Adult Learning Kirklees

and Kirklees Council Volunteer Policy Guidance

Adult Learning Kirklees is part of Kirklees Council and as such follows all KC policies, procedures and guidance.

All policies will be reviewed annually by the ALK Advisory Board unless there are in year changes required according to legislation or policy change.

Providers will be made aware of any new policies or changes to inform and amend their own policies and guidance. Policies highlighted will need to be devised, reviewed and revised by the provider annually.

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ALK Guidance/ Volunteering Policy

In the context of learning consider the following:

1. Recruitment and Selection

Before recruiting volunteers, an organisation will consult with its governors. Governors will consider the following questions.

What is the function of volunteers and what tasks are volunteers suited to?

What attitudes, aptitudes and experience would the organisation want volunteers to have?

What will the selection and screening processes involve?

Does the organisation have good volunteer management and policies?

2. Selection and Screening

A well-planned selection and screening procedure is an important process to get right. This process will allow you to match the needs of your organisation with the attitudes, aptitudes, and skills of the volunteers. It will also prevent a volunteer from being placed into a role that they are ill-equipped to fulfil, which would lead to an unhappy and unproductive experience for everyone.

The organisation's responsibility is to ensure that anyone volunteering is suitable, safe, and appropriate. To ensure the organisation fulfils this duty of care, suitable screening processes will be in place. With any form of screening, it is important to make your applicants aware that this will take place at the earliest opportunity. The organisation can use further screening and selection processes, for example using a trial period or compulsory training as a means of screening the volunteer's suitability.

3. Meeting Applicants

Always meet with applicants. Meeting with your applicants is a chance:

- to provide a welcoming experience into your organisation
- to allow applicants to see what you do and who you are
- for potential volunteers to ask questions about volunteering with you and your organisation,
- for you to find out about them and vice versa.

This time will be the opportunity to find out about your applicants and ask them questions. What you need to ask should be dependent on the role but some basic areas to cover are:

- what skills, experience, and knowledge they have,

what attitudes they have in relation to the role/s

- what interests them about volunteering with your organisation,

- what they hope to gain from volunteering with you

- what level of commitment they can make (time, days and for how long)

what they can add to the organisation.

Only if you are satisfied with the outcomes of the meeting and the answers provided should the volunteer be engaged.

4. Taking up references

A minimum of two references should be sought in writing. Only if the references are satisfactory should the volunteer be engaged.

5. Enhanced DBS

For those volunteers who work regularly with you they are required to hold a current satisfactory **enhanced** Disclosure and Barring Services check, and this should have been completed in the last 3 years. This document will require **renewing every 3 years as best practice.**

Please note, all volunteers should have a DBS and appropriate checks before commencing their positions. A reminder that any visitors who do not have enhanced DBS checks should not be left with learners unsupervised (i.e. tutors must always be present in the room/ have sight of anyone who does not hold up to date enhanced DBS checks.)

6. Compulsory Training and Induction

Before commencing volunteering the following is to be completed by all volunteers:

- Induction training organised by each provider.
- A CV with no gaps and no areas of concern- check with ALK DSO if unsure.
- The Prevent training which can be accessed at: Prevent duty training

- The ETF safeguarding modules: Join Safeguarding and Safer Recruitment in FE training

All the training listed above is online training. Once completed, please advise volunteers to print off certificates and keep one copy in your central file and send one copy to Adult Learning Kirklees: adult.learning@kirklees.gov.uk

Please ensure that the training volunteers receive is recorded in your central training log (in the same way you would do for your tutors and other staff.

7. Recording volunteer activity on register and with the ALK team

When working with learners in the classroom (or in any other registered activity) **every** volunteer must be recorded on the register for **every** session where they volunteer. Names can be added under the learners' names on the register under the subheading 'volunteers'. You are required to ensure and check that volunteers are named on the register and sign the register.

When sending in your timetable information you are required to include names of volunteers you plan to use in addition to the names of the tutors.

8. Volunteer role/s recorded on Scheme of Work and/or Session Plan/s

As part of their planning process tutors will note on schemes of work and session plans what the role of the volunteer is to be in the class. It is a requirement that prior to the session/s the tutor has negotiated and agreed roles with volunteers and that volunteers have **in advance of the session** a copy of the session plan, so they are very clear about expectations and roles. A volunteer role should clearly enhance learning and have a specific role/ purpose.

9. Support and Supervision

Volunteers require ongoing support and supervision to help them to complete their roles to the best of their abilities. An appropriate support and supervision system is required from the beginning of each volunteer's involvement with the organisation.

Supporting volunteers includes practical issues such as making sure volunteers are given up-to-date and comprehensive information. All volunteers require a named person who will offer on-going support and supervision. Supervision includes assessing and providing feedback to volunteers on their strengths and areas for development. Where areas for development have been identified it is important that

volunteers are provided with the necessary training and/or support to help them address areas for development. Where appropriate providers may signpost volunteers on to ALK's annual CPD programme or they can be mentored one to one or in a small group by QA leads.