printed)</b>	
<b>Volunteer signature</b>	
<b>Date</b>	
<b>Headteacher/Line Manager name (printed)</b>	
<b>Headteacher/Line Manager signature</b>	
<b>Date</b>	

## Appendix 3. Volunteer Code of Conduct

### 1. Aims, scope and principles

- This policy aims to set and maintain standards of conduct that we expect all volunteers to follow, based on our vision and values.
- Volunteers have an influential position in the Trust and will act as role models for pupils by consistently demonstrating high standards of behaviour.
- We expect all volunteers to act with personal and professional integrity, respecting the safety and wellbeing of others.
- Failure to follow the code of conduct may result in further action being taken, as set out in our staff disciplinary procedures.
- Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, volunteers will use their professional judgement and act in the best interests of the Trust, the school and its pupils.

### 2. Purpose of the Code of Conduct Policy

All volunteers have personal and legal responsibilities that are wider than their safeguarding responsibilities, including treating others with dignity and respect; acting honestly; using public funds and Trust equipment appropriately; adhering to health and safety guidelines; and practising equal opportunities at all times. These expectations are also set out in the Code and should be fully observed by all staff.

### 3. General obligations

All volunteers must:

- Support and promote the vision, values and use of Principles of the Trust, maintain high standards of behaviour, attendance and punctuality. [Plymouth CAST's Vision & Values](#)
- Treat pupils and adults with dignity and respect, demonstrating sensitivity and civility at all times; show tolerance and respect for the rights of others.
- Share a responsibility for recognising the sensitivities and feelings of others, which may be different from their own but no less valid. All volunteers should be committed to high standards in delivering work and dealing with colleagues, this will not only be about the tasks people do but the effect of their words, how they interact/engage with others and tackling discriminatory or inappropriate behaviour.
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

- Express personal beliefs in a way that will not exploit pupils' vulnerability or might lead them to break the law.
- Understand the statutory framework they must act within.

Failure to follow the Code of Conduct may result, if proven, in disciplinary action, may result in the placement being reviewed or terminated. Volunteers should ensure they are familiar with the type of conduct which may be regarded as a breach of policy.

#### **4. Equality**

It is a personal responsibility of all volunteers to take all necessary steps to ensure that they do not discriminate against members of the local community, pupils, families or other employees on the grounds of race, colour, ethnic and national origins, sex, marital status, domestic circumstances, sexual orientation, disability, age, class, ethical beliefs or basic skills.

#### **5. Expected Professional Standards**

All volunteers as appropriate to the role and/or job description of the individual, must:

- place the well-being and learning of pupils at the centre of their professional practice.
- have high expectations for all pupils, be committed to addressing underachievement, and work to help pupils progress regardless of their background and personal circumstances.
- treat pupils fairly and with respect, take their knowledge, views, opinions and feelings seriously, and value diversity and individuality.
- model the characteristics they are trying to inspire in pupils, including enthusiasm for learning, a spirit of enquiry, honesty, tolerance, social responsibility, patience, and a genuine concern for other people.
- respond sensitively to the differences in the home backgrounds and circumstances of pupils, recognising the key role that parents and carers play in pupils' education.
- seek to work in partnership with parents and carers, respecting their views and promoting understanding and cooperation to support the young person's learning and well-being in and out of school.
- reflect on their own practice, develop their skills, knowledge and expertise, and adapt appropriately to learn with and from colleagues.
- the same professional standards should always be applied regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity.

#### **6. Safeguarding**

At Plymouth CAST, our aspiration is to ensure that in all our academies and settings, safeguarding is at least effective and moving towards best practice. This is fundamental to our vision of the dignity of the human person, especially the vulnerable.

Volunteers have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect.



Volunteers will familiarise themselves with the *Plymouth CAST Child Protection and Safeguarding Policy* (latest version) and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Our safeguarding policy and procedures are available on the CAST website and from each academy. New volunteers will also be given copies on arrival as part of their induction.

All volunteers are required to read, understand and abide by the principles and practices outlined in the following key safeguarding documents which will be emailed to them at the beginning of term. All staff must sign a Safeguarding Declaration by the second week of the academic year to confirm they have done so.

[http://www.plymouthcast.org.uk/web/safeguarding\\_resources/322065](http://www.plymouthcast.org.uk/web/safeguarding_resources/322065)

Volunteers must be aware of the name of the designated person with responsibility for safeguarding pupils (and their deputy) and understand their responsibilities under the *Plymouth CAST Child Protection and Safeguarding Policy*.

Volunteers working in schools must understand that any breaches in the law or professional expectations might lead to criminal or disciplinary action and barring.

