



Volunteer Policy

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Headteacher signature: 

Chair of Governors signature: 

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Volunteer Policy

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Agreed at RCT School staff joint consultative committee:

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STRONG HERITAGE | STRONG FUTURE
RHONDDA CYNON TAF
TRITADALHE GŴMARN | DYFODOL IER

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1 Introduction

- 1.1 Volunteers are a welcome resource to raise pupil's achievement and complement the work of Teachers and Teaching Assistants. The role of volunteers in our school provides for the enrichment of the pupil's learning experiences, but should not encroach on, or restrict, professional teaching duties.
- 1.2 The use of any volunteer, whether for one day or for a number of sessions over a longer period, is managed with care; in particular taking account of the needs of the pupils and the staff to whom they are assigned.
- 1.3 The Head teacher and Governing Body are mindful of using volunteers appropriately. Volunteers are not asked to replace paid staff or given responsibility within the School that would normally be associated with paid employees.
- 1.4 The process (meetings, letters, hearings and/or discussions) outlined with this Policy is available in English, Welsh or bilingual formats, upon your request.

2 Role of the Volunteer

- 2.1 Volunteers are not asked to carry out duties which: -
 - (i) fall within a Teacher's responsibility under loco parentis;
 - (ii) fall within the job description of a Teacher or member of support staff, i.e. they are not asked to cover staff absence.
 - (iii) would be performed by a contractor engaged by the Local Authority or by the School;
 - (iv) require them to have unsupervised access to children.
- 2.2 Volunteers shall not be used to undertake the work of paid staff during industrial action.

3 School Responsibilities

- 3.1 All volunteers are welcomed, however the parameters of their role within the school are clearly defined from the outset in order to avoid any misunderstanding.
- 3.2 A meeting between the volunteer and the Head teacher will be held to ascertain interest, skills and time commitment of the volunteer and the needs of the school. Aims and objectives along with timescales will be communicated appropriately.
- 3.3 Each volunteer will be linked to a specific member of staff to whom they will be directly responsible.

4 School Policies/Procedures

- 4.1 Volunteers should be made aware of the rules governing behaviour at the School. Procedures are designed to avoid hazards or risks associated with the tasks being carried out including details of first aid and emergency arrangements.
- 4.2 As part of their induction to school, volunteers should also be provided with basic information such as details of those facilities available to them e.g. staff room (for use before or after break times to ensure confidentiality), toilets etc.
- 4.3 Volunteers must be made aware of the following: -
- (i) expectations with regard to confidentiality;
 - (ii) access to information related to pupils and/or staff;
 - (iii) the expected level of behaviour and an awareness of Professional Codes of Conduct;
 - (iv) that at no time will they be working with a child or group unsupervised;
 - (v) the relevant School's Policies i.e. – Behaviour Management, Child Protection, Discipline, Complaints, Equal Opportunities etc

5 Clearances

- 5.1 Before a volunteer can be used within school, the following checks must be carried out:
- (i) An enhanced Disclosure and Barring Service (DBS) check
 - (ii) Two references (one must be the current or last employer)
 - (iii) Identity check i.e. passport
 - (iv) Completed Application Form
- 5.2 The School will be responsible for obtaining all documents on the volunteer checklist (Appendix 1) which will be kept confidentially at school. Human Resources will process the DBS check on behalf of the school and inform the Head teacher once received.

CHECKLIST
VOLUNTEERS

School: _____

Name: _____

Detail	✓	Date	Comments
Pre-employment checks required before commencing as a volunteer			
▪ Completed Application Form			
▪ Full references x 2 (one must be current or last employer)			
▪ Completed On-Line DBS Form + Documents (Passport, Birth Certificate, Driving Licence, Utility Bill or Bank Statement less than 3 months old etc)			
▪ DBS should be renewed every 3 years			
▪ Identity Check (Passport, Birth Certificate & NI Number)			
Comments:/History –			
▪ Date cleared to commence			

PLEASE NOTE:

- Please ensure all documents required to process DBS check are sent to Human Resources.
- Once completed you should send the checklist to Human Resources for information but retain a copy and all other documents associated with the volunteer post at school.
- Volunteers should not be left unsupervised with children.

Signed Head teacher: _____

Signed Chair of Governors: _____

You are required to complete a Disclosure and Barring Service (DBS) disclosure check for the post of **Volunteer**.

An online DBS check can be completed by accessing the internet from any PC/Laptop that has this facility. If you do not own your own computer, you can go to any internet café or local library.

Please log in using the following URL in your **top toolbar** or click on the address below:

<https://disclosure.capitarvs.co.uk/rctcbc>

Please be aware that you must complete your application form in full as part completed applications form cannot be saved and any data you have input will be lost.

