



# Endeavour Multi Academy Trust

## VOLUNTEER POLICY

### Policy Statement

The policy supports the Trusts commitment to volunteering by providing an opportunity for employees to become employee volunteers to deliver benefits to communities and to support their personal development.

The employees working at the Schools are highly skilled and motivated. They have a great deal to offer outside of their day to day roles and many of them welcome the opportunity to use their knowledge and expertise to benefit communities. The school recognises the value of employee volunteering and the difference our employees can make. As such the school is committed to supporting employees in their volunteering activities and helping them to achieve their personal aims, whilst making a positive impact on society.

Where it is not detrimental to the effective provision of education, all staff within the school will be supported in their volunteering activity.

The school enables employees to get involved by creating the opportunity for them to request authorised (paid or unpaid) leave within an academic year to take part in an appropriate volunteering activity of their choice. This is known as volunteer leave.

### Scope of the policy

The policy covers all school based staff regardless of length of service, so teaching and support staff as well as the senior leadership team.

The policy does not relate to other activities which are covered by separate arrangements such as school governor responsibilities, magistrate responsibilities, time off for Trade Union duties. These are detailed in the Time Off Policy.

## **Purpose of the Policy**

This policy and associated guidance sets out the framework for all employees to make a request for volunteer leave. This can include:

- Paid or unpaid leave
- A determined number days or hours over the academic year
- When the leave can be taken within the academic year

Employees who wish to submit a request for volunteer leave should do complete Form A and submit it to their manager.

To ensure schools have a consistent approach to the consideration of volunteer leave.

## **Accountabilities**

### **Headteacher accountabilities:**

- to ensure that school leaders, including Governors, and staff discuss volunteering arrangements as part of the schools approach to work life balance
- to ensure that staff are made aware of the opportunity to apply for volunteer leave
- to consider if volunteer leave will be paid or unpaid on a whole school or individual basis
- to assess the impact of volunteer activities on the performance of the school
- to consider how the skills gained through volunteering may develop skills within school
- to ensure all requests are treated fairly and consistently and if a request is turned down, ensure an explanation is given in writing giving clear business reasons using Form B

### **Manager accountabilities:**

- to respond to a request in accordance with the policy and guidance
- to assess the impact of a request on the performance of the school or department
- if a request is turned down, explain in writing why, giving clear business reasons

### **Employee's accountabilities:**

- identifying the volunteering opportunities
- to make a fully completed application for volunteer leave
- seeking agreement from their Headteacher for taking time off
- balancing the needs and demands of their work activities alongside any volunteering role
- ensuring the time taken from work to participate as an employee volunteer is within the agreed amounts

### **Governor's responsibilities:**

to consider how using volunteering arrangements can contribute to school performance  
to consider carefully any appeals made in relation to a request to time off to volunteer

### **Types of Volunteering**

Volunteering activities can provide a great opportunity to build skills in specific areas or to get experience and develop skills in an area an employee would not normally come into contact with.

Support and advice on finding volunteer opportunities can be found on the [Volunteer Staffordshire – Homepage](#)

### **Existing Volunteers**

Employees may already be committed to a volunteering activity and as long as the activity meets the requirements of this policy, the volunteer leave can be accessed to support this activity.

### **Disclosure Barring Service (DBS)**

The volunteer activity may require a DBS disclosure. However any DBS disclosure that is required as part of the activity is not the responsibility of the School. Employees are likely to already have a DBS check for their employment at school but employees should be aware that DBS checks undertaken by the volunteering organisation are not portable to the school. Similarly the schools DBS check is unlikely to be portable to the volunteering organisation and they may require the employee to apply for another disclosure.

### **General Principles – Applying to be an Employee Volunteer**

An individual should apply to their manager, using Form A for an agreed number of days or hours leave in an academic year.

The employee must specify when they expect to start their volunteering activity and also provide the school with a minimum of one term's notice of this date.

Within 28 calendar days of receiving the form requesting volunteer leave, the manager will meet with the employee to discuss it. The employee has the right to be accompanied by a companion who may be a fellow worker, a trade union representative or an official employed by the trade union.

