



Volunteer Guidelines

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The MILL Academy (the Trust) is a school trust currently comprising of: The Henry Box School, Queen Emma's Primary School and Finstock Church of England Primary School. The MILL Academy Trust is run by a Board of Trustees. The MILL Academy Trust endeavours to provide the best education possible for all of its pupils in an open and transparent environment.

1. Introduction

Volunteers play a key role in bringing a range of experiences that can enhance and promote the learning opportunities that we offer to our pupils. We have a range of volunteers in our Trust and schools including parents and Trustees.

2. Safeguarding

The MILL Academy is committed to the safeguarding of pupils, young people and everyone who works here. We expect volunteers to share this commitment and follow policies and procedures in relation to this. A member of staff will go through the child protection quick reference guide on your first day. It lists the members of the designated safeguarding senior team. These are the people to contact if you have any safeguarding concerns.

3. Process for recruiting volunteers

1. Prospective volunteer contacts the school office as an interested candidate seeking a volunteer role in school
2. If there is a need for the volunteer a member of senior leadership team contacts prospective volunteer to discuss the potential role/support in school. Type of role/support agreed in principle
3. DBS check and references completed
4. Volunteer will be made aware of their role and responsibility within the school
5. Induction – relevant school policies and documents shared and explained
 - a. (including child protection/safeguarding introduction)
6. Volunteer records kept centrally

4. Supervision

All volunteers work under the supervision of a teacher or permanent member of staff. Teachers retain ultimate responsibility for pupils at all times, including pupils' behaviour and the activity that they are undertaking.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out and the expected outcome of the activity. In the event of any query or problem regarding the pupil's understanding of the task, their behaviour or welfare, volunteers must seek advice / guidance from their designated supervisor.

5. Health and Safety

The Trust has a Health and Safety Policy, which will be made available to volunteers working in each school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with particular tasks (e.g. using equipment or accompanying pupils on visits).

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to their designated supervisor or other senior member of staff.

Volunteers are covered by the school's Indemnity and Public Liability Insurance.

6. Complaints

Any complaints made about a volunteer will be referred to the Headteacher or delegated to a senior member of staff for investigation.

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

- To speak with the volunteer about a breach of the Volunteer Guidelines and seek reassurance that this will not happen again
- Offer an alternative placement for the volunteer (e.g. helping with a different activity or in another class)
- Based upon the facts identified in the investigation, it may be necessary for the school to inform the volunteer that they are unable to continue using them
- The volunteer will be provided with a copy of The MILL Academy Complaints Policy and Procedure

Any complaints made by a volunteer will be dealt with under the Complaints Policy and Procedure.