When you access the site you will need to click on the **orange box** that states,

DISCLOSURE AND BARRING SERVICE (DBS) APPLICATION.... START APPLICATION >>

On entering the system, you will be asked to supply information to access your application:

Your "Organisation reference" is: Rhondda

Please leave the "Password" box blank and click on "enter". You can now start completing your application form.

On completion of the form you will need to contact the school to arrange for your identification evidence to be verified.

If you are unable to complete an online application or wish to apply in Welsh, then you will need to contact Human Resources.

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged into the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.

The person going through a DBS check - 'the applicant' - must give their employer original documents proving their identity. The documents needed will depend on the route the application takes. The applicant must try to provide documents from route 1 first.

Route 1

The applicant must be able to show:

- 1 document from Group 1, below
- 2 other documents from either Group 1 or Group 2a or 2b, below

At least 1 of the documents must show the applicant's current address.

Route 2

If the applicant doesn't have any of the documents in Group 1, then they must be able to show:

- 1 document from Group 2a
- 2 other documents from either Group 2a or 2b

At least 1 of the documents must show the applicant's current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

Route 3

Route 3 can only be used if it hasn't been possible to process the application through Routes 1 or 2.

For Route 3, the applicant must be able to show:

- a birth certificate issued after the time of birth (UK and Channel Islands)
- 1 document from Group 2a
- 3 further documents from Group 2a or 2b

At least 1 of the documents must show the applicant's current address. If the applicant can't provide these documents, they may need to be fingerprinted.

Group 1

- Current Passport
- Current Driving Licence (Full or Provisional)
- Birth Certificate – issued with 12 months of birth (Full or Short form accepted)
- Biometric Residence Permit (UK)

Group 2a

- Current Passport
- Current UK Driving Licence
- Biometric Residence Permit (UK)
- Certified Copy of Birth Certificate – issued after 12 months of birth
- Marriage / Civil Partnership Certificate
- Adoption Certificate (UK)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK)

Group 2b

- Mortgage Statement (UK) **
- Bank / Building Society Statement (UK) **
- Credit Card Statement (UK) *
- Financial Statement ** e.g. pension, endowment, ISA (UK)
- P45/P60 Statement ** (UK)
- Council Tax Statement **
- Work Permit/Visa (UK) **
- Utility Bill (UK) * - Not Mobile Telephone
- Benefit Statement* e.g. Child Allowance, Pension
- A document from Central / Local Government / Government Agency / Local Authority giving entitlement * e.g. from the Department for Work & Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security
- EU National ID Card
- Cards carrying the PASS accreditation Logo (UK)

Denoted with * - less than 3 months' old

Denoted with ** - issued within 12 months

Not Denoted - it can be more than 12 months

Identity Check

Appendix 3

LIST A

- A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom
- A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland.
- A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to a national of a European Economic Area country or Switzerland.
- A permanent residence card issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the family member of a national of a European Economic Area country or Switzerland.
- A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
- An Immigration Status Document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, **when produced in combination with** an official document giving the person's National Insurance number and their name issued by a Government agency or a previous employer.
- A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, **when produced in combination with** an official document giving the person's National Insurance number and their name issued by a Government agency or a previous employer.
- A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents, **when produced in combination with** an official document giving the person's National Insurance number and their name issued by a Government agency or a previous employer.
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with** an official document giving the person's National Insurance number and their name issued by a Government agency or a previous employer.
- An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with** an official document giving the person's National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British Citizen, **when produced in combination with** an official document giving the person's National Insurance number and their name issued by a Government agency or a previous employer.
- A letter issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, **when produced in combination with** an official document giving the person's National Insurance number and their name issued by a Government agency or a previous employer.

If you are unable to produce one document from the list above, you may present a document from the list below. **You should note however that documents from List B are only eligible for 12 months and Rhondda Cynon Taf Council will repeat its check on eligibility to continue in employment after 12 months has lapsed.**

LIST B

- A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
- A Biometric Immigration Document issued by the UK Border Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.
- A work permit or other approval to take employment issued by the Home Office, the Border and Immigration Agency or the UK Border Agency **when produced in combination with** either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, **or** a letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer confirming the same.
- A certificate of application issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to or for a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service.
- A residence card or document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to a family member of a national of a European Economic Area country or Switzerland.
- An Application Registration Card issued by the Home Office, the Border and Immigration Agency or the UK Border Agency stating that the holder is permitted to take employment, **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service.
- An Immigration Status Document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question, **when produced in combination with** an official document giving the person's National Insurance number and their name issued by a Government agency or a previous employer.
- A letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question **when produced in combination with** an official document giving the person's National Insurance number and their name issued by a Government agency or a previous employer.

