



1. Policy Statement

Sir William Perkins's School ("the School") values the contribution made to the life of the School by a range of volunteers. This policy outlines how the School will recruit, vet and manager such volunteers. Volunteers are not employed by the School.

The School does not use volunteers for activities such as day-to-day teaching, fundraising or examination invigilation. However, the School does engage with volunteers for the following:

- Duke of Edinburgh Award Scheme.
- Friends of Sir William Perkins's School (FOSWPS).
- Other volunteers

Should the School consider using volunteers in any other capacity, this Policy will be reviewed and updated prior to the engagement of any such volunteer.

SWPS is fully committed to ensuring that the application of this policy is non-discriminatory, in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunities policy.

2. Recruitment and Management of Volunteers

2.1 Duke of Edinburgh ("DofE") Award Scheme

In addition to its current staff, the School engages with parents/carers, former parents/carers, and former staff to run its DofE programmes.

The operation of the DofE Scheme itself, is the responsibility of the Duke of Edinburgh Award Scheme Manager, overseen by the Assistant Head - Co-curricular and Enrichment.

For safeguarding purposes, DofE volunteers are treated as performing 'regulated' activities and are vetted and managed accordingly.

The School follows the principles the Duke of Edinburgh Award Scheme's Volunteer Management Toolkit (A Guide to Managing Volunteers For Licensed Organisations) to manage its DofE volunteers.

2.1.1 Recruitment

DofE volunteers will be subject to an informal recruitment process and the opportunity to become a DofE volunteer is publicised to parents/carers from time to time.

Any parent/carer, former parent/carer or former staff member interested in becoming a DofE volunteer is asked to express their interest in a simple "Expression of Interest" form, after which they are sent a volunteer application form for completion and return to the Duke of Edinburgh Award Scheme Manager, who will

liaise with the HR Department regarding completion of all appropriate safeguarding check (as detailed in the Safer Recruitment Policy).

Once all checks have been successfully completed, the volunteer joins the bank of DofE volunteers for the School.

Current staff members will have already completed the appropriate safeguarding checks; the recruitment process is therefore oral only.

2.1.2 Induction/Training

Every DofE volunteer will receive a thorough induction and training programme, which is specific to their DofE volunteering role, in addition to training on:

- Child Protection Policy and safeguarding obligations
- Health and Safety
- Confidentiality obligations
- Supervision
- Data Protection

2.1.3 Oversight and Management

Operational oversight and management of DofE volunteers is performed by the Duke of Edinburgh Award Scheme Manager.

Principally, this involves oversight of the volunteer's involvement in specific trips, their completion of appropriate documentation for a trip and feedback from students and other volunteers. Given the voluntary nature of the role, no formal assessment process is carried out for DofE volunteers, although informal feedback may be provided by the Duke of Edinburgh Award Scheme Manager during or after a trip.

Any issues are escalated to the Assistant Head - Co-curricular and Enrichment, Senior Deputy and/or the Deputy Head - Pastoral, as appropriate.

DofE volunteers can reclaim business expenses in accordance with the School's rules on reclaiming expenses but are not paid any remuneration for the service they provide.

DofE volunteers are insured under the DofE Award Scheme and School's relevant public liability and personal accident policies.

DofE volunteers are requested to give as much notice as possible if they wish to stop volunteering with the DofE programme. Likewise, the School will give a DofE volunteer reasonable notice if they are no longer required to be part of the School's bank of DofE volunteers.

Each DofE volunteer has a file which holds safeguarding records and any other relevant records, held in the HR Department. Once a DofE volunteer stops volunteering with the DofE programme, their safeguarding record and any other relevant records will be archived and destroyed after three years.

2.2 Friends of Sir William Perkins's School (FOSWPS)

Friends of Sir William Perkins's School (FOSWPS) is a registered charity (No.1101855) and is an entity which is separate from the School with its own finances, governance etc although with overall oversight by the School. Its purpose is to raise funds for, and otherwise support, the School, often by providing refreshments etc for School activities or arranging its own fundraising activities.

FOSWPS volunteers are parents/carers who volunteer to become part of the 'Friends of Sir William Perkins' organisation. As such, the School does not hold any role descriptions for FOSWPS volunteers and they are not subject to the same level of discipline and oversight for other volunteers at the School, save for in key areas such as Safeguarding.

For safeguarding purposes, FOSWPS volunteers are treated as potentially performing 'regulated' activities, but they will always be supervised by staff members or the Chair of FOSWPS.

The School agrees to process and pay for a DBS for the Chair of the Committee and up to three other key committee members on the understanding that the Chair and three other key committee members will supervise other members of the Committee when within the School site.

2.2.1 Recruitment

The School shares information provided by FOSWPS to all parents/carers of students joining the School on the opportunity to join FOSWPS and the benefits of doing so.

The School supports FOSWPS by publicising new volunteer opportunities to existing parents/carers via School Post.

Parents/carers expressing an interest are requested by the Chair of FOSWPS to complete the appropriate volunteer application form which is processed by the School in accordance with the School's Safer Recruitment Policy, as it relates to volunteers e.g., DBS checking.

2.2.2 Induction/Training

There is no formal training requirement for members of FOSWPS.

However, FOSWPS volunteers will receive training briefings in School policies appropriate to their role i.e., Safeguarding, Health and Safety.

2.2.3 Oversight and Management

The nature of FOSWPS means that the management of FOSWPS volunteers is controlled by the FOSWPS Committee and any issues are initially escalated to the Chair of FOSWPS.

The FOSWPS committee meet regularly with the Head and, as appropriate, with other senior members of staff. Any issues can be escalated to the Head and the

Senior Deputy Head. Safeguarding concerns must be dealt with in line with the School's Safeguarding and Child Protection Policy.

The HR Department must be advised if the Chair of FOSWPS or another key committee member (who has had a DBS check undertaken and paid for by the School) resigns so that the safeguarding record and any other relevant records can be archived and destroyed after three years.

2.3 Other Volunteers

Any other volunteer used by the School will typically be an occasional or 'one-off' volunteer. This might be for a trip or for assistance with a School event. Their use by the School will require prior approval by the Head or the Senior Deputy Head.

If the volunteer is involved a regulated activity, they will require either:

- full vetting in accordance with the Safer Recruitment procedures of the School; or
- supervision by someone who holds all of the appropriate checks and is in regulated activity. The volunteer should not undertake any personal care.

Volunteers not involved in a 'regulated' activity, as defined in the School's Safer Recruitment Policy, are not required to have an enhanced DBS check or Barred List but may have one if considered appropriate. They must be supervised at all times when in contact with students.

Volunteers will receive induction or briefing as part of their involvement in the activity for which they are volunteering for from the activity leader.

The nature of their involvement with the School means that the activities of resource management are not relevant for these individuals.

3. Data Protection

The School will comply with its obligations under the relevant data protection legislation for all volunteers.

Volunteers' attention should be drawn to the Staff Privacy Notice and Data Protection Policy which sets out details of how the School will process volunteers' personal data.

4. Monitoring and Review

The Governing Body is ultimately responsible for the effective oversight, review and amendment of this policy and understands its legal obligation to do so.

This Policy is reviewed and updated annually by the Director of Finance & Operations, in consultation with the Head and the Head of HR

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| Next scheduled review date: August 2025 Last review date: August 2024 | |
| Updates in this version | • Update of Job Titles and role responsibilities |