# Isha Academy Volunteers Policy

1. **Introduction** At Isha Academy, we welcome volunteers as a valuable resource to assist in the enhancement of our educational environment. Volunteers can support the work of tutors and assistants, offering their time to aid in the learning experiences of students. We believe that the involvement of parents and the community through voluntary participation enriches our students' learning, but it is important that volunteers do not replace the professional teaching staff or interfere with teaching responsibilities.

   Volunteers at Isha Academy are carefully deployed with consideration of the needs of our students and staff. Volunteers are not assigned responsibilities that would typically fall under the remit of paid staff, and they should never be asked to cover for absent staff members. All volunteers will be supervised to ensure safe and effective learning.

2. **Deployment** (a) Volunteers are not asked to carry out duties which:
   - Fall within a tutor's responsibility or the job description of paid staff.
   - Replace staff members or contractors engaged by Isha Academy.
   - Require unsupervised access to children on a one-to-one basis, as volunteers engage only in unregulated activity.

   Under **Keeping Children Safe in Education, 2024**, it is essential that a written risk assessment is carried out before a volunteer begins. This assessment will take into account:

   - The nature of the volunteer's role and level of supervision.
   - The volunteer's background, including references and employment information.
   - Whether a DBS check is necessary, and the level of check required.

   (b) Supervision of Volunteers:

   - Volunteers will only be supervised by a qualified member of staff and should not be left unsupervised with children. This supervision must be regular and suitable to ensure child safety.

   (c) Existing Volunteers:

   - Volunteers who have already undergone a DBS check do not need to be re-checked unless the circumstances change, such as a new role or concern. However, if Isha Academy has any concerns, a new DBS check may be requested.
3. **Organisation** (a) Prospective volunteers must complete an application form. This can be submitted to **[Insert contact person]** at Isha Academy, who will assess suitability. Volunteers will be linked with a designated staff member for guidance and supervision.

(b) Volunteers must be made to feel welcome, and their roles will be clearly defined to avoid misunderstandings. Volunteers should understand their responsibilities from the outset and are expected to uphold the standards of the academy.

4. **Academy Regulations and Other Information** (a) Volunteers will be informed about Isha Academy's rules and expectations, including safeguarding and child protection procedures.

   (b) Induction will include information on:

   - Expectations regarding confidentiality.
   - The Academy's Whistle Blowing Policy.
   - Equal Opportunities and Anti-Discrimination policies.
   - Health and safety procedures.
   - Safeguarding and Child Protection policies.

   (c) Prior to starting, all volunteers will undergo a comprehensive induction session to ensure they understand their role and responsibilities within the Academy.

5. **Safeguarding Children and Child Protection** In line with **Keeping Children Safe in Education (2024)**, all volunteers who will be in regulated activity (e.g., unsupervised teaching or one-to-one interaction with students) must undergo an enhanced DBS check, including the children's barred list check.

   Volunteers not in regulated activity will not require a DBS check unless otherwise specified through a risk assessment.

6. **Insurance** (a) Volunteers will be made aware of the insurance coverage provided by Isha Academy. Volunteers are covered for third-party liability while volunteering at the Academy. Volunteers are encouraged to make their own insurance arrangements for personal injury or property damage.

   (b) Volunteers using their vehicles to transport children will be advised to check with their insurance providers to ensure their coverage is adequate for school-related activities.

7. **Documents and Policies for Volunteer Training** Volunteers will be trained using the following documents and policies:
   - Safeguarding and Child Protection Policy
   - Equality Objectives
   - Volunteers in Academy Policy
   - Whistle Blowing Policy
   - Fire and Evacuation Procedures
   - Health and Safety Policy

## Isha Academy Application to Volunteer

Name: _____
Date of Birth: _____
Address: _____
Telephone Number: _____

Is your application linked to a course or qualification at college/university? Yes/No
If yes, complete the details below:

- College/University Name: _____
- Course Details: _____

**Availability:**
I am available to volunteer on the following days:
Monday [ ] Tuesday [ ] Wednesday [ ] Thursday [ ] Friday [ ]
From: _____ To: _____

**Supervision:**
My work would be supervised by: _____
Supervision Frequency: Weekly [ ] Termly [ ] Other (please specify): _____

By signing below, I acknowledge the following:

- I will attend an induction session led by a senior member of staff.
- I agree to follow Isha Academy's policies and procedures.
- I understand that I will not be working unsupervised with students.

Signature: _____
Date: _____

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**Important Notes:**

- All volunteers must provide proof of ID.
- Volunteers aged 18 or older must undergo a DBS check.
- Volunteers will not work alone with children and will be supervised by a staff member in regulated activity.

Review Date: Autumn 2027

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