EMPLOYMENT AS A VOLUNTEER CANNOT COMMENCE UNTIL A DOCUMENT HAS BEEN PRODUCED. IT WILL BE PHOTOCOPIED AND PLACED ON YOUR PERSONAL FILE. THE ORIGINAL DOCUMENT WILL BE RETURNED AS SOON AS POSSIBLE.

Application Form

VOLUNTEER

Ffurflen Gais

GWIRFODDLWYR

Please complete in black pen to aid photocopying.

All sections of the form must be completed.

Please read the enclosed guidance notes for more information.

Defnyddiwch inc du i lenwi'r ffurflen er mwyn hwyluso gwaith llungopïo.

Llenwch bob adran.

Darllenwch y nodiadau canllaw sydd wedi'u hamgáu i gael rhagor o fanylion.

Position applied for:

Enw'r swydd rydych chi'n ymgeisio amdani:

VOLUNTEER

Reference number:

Cyfeirnod y swydd:

HR

REFEREES / CANOLWYR

Please complete all sections below for each referee.

Llenwch bob adran isod ar gyfer pob canolwr.

REFEREE 1 / CANOLWR 1

Name / Enw:

Position / Swydd:

Company/Organisation / Cwmni/Sefydliad:

Address / Cyfeiriad:

Post Code / Côt y Post:

Telephone No. / Rhif ffôn:

E-mail address / Cyfeiriad e-bost:

REFEREE 2 / CANOLWR 2

Name / Enw:

Position / Swydd:

Company/Organisation / Cwmni/Sefydliad:

Address / Cyfeiriad:

Post Code / Côt y Post:

Telephone No. / Rhif ffôn:

E-mail address / Cyfeiriad e-bost:

PERSONAL INFORMATION SHEET / FFURFLEN WYBODAETH BERSONOL

Post Applied for / Enw'r swydd rydych chi'n ymgeisio amdani: **VOLUNTEER / GWIRFODDLWYR**

Human Resources staff will carry out the monitoring and all information supplied will be treated in the strictest of confidence.

Gweithwyr Adnoddau Dynol sy'n gyfrifol am fonitro gwybodaeth a byddan nhw'n ei thrin yn gyfrinachol.

PERSONAL DETAILS / MANYLION PERSONOL

Last Name/Family Name / Cyfenw

Email address / Cyfeiriad e-bost:

Title / Teitl:

Please note: We will send all correspondence via e-mail, please confirm that you check your e-mails on a regular basis

First Name (s) / Enw(au) cyntaf:

Sylwer: byddwn ni'n anfon pob darn o ohebiaeth trwy e-bost, cadarnhewch eich bod chi'n edrych ar eich cyfrif e-bost yn rheolaidd

Current Address / Cyfeiriad Cyfredol:

YES / YDW NO / NAC YDW

If you would prefer an alternative means of contact please choose a method from the options below:

Post Code / Côt y Post:

Os hoffech chi inni gysylltu â chi mewn ffordd arall, nodwch eich dewis isod:

Home Tel No / Rhif ffôn cartref:

Mobile / Ffôn symudol

Post (at current address)

Trwy'r post (yn eich cyfeiriad cyfredol)

Work Tel No / Rhif ffôn gwaith:

Home tel no. / Rhif ffôn cartref

Work tel no. / Rhif ffôn gwaith

Mobile Tel No / Rhif ffôn symudol:

Date of Birth / Dyddiad geni:

/ /

Have you ever been convicted of any offence, including traffic convictions, or formally cautioned by the police for any offence, or bound over by the Court? This should include any pending convictions Please note: Having a criminal record will not necessarily bar you from volunteering with the Council. This will depend on the nature of the position and the circumstances and background of your offence.

Gawsoch chi eich dyfarnu'n euog o unrhyw drosedd erioed, gan gynnwys euogfarnau yn ymwneud â thraffig? Ydy'r heddlu wedi'ch rhybuddio chi'n ffurfiol? Ydy'r llys wedi rhoi gorchymyn rhwymo ichi? Dylai hyn gynnwys unrhyw euogfarnau sydd yn yr arfaeth. Sylwer: Fydd y ffaith bod cofnod troseddol gyda chi ddim yn golygu bod dim hawl gyda chi i weithio i'r Cyngor bob tro. Bydd hynny'n dibynol ar natur y swydd yn ogystal ag amgylchiadau a chefnidir eich trosedd.

