



LWS Academy Trust

Montefiore Drive, Sarisbury Green, Southampton, SO31 7NL. Tel: 01489 582684

www.lordwilson.org.uk

Volunteer Policy

At LWS Academy we recognise that there can be situations in which volunteers can make an appropriate and significant contribution to the work and services of the Academy. The policy defines the term and sets out the principles, practices and procedures which will be followed in the appointment, management and supervision of volunteers. The contribution of volunteers to the work of the Academy is especially valued and respected. LWS Academy believe that by providing opportunities for volunteers to work alongside complex needs students, the volunteer will gain a range of skills and work experience. They will develop confidence and motivation to try different things and benefit the community they serve. This policy sets out how LWS Academy intend to support its volunteers.

Our volunteers include:

- Members and Directors
- Parents and Carers
- University, College and sixth form students
- Ex members of staff
- Members of the local community

The types of activities that volunteers are engaged in might include:

- Hearing students read
- Working with small groups of students
- Working with individual students
- Undertaking arts and craft activities with students
- Supporting LWS Academy staff to run after Academy clubs
- Working with students on the computer
- Accompanying Academy visits
- Cooking club/ DT/ Cooking

Becoming a volunteer

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis should read the information on the Academy website and contact the Academy. If successful, applicants will be invited in to Academy for an interview. Before starting in the Academy and to ensure the safety of our pupils at all times, all volunteers will be required to complete a DBS (Disclosure and Barring Service) check. This will be arranged with the Academy Secretary. The check takes approximately two weeks to process. We are unable to have any volunteer in Academy unless they have been cleared by the Disclosure and Barring Service and shown their certificate in Academy. Induction packs will be issued to all volunteers and confirmation of a starting date will be confirmed in advance of the placement.



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Confidentiality

Volunteers may have access to personal information about some individuals, or other information which may be confidential. LWS Academy needs to be able to trust its volunteers with such information. Volunteers who break this confidentiality will be asked to leave. Any concerns that volunteers have about the students they work with/ come into contact with should be shared with the Head or Deputy Head teacher and not with any persons outside Academy.

Safeguarding

All volunteers have the responsibility to report any concern that they may have regarding Child Protection to the Head teacher and/or student support leader. It is not the role for the volunteer to investigate concerns. LWS Academy's Safeguarding Policy explains the guidelines and procedures to follow regarding any suspicions. A copy of this policy is available on request.

Issues affecting adults in Academy

All adults in our Academy can expect their personal and health issues to remain confidential unless:

- it impinges on their terms of contract;
- it endangers pupils or other members of staff;
- there is a legal obligation to disclose such information;
- it is necessary for legal proceedings;
- despite the duty of confidence the staff member's interest or the wider public interest justifies disclosure. Volunteers who are concerned about anything another adult in the Academy does or says should raise the matter with the SLT.

Supervision

All volunteers work under the supervision of the class teacher to which they are assigned. Although teachers retain responsibility for students at all times, this does not require volunteers to be in their direct supervision at all times. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/ guidance from the teacher in the event of a query or problem regarding a child's behaviour or understanding of a task.

Health and Safety

The Academy has a health and safety policy which is available on request. The volunteer coordinator should ensure that individuals are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). If a volunteer attends a Academy trip, their emergency contact details



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will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher, Deputy Head teacher or Head Teacher.

Equal Opportunities

LWS Academy recognises that the activity of volunteering can provide an individual with experience and opportunities for self and career development. In accordance with Academy's Equal opportunity Policy, volunteer placements will therefore be open to individuals irrespective of race, gender, disability, sexuality, age or marital status. Where a prospective volunteer demonstrates hostility to, or a clear lack of support for equal opportunities, she/he will be deemed automatically unsuitable for a volunteer position. All volunteers are required to make a commitment to this policy. A copy can be given on request.

Absence

Volunteers are expected to telephone and inform Academy, prior to their start time, so appropriate arrangements can be made if any cover is required.

Working Hours

The hours of volunteer work will be discussed and mutually agreed between the volunteer and a member of the senior leadership team. The volunteer must be committed and adhere to the voluntary placement and allocated working hours. Please remember to sign in and out.

- There is no smoking allowed anywhere on the Academy site
- Do not use your mobile phones whilst in the vicinity of students
- Do not under any circumstances take photographs in Academy unless agreed with the Head Teacher.

We value having volunteers helping in our Academy and we want you to feel successful and valued. Please never hesitate to ask if you are not sure about something – or for advice if you feel something you are doing is not working well. We'll do whatever we can to ensure your time with us is rewarding.

Volunteer Code of Conduct

As LWS Academy volunteers, everyone is expected to conform to high standards of behaviour and conduct whilst carrying out their duties.

LWS Academy expects that volunteers will:

- Respect other volunteers, students, staff and students and make them feel welcomed and valued.
- Be sensitive towards others.
- Be approachable and pleasant.



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- Dress and behave in a manner which promotes healthy and safe working practices.
- Maintain the confidentiality of personal information at all times.

All volunteers should be aware how their behaviour can affect both colleagues and students. Everyone has the responsibility to avoid becoming involved in situations that could bring the Academy into disrepute.

Complaints Procedure

Any complaints made about a volunteer or by a volunteer will be referred to the SLT this policy will be reviewed annually or in the light of new guidance.

Policy Reviewed:	Autumn Term 2012
Next Review:	Autumn Term 2015
Signature of Chair of Directors:	Signature of Headteacher: