



Atlantic Academy Portland
an Aspirations Academy

Volunteer Policy & Good Practice Policy

2022/2023

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Date of next review:	September 2023	Owner:	Principals
Type of policy:	Network	Approval level:	SLT

At Atlantic we are passionate about excellence in all aspects of a child's life, giving students the very best start possible. We have high aspirations, and believe students should:

- Believe in themselves
- Be actively engaged in their learning
- See the connection in what they want to become and what they are doing
- Have disruption free learning
- Have access to a challenging academic curriculum offer
- Not dwell on barriers but seek solutions

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1. Introduction

Thank you for volunteering your time and enthusiasm to Atlantic Academy and its students and staff. Volunteers have a very important role to play in bringing a range of skills and experiences that can enhance and promote the learning opportunities that we offer to our students.

Our volunteers include:

- Parents of Students
- Ex-Students
- Ex members of staff
- Students on work experience
- University students
- Local residents
- Friends and supporters of the Academy

The types of activities that volunteers engage in, include:

- Listening to students read
- Working with small groups of students to assist them in their learning
- Working alongside individual students to assist them in their learning
- Working alongside individual students as an additional tutor
- Accompany academy visits
- Assisting with extracurricular activities
- Member of the PTA

2. Safeguarding

Atlantic Academy is committed to the Safeguarding of students, young people and everyone who works here. We expect volunteers to share this commitment and follow policies and procedures in relation to this.

3. Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one-off event, such as an academy visit, or on a more regular basis (e.g listen to students read), should approach the Class Teacher or a Senior Member of staff.

Volunteers should complete a Volunteer Application Form (Appendix 1) which set out the academy's expectations of its volunteers.

4. Process for Recruiting Frequent Volunteers

- Identify the need and role
- Attract candidates by means of a local advert and other methods of communication used by the Academy

- The candidate(s) attend a meeting at the Academy for an informal discussion to ensure they are suitable for the role.
- The volunteer will be made aware of their role and responsibilities with the Academy (this is not required where a volunteer is participating in an one off event)
- A DBS Enhanced Disclosure is undertaken before the volunteer starts work
- Two references should be sought
- Once DBS certificates have been photocopied and reference received, volunteers should meet with the Safeguarding Officer to undertake a Safeguarding Induction. All relevant policies will be issued and explained at this point.
- Volunteer records should be kept centrally within the Academy
- Volunteers will be recorded on the Single Central Register

5. Uphold the Academy Ethos

Atlantic Academy – Inspiring character, commitment and confidence

All adults and young people who work within our Academy, whether as a paid member of staff or as a volunteer, are expected to work and behave in such a way as to promote Atlantic's aims and educational purpose as identified below:

Vision - By providing an outstanding all through provision we will transform the lives of all of our students; inspiring them to have the confidence, character and commitment to realise their full potential.

Mission - To improve the character, commitment and confidence of all our students we will continue to deliver our engaging curriculum, improve outcomes and provide opportunities for cultural enrichment.

Mission Objectives

Character - Self Worth

We are proud of our school and it is respected in the community

- we care and respect each other
- we define ourselves and are not afraid of opportunity

Commitment - Engagement

- we work hard and are resilient
- we have disrupted free learning
- we have an engaging curriculum

Confident - Purpose

- we feel valued
- we feel safe to learn and try something new
- we believe in ourselves and each other

Our Core Principles are underpinned by the Aspirations Trusts values and ethos. We are developing an educational framework that delivers high aspirations, high levels of academic performance and the development of the skills required for success in the 21st century workplace:
No limits: Education for success in the 21st century

The core principles of this framework are:

- Self-worth, Engagement and Purpose
- High expectations
- Employability
- Opportunity
- Innovation and enterprise
- Challenge and engagement
- Talent development
- Makers and creators
- Global
- With big dreams and hard work anything is possible

6. Supervision

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

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

7. Health and Safety

Academy has a Health & Safety Policy, which will be made available to volunteers working in the Academy. 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 students on visits).

