



VOLUNTEER POLICY

The ELKOLET Centre, Mill Lane, Alton, GU34 1BD

T: 01420 86980 W: www.elkolet.com

Reviewer	Paula Knowles
Review Date	September 2023
Next Review Date	September 2024

INTRODUCTION

This policy is in conjunction with ELKOLET's Safeguarding and Child Protection Policy.

Volunteers at our ELKOLET bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The ELKOLET therefore welcomes and encourages volunteers from the local community.

Our volunteers include:

- Parents of pupils
- Students on work experience
- University students
- Ex-members of staff
- Local residents
- Friends of the ELKOLET

The types of activities that volunteers engage in, on behalf of ELKOLET, 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 ELKOLET visits
- Workshop topic relevant to ELKOLET curriculum

SAFEGUARDING

ELKOLET is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to show that commitment. Please refer to ELKOLET's Safeguarding and Child Protection Policy for in depth detail.

BECOMING A VOLUNTEER

Anyone wishing to become a volunteer, either for a one-off event such as a ELKOLET visit or on a more regular basis, e.g., hearing pupils read, usually approach the Director of Education and Family Support, Senior Management 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.

DEFINITION “REGULATED ACTIVITY”

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 education to children. This means that all who work on a regular basis within a ELKOLET’s premises must comply with all statutory requirements regarding recruitment and ID checks. This includes Enhanced DBS checks, Right to Work in the UK, and reference checks.

PROCESS FOR RECRUITING VOLUNTEERS WHO WILL BE WORKING FREQUENTLY OR INTENSIVELY

- The candidate/s attend ELKOLET for an informal discussion to ensure the applicant is suitable for the role
- Applicable statutory recruitment checks such as 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: ELKOLET policies and documentation explained and issued. These will include:

ELKOLET’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 in a central place within the ELKOLET

Before starting to help at ELKOLET, a volunteer should complete the Volunteer Agreement (Appendix 2) which sets out ELKOLET’s expectations of its volunteer and confirm they have received a copy of this agreement. The ELKOLET will seek Enhanced DBS clearance for a volunteer before they begin volunteering 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.

OUR ELKOLET AIMS

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

CONFIDENTIALITY

Volunteers in ELKOLET 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 ELKOLET which may affect their work should raise the matter with the Director of Education and Family Support or appropriate senior member of staff. Any information gained at the ELKOLET about a child or adult should remain confidential.

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.

HEALTH & SAFETY

ELKOLET has a Health & Safety Policy and this is made available to volunteers working in ELKOLET and is displayed on the ELKOLET 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/Director.

CHILD PROTECTION

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., delivering a workshop, a Barred List check will be required. However, such volunteers, who will not be left unsupervised, must read and sign off this Volunteer Policy
- Any concerns a volunteer has about child protection issues should be referred to the designated supervisor or the Director.

COMPLAINTS

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

The Director 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 ELKOLET to inform the volunteer that the ELKOLET no longer wishes to use them
- Provide the volunteer with a copy of the ELKOLET's full Complaints Procedure

MONITORING & REVIEW

This policy will be regularly reviewed and updated.

APPENDIX 1 VOLUNTEER APPLICATION FORM FOR NEW VOLUNTEER



Volunteer Application Form

Thank you very much for your interest in volunteering for ELKOLET. If you need assistance with completing this form, please email us at info@elkolet.com

All the information you provide on this form is confidential and will not be passed on to a third party. ELKOLET complies fully with current GDPR legislation, for more information please visit our website at www.elkolet.com/policycentre

Which volunteer role are you applying for?

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Where did you see this role advertised?	
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Please tell us about yourself

Title		Forename(s)	
Surname			
Address			
Post code			
Telephone			
Email			
Please select which method(s) you would prefer for contacting you about your volunteer application	Phone <input type="checkbox"/>	Text <input type="checkbox"/>	
	Email <input type="checkbox"/>	Letter <input type="checkbox"/>	

Have you ever been a member at ELKOLET? Y/N Are you a current member at ELKOLET? Y/N

Please tell us why you would like to volunteer for ELKOLET (you can tick more than one box)

I want to help young people achieve their goals	<input type="checkbox"/>	I'm interested in meeting new people	<input type="checkbox"/>
To make myself more employable	<input type="checkbox"/>	Sharing my skills and experience to help others	<input type="checkbox"/>
Give something back in my community	<input type="checkbox"/>	I want to develop new skills	<input type="checkbox"/>
To keep myself busy	<input type="checkbox"/>	Something enjoyable to do with my time	<input type="checkbox"/>
I was asked by a friend	<input type="checkbox"/>	I want to make a difference	<input type="checkbox"/>
To help me in my journey	<input type="checkbox"/>	I believe in this cause	<input type="checkbox"/>
I had trouble at school and want to give back	<input type="checkbox"/>	I'd rather volunteer than give money	<input type="checkbox"/>

Please tell us a little more about you and what skills and qualities you feel make you suitable for this volunteer role *(please note if we receive a number of applications for a role, we will use this information to shortlist for the volunteer interview. Please refer to the volunteer role description, in particular the skills and experience required for the role)*

Your availability to volunteer

Have you checked the role specification for when we require someone for the role and can you meet this requirement? **Y/N (delete as applicable)**

Which days/ times are you available to volunteer? *please tick all that apply.*

	Mon	Tue	Wed	Thu	Fri
Morning 9:30-12:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Volunteering status

The right to volunteer in the UK can be dependent on your citizenship and UK immigration status so please make sure that you are allowed to volunteer on your visa.