## **7. Off-site school trips**

- 7.1. School trips are an important part of learning and provide many pupils with opportunities that are outside their usual experiences. Volunteers have an important role to play in the success and safety of this school trip.
- 7.2. Volunteers assisting with school trips will:
  - be responsible and look after, in equal measure, all of the pupils in their group under the instruction of the leader of the school trip.
  - stay with their allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the school trip.
  - promote polite, respectful and courteous behaviour towards each other and members of the general public.
  - contact the group's class teacher/member of staff if there are issues with first aid, safety and/or behaviour.
- 7.3. The Trust expects volunteer helpers to:
  - comply with the above points listed in 7.2 whilst being under the direct supervision of school staff.
  - show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, ask questions that encourage pupils to think about the task or visit and help to explain the areas of interest.
  - follow guidance from the school's staff

#### 7.4. Volunteers are not permitted to:

- take individual children out of the room and should never accompany them to the toilet alone.
- help a child change their clothes whilst alone with them.
- reprimand a child verbally or physically – if you are unhappy about a child's behaviour alert the teacher.
- use your mobile phone, including taking photographs or videos of pupils or school employees on your phone or any device which enables these features.
- smoke, drink alcohol or engage in any illegal practices whilst undertaking your volunteer duties.
- give/buy any child treats e.g. ice creams, biscuits, sweets, souvenirs – before, during or after the school trip.

### **8. First Aid**

You will be informed if any child in your group has medication/medical needs. If medicine needs to be administered, this will be undertaken by a member of staff unless you are the parent/ carer of the child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine. All other medicines and first aid box (es) will be carried by school staff. However, if an emergency occurs we expect you to assist a pupil until the staff member/first aider is in attendance

### **9. Physical contact**

Volunteers should have an understanding of and adhere to the Plymouth CAST Safe Touch Policy.

### **10. Sexual Relationships / Infatuations and Crushes**

All volunteers need to know that inappropriate behaviour with or towards children is unacceptable. In particular under the Sexual Offences Act 2003 it is an offence for a person over 18 (e.g. teacher, school support staff or volunteer) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the person works in the same establishment as the child, even if they do not teach the child.

A relationship between a member of staff, a volunteer or a governor and any student cannot be a relationship of equals. There is potential for exploitation and harm of students and all adults have a responsibility to ensure that the unequal balance of power is not used for personal advantage or gratification.

Pupils will on occasion have an infatuation or crush on a member of staff/volunteer. These situations must be taken seriously and the adult should be careful to ensure that no encouragement of any kind is given to the pupil. It should also be recognised that careless and

insensitive reactions may provoke false accusations. An adult who becomes aware that a child or young person is developing an infatuation should discuss this at the earliest opportunity with the head teacher or senior manager so appropriate action can be taken to avoid any hurt, distress or embarrassment.

#### **11. One to One Situations with a Pupil**

Volunteers working individually with children should recognise the potential vulnerability of pupils and adults in such situations and ensure that they manage these situations with regard for the safety of both the child and themselves. Individual work with pupils should not be undertaken in isolated areas or rooms where there is no external visual access. Where it is necessary to close doors for reasons of confidentiality, a colleague should be made aware of this and asked to remain vigilant.

#### **12. Educational Visits and School Clubs**

Volunteers under the direction of the trip leader should take particular care when supervising students in the less formal atmosphere of an educational visit, particularly in a residential setting, or after-school activity. Volunteers remain in a position of trust. Although a more informal approach may be appropriate the same standards of conduct apply.

#### **13. Photography and videos**

Volunteers should not take or share photos of pupils

#### **14. Smoking and Vaping**

Plymouth CAST operates a no smoking policy in all its premises.

Smoking and the use of e-cigarettes or “vaping” is not allowed on School/Trust premises or vehicles. Volunteers should also refrain from smoking or vaping immediately outside of the school/Trust premises and/or in sight of pupils.

#### **15. Bullying and Harassment**

Please refer to the Plymouth CAST Staff Anti Bullying and Harassment Policy for more details.

#### **16. Hours of Work and Attendance**

If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

## **17. Dress and Presentation**

A person's dress and appearance are matters of personal choice. All volunteers must ensure their dress, personal appearance and standard of personal hygiene is appropriate to the nature of their role in the School/Trust and promotes a professional image.

Clothes that expose areas of the body normally covered in the workplace are not allowed e.g. miniskirts, shorts, low cut tops and transparent clothing. Clothing with offensive or inappropriate designs, slogans or symbols are not allowed.

Suitable protective equipment must be worn where provided and appropriate. Uniforms should be worn where provided.

Volunteers should wear their visitor passes at all times whilst in the workplace and when representing the Trust/School.

The Trust recognises the diversity of cultures and religions of its employees and will take a sensitive approach where this affects dress and uniform requirements.

The judgement on what constitutes professional and appropriate rests with the headteacher or person in charge of the school.