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

8. Complaints

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

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

- to speak with the volunteer about a breach of the Volunteer Agreement 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 Academy to inform the volunteer that they are unable to continue using them.
- The volunteer will be provided with a copy of Atlantic's Complaints Policy.

9. Equality, Diversity and Inclusion

At Atlantic we aim to ensure that no member of the community experiences harassment, less favourable treatment or discrimination within the learning environment because of their age; any disability they may have; their ethnicity colour or nation origin; their gender; their religion or beliefs.

We value the diversity of individuals within our Academy and do not discriminate against anyone. We believe that all our students matter and we value their families too. We give our students every opportunity to achieve their best by taking account of our student's range of life experiences when devising and implementing Academy policies and procedures.

10. Monitoring and Evaluation

This policy and guidance will be regularly updated and reviewed.

11. Finally

We hope that you will find this guidance helpful and that you will keep it in mind throughout your time in our Academy. We are confident that you will enjoy your experience of working as a volunteer at Atlantic, satisfied in the knowledge that you are making a positive contribution.



Volunteer Application Form

Title and Full Name					
Gender	M		F		Date of Birth
Address					
Post Code					
Home Phone					
Work / Mobile Phone					
E-Mail Address					
Emergency Contact					
Specify preferred Campus	Maritime House				

Classroom/Learning	Tick here	Fundraising	Tick here	Other	Tick here
Working as part of a team to support the learning, helping with any of the following: - Classroom Support - Reading Support - Specialist Skill Share - Lunchtime games & clubs - After school games & clubs		Working alongside our Fundraising Team helping at events such as: - Parent Consultation Eve - Summer Fete - Christmas Fair - Joining an established team of volunteers who organise their own events for Atlantic Academy Portland		Helping with a variety of duties, such as: - Reception - Office Administration - Library - Handyman & Gardening - Outings & Trips - Minibus Driver - Provide Other professional services: (please explain)	

	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Various
Morning								
Afternoon								
Evening								

What motivated you to volunteer for Atlantic Academy Portland? Please circle:

Give Something Back	Connection to pupil attending the school	Improve employability	Make new friends	Fill time / relieve boredom	Other
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If other please specify:

Brief overview of Skills, Experience & Qualifications that would be beneficial to your role:

Employment Status – optional (please mark with an 'x')					
Employed full time	<input type="checkbox"/>	Self Employed	<input type="checkbox"/>	Student	<input type="checkbox"/>
Employed part time	<input type="checkbox"/>	Employed part time	<input type="checkbox"/>	House person	<input type="checkbox"/>
Unemployed	<input type="checkbox"/>	Retired	<input type="checkbox"/>	Unable to work	<input type="checkbox"/>

Personal details			
Ethnicity	<input type="text"/>	Nationality	<input type="text"/>
Disability Status:	<input type="text"/>		
Have you any medical conditions, (including mental health conditions,) that might affect you volunteering? (Please outline)			
<input type="text"/>			
Do you hold a full driving licence?	<input type="checkbox"/>	Own transport?	<input type="checkbox"/>

References - Please give two references, email and addresses would be most helpful.	
Reference 1 – Name & Address	Reference 2 - Name & Address
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Email:	Email:
<input type="text"/>	<input type="text"/>
Relationship to Applicant:	Relationship to Applicant:
<input type="text"/>	<input type="text"/>

Agreement and Signature			
<p>By submitting this application, I confirm that the facts giving in it are true and accurate. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in the termination of my volunteer work. I consent to a Disclosure and Barring and Barred List check being made on me if I will have regular unsupervised contact with pupils and to the details on this form being held in school as a record that appropriate checks have been carried out.</p>			
Signature	<input type="text"/>		
Name (printed)	<input type="text"/>	Date	<input type="text"/>

Please return this form to HR Department, Atlantic Academy, Maritime House, Portland, Dorset. DT5 2NA
We will not share your details for any purpose unrelated to Atlantic Academy Portland.

For office use			
DBS Submitted		DBS Cleared	
Volunteer Policy Shared		Agreement Signed	
Dept Working with		Safeguarding Induction	
Ref 1		Ref 2	