Are you legally entitled to stay in the UK? Y/N

References

Please provide us with the details of two people whom we may contact as referees, to comment on your suitability for volunteering. These can be friends or colleagues but not family members, and must have known you for six months or more.

If you are a current member, your first reference will need to be the name of your Supervisor at ELKOLET. Please ask your supervisor to sign their name in the 'relationship to you' box.

	Referee 1	Referee 2
Name		
Email		
Telephone		
What is your relationship to this person?		

Keeping you informed about ELKOLET

ELKOLET would like to keep you informed about our campaigning, fundraising and other activities, please tick the boxes if you are happy to hear from us

Email Phone Post

Declaration

I declare that the information given in this application is a true and complete statement. I understand that any offer of appointment and subsequent volunteering is subject to satisfactory references and satisfactory disclosure from the Disclosure and Barring Service at the appropriate level, where this is a requirement of the role (if stated in the volunteer role description).

Signature:

Date:

APPENDIX 2 VOLUNTEER AGREEMENT

ELKOLET Charity
The ELKOLET Centre
Mill Lane, Alton
GU342QG

Volunteer Address

Date

Dear *Volunteer Name*,

This letter provides a description of the volunteering arrangement between us, ELKOLET Charity, and you.

Volunteers are an important part of our organisation, and we appreciate you volunteering with us. To make your volunteering experience as rewarding and positive as possible, this agreement sets out our commitment to you, what we hope you can contribute and what you can reasonably expect from your volunteering role.

Your volunteering role is set out in your role description. The purpose of your role is to benefit us by bringing a diverse range of skills, experience, and knowledge to the team.

We accept your voluntary services from the date in which your DBS application returns to us with a satisfactory result.

If, for whatever reason, you are unable to volunteer at a time when you are expected or you want to stop volunteering with us, please give Paula Knowles as much notice as possible.

We expect that you perform your volunteering role to the best of your abilities and that you comply with any applicable policies and procedures, including our:

- + Health and Safety Policy
- + Data Protection Policy
- + Equal Opportunities Policy
- + Anti-Harassment and Bullying Policy
- + Anti-Bribery Policy
- + Safeguarding and Child Protection Policy

Copies of these policies and procedures are available from Paula Knowles, BrightHR or the Volunteer Handbook.

Where necessary, you agree to criminal record and immigration checks, which must be passed before you begin volunteering with us. You can expect us to deal with you equally and fairly in accordance with our Equal Opportunities Policy.

Induction and training

We will provide you with:

- An induction about the organisation, our staff and your volunteering role;
- Any training that we deem necessary for your volunteering as well as to ensure your health and safety

In our training, we will set out the standards we expect from volunteers. Throughout your time volunteering with us, we will encourage and support you to achieve and maintain these standards.

While volunteering with us, your main point of contact is Paula Knowles. If you have any questions about your volunteering or require additional training or support, speak to Paula Knowles or our HR department.

Mentoring

While volunteering with us, your main point contact is Paula Knowles. You will have regular meetings with Paula Knowles to discuss your volunteering and any problems or concerns you may have.

Pay and Expenses

Your volunteering role with us is purely voluntary and, as a result, you will not receive payment for your time.

We will reimburse you for reasonable out-of-pocket expenses incurred in connection with your volunteering role with us.

Neither party intends any employment relationship to be created either now or at any time in the future.

Insurance

While you are volunteering with us, we will provide adequate insurance cover for you in relation to any voluntary work which we have approved and authorised.

Data protection

We will process personal data and sensitive personal data ('special categories of personal data') about you in accordance with our Data Protection Policy, as well as data protection laws, meaning all applicable laws relating to the processing of personal data, including, but not limited to the UK General Data Protection Regulation.

Confidentiality

During your volunteering position with us, you may have access to confidential information in relation to ELKOLET Charity, including but not limited to:

- Information about finances
- Some student information e.g. student name, age, referring school

You must not use this information or disclose this information to any person either while you are volunteering with us or at any time afterwards.

As soon as you stop volunteering with us, or earlier if we request it, you must return to us:

- All property that you have or control that belongs to us or relates to our organisation, including but not limited to all access keys, documents, laptops or mobile phones; and
- Delete any such property and confidential information from any electronic device which belongs to you.

This volunteer letter is binding in honour only and is not intended to be a legally binding contract. It may be cancelled at any time by either party.

Please return a signed copy of the agreement and volunteer role description to Paula Knowles.

Yours sincerely,

Signed _____

Date _____