

Alt-Ed Lincs Volunteer Staff Policy 2025

Purpose

The purpose of this policy is to outline the framework for engaging volunteer staff at Alt-Ed Lincs to support our Alternative Provision (AP) educational services. This policy aims to ensure compliance with UK legislation while promoting a safe, supportive, and effective learning environment for all students.

Scope

This policy applies to all volunteer staff engaged by Alt-Ed Lincs in any capacity related to our educational programs.

Definition of Volunteer Staff

Volunteer staff are individuals who offer their time and services voluntarily and without financial gain. They may assist with educational activities, mentoring, administration, or other support roles as required.

Legislative Framework

This policy is guided by relevant UK legislation, including:

- The Education Act 1996
- The Children Act 1989 and 2004
- The Safeguarding Vulnerable Groups Act 2006
- The Equality Act 2010
- The Health and Safety at Work Act 1974

Recruitment and Selection

- All volunteer staff must undergo a thorough recruitment process, including an application form, an interview, and reference checks.
- Volunteers working with children and young people must undergo an Enhanced Disclosure and Barring Service (DBS) check to ensure their suitability for working in an educational setting.

Training and Induction

- All volunteer staff will receive appropriate training and induction to understand their roles and responsibilities, safeguarding policies, and the ethos of Alt-Ed Lincs.
- Volunteers will be made aware of the policies and procedures related to health and safety, safeguarding, and child protection.

Roles and Responsibilities

- Volunteers will work under the supervision of qualified staff and will not be left alone with students unless specifically agreed upon in writing.
- Volunteers are expected to adhere to the same standards of conduct and confidentiality as paid staff.

Support and Supervision

- Volunteers will receive regular support and supervision from designated staff members to ensure their experiences are positive and beneficial.
- Feedback will be provided to volunteers to help them develop their skills and contribute effectively to the organisation.

Health and Safety

- Alt-Ed Lincs is committed to ensuring a safe environment for all staff and students, including volunteers. Volunteers must comply with all health and safety policies and procedures.

Equality and Diversity

- Alt-Ed Lincs promotes equality and diversity. Volunteers are expected to treat all students, staff, and other volunteers with respect and dignity, regardless of their background or circumstances.