## **18. Duty to Disclose**

All volunteers have a duty to immediately disclose to the Headteacher or their supervisor prior to the start of their placement, at the start of their placement or during the course of their placement, any change in their circumstances or any information which may affect or is likely to affect the suitability of the volunteer to undertake their job role or work with children/ young people or in a School setting. This includes, but is not restricted to:

- the volunteer being subject to any police investigation / enquiry, arrest, ban, charge, caution, reprimand, warning, fine or pending prosecution or criminal conviction. This includes any actions committed overseas which would be subject to a police investigation or formal action if such actions had been committed in any part of the United Kingdom
- the volunteer being subject to any referral, made to, or any investigation, proceedings, or prohibition order being undertaken by the Teaching Regulation Agency, General Teaching Council for Scotland, or the Education Workforce Council in Wales
- the volunteer being subject to the inclusion on the DBS Children's Barred List and any change in DBS status during employment, or any referral, made to, or any, investigation or proceedings being undertaken by the DBS
- the volunteer being subject to any referral, made to, or any investigation, proceedings, or prohibition order being undertaken by any other regulatory or professional authorities or actions of other agencies relating to child protection and/or safeguarding concerns
- the volunteer being subject to any orders made in relation to the care of children, the refusal or cancellation of registration relating to childcare, or children's homes, or being prohibited from private fostering
- the volunteer being subject to any 'live' disciplinary process, formal sanction or any other relevant information arising from a previous or current secondary employment / voluntary work which may impact on the volunteer's suitability to undertake their role or work with

children/young people or in a School setting. This includes substantiated safeguarding allegations

- the volunteer's close personal relationships outside of the workplace presenting a 'risk by association' to the safeguarding of children / young people.

This list is not exhaustive. Should a volunteer be unclear about whether it is appropriate to disclose a matter they are encouraged to seek guidance from the Headteacher or their supervisor at the earliest opportunity.

Volunteers must also report any current or historical information in the public domain or which is likely to come into the public domain which may be of relevance to their job role or their suitability to work with children/young people or in a School setting or matters which may be subject to adverse media attention or have a detrimental impact on the reputation of the School or Trust.

Disclosures will be handled sensitively and discretely, and with regard to data protection considerations. The Headteacher or Line Manager will consider carefully any disclosure which is made and the appropriate response. This may result in a suspension from duties while an investigation / risk assessment takes place.

In instances where the information disclosed constitutes a risk to the safeguarding of children / young people or is incompatible with an employee's job role or their suitability to work with children/young people in a School setting, termination of employment may be considered.

Any failure to disclose any information required in the course of employment or any other information that may have a bearing on an individual's suitability to carry out their job role or work with children/young people or in a School setting may be the subject of disciplinary action which could lead to dismissal.

## **19. Self-Declaration and Disclosure Form**

From September 2023, all staff are required to complete a copy of the Self-Declaration and Disclosure Form at the start of each academic year. All new starters are required to complete the form when they commence their employment. [Self-Declaration and Disclosure Form v1](#)

## **20. Confidentiality**

In the course of their duties, volunteers will be privy to sensitive and confidential information about the school, staff, pupils and their parents. They must at all times be compliant with GDPR legislation.

This information will never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule a volunteers duty to report child protection concerns to the appropriate channel where they believe a child is at risk of harm.

Care should be taken with information displayed on computer screens or interactive whiteboards. Sensitive details, or information likely to cause a pupil embarrassment should never be displayed in the sight of pupils. Care also needs to be taken with material which is printed, especially if the printer is in another room. Confidential material should not be found uncollected from printers.

In conversations around the school, volunteers should always refer to pupils and their parents and carers respectfully and never share with other pupils or parents and carers sensitive information about pupils.


Volunteers should not use any information obtained in the course of their placement for personal gain or benefit, nor should they pass it on to others who might use it in such a way, for example passing dates for review of contracts for services before they are public knowledge.

Volunteers in schools must not use confidential or sensitive information about a child or their family for their own benefit or to humiliate or embarrass a child. Confidential information about pupils or the School should not be shared casually however; information that might suggest that a child is in need or at risk of significant harm must be shared with the Designated Person, in accordance with the safeguarding / child protection procedures.

EmpVolunteers should not communicate to the public, press, television or any outside agency the contents of any documents relating to the school/Trust or the proceedings of any committee meeting that is confidential information unless required by law or authorised by an appropriate manager to do so. The only exception is in the case of elected Trade Union officials acting in their official capacity. However, Trade Union representatives would be expected to raise any issues through the normal channels through the school and or the Trust in the first instance.

## **21. Whistleblowing**

If volunteers have concerns about something that is happening at work which they believe could be unlawful conduct, financial malpractice, a concern for the welfare or safeguarding of a child or be dangerous to the public or the environment, it is important that you bring it to the School's/Trust's attention. Further details can be found in the

 [Plymouth CAST Whistle Blowing Policy May 2024 v6.1.pdf](#) .