Yes / Do

No / Naddo

If Yes, please state nature of offence (Date & Penalty)

Os 'Do', nodwch natur eich trosedd (Dyddiad a Chosb)

Please supply details of any unspent Criminal Convictions as defined by the Rehabilitation of Offenders Act (1974) (Please see attached Guidance Notes.)

Rhowch fanylion ynglŷn ag unrhyw euogfarnau hysbydd yn ôl diffiniad Deddf Ailsefydlu Troseddwyr (1974) (Trowch i'r nodiadau canllaw.)

Signature of Applicant / Llofnod yr Ymgeisydd:

Date / Dyddiad: / /

DATA PROTECTION / DIOGELU DATA

The information you give on this form is covered by the Data Protection Act 1998. We will keep it confidential and only use it for clearance purposes. If we appoint you as a volunteer, we will keep this information during the period of your employment with us. If we do not appoint you, we will keep your information for 6 months after our appointment decision. After that, we will destroy it.

I certify that to the best of my knowledge, the information given on this form is correct and true.

I understand that my application to be a volunteer may be rejected or that I may be removed for withholding relevant details or giving false information. I also understand that the information I have provided may be subject to checking.

Byddwn ni'n cadw'r wybodaeth sydd ar y ffurflen yma'n gyfrinachol yn unôl â Deddf Diogelu Data 1998. Byddwn ni'n ei defnyddio i ddibenion denu a phenodi yn unig. Pe baen ni'n eich penodi chi, byddwn ni'n cadw'r wybodaeth yma yn ystod eich amser gyda ni. Pe baen ni ddim yn eich penodi chi byddwn ni'n cadw eich gwybodaeth am 6 mis ar ôl ein penderfyniad penodi. Ar ôl y cyfnod hwnnw, byddwn ni'n cael gwared arni.

Dyma ddatgan, hyd eithaf fy ngwybodaeth, fod yr hyn rydw i wedi'i nodi ar y ffurflen yma'n gywir ac yn wir.

Rydw i'n deall efallai bydd fy nghais yn cael ei wrthod am beidio â chyflwyno manylion perthnasol neu am gyflwyno gwybodaeth anwir. Rydw i hefyd yn deall efallai bydd yr wybodaeth rydw i wedi'i nodi'n destun proses gadarnhau. Dydw i ddim wedi dod cysylltu â Chynghorydd / gweithiwr y Cyngor, yn uniongyrchol nac yn anuniongyrchol, mewn perthynas â'r cais hwn, a fydda i ddim yn gwneud hynny.

Signature of Volunteer / Llofnod yr Ymgeisydd:

Date / Dyddiad: / /

Please return these forms to the address on the covering letter that accompanied this form.

Anfonwch y ffurflenni yma'n ôl i'r cyfeiriad a nodwyd ar y llythyr a ddaeth gyda'r ffurflen yma.

**REQUEST FOR A REFERENCE FROM A CURRENT/FORMER
EMPLOYER**

Your name has been given by ** who has applied to undertake voluntary work with **** School.

I would be grateful if you could complete the following reference questionnaire, and return it in the envelope provided as soon as possible.

1	Present/previous job title (if appropriate) and broad responsibilities:
2	Length of Service:
3	Is it a temporary, fixed term or permanent contract?
4	Please indicate the applicant's principal skills and abilities in relation to his/her present/previous post

5	Would you re-employ the individual?
6	Would you recommend this person without hesitation or reservation?
7	If we require further information, may we contact you by telephone? If YES, please place your number here:
<p>SIGNED: _____ DATE: _____</p> <p>PRINT NAME : _____</p> <p>POSITION IN COMPANY: _____</p>	

REQUEST FOR A PERSONAL REFERENCE

CONFIDENTIAL

Your name has been given by ***** who has applied to be a volunteer at *****.

I would be grateful if you could complete the following reference questionnaire and return it in the envelope provided as soon as possible.

How long have you known him/her?
In what capacity do you know this person (e.g. work/recreation/education)?
Please specify if you are related to this person.

Please give a brief outline of the person using the following main categories. (The examples are only there to give you an idea of what we are looking for, and are not necessarily relevant to the specific post). If there are any boxes you wish to leave blank, please feel free to do so.

Personal Attainments you are aware of- e.g. educational/occupational/professional
General Intelligence – e.g. could include reasoning/logic
Specialised abilities – examples may include manual dexterity/artistic aptitude/verbal or numerical facility

Disposition – e.g. independent/team worker/leader

If we require further information, may we contact you by telephone? If YES, please place your number here:

Signed: _____

Date: _____

PRINT NAME: _____

ADDRESS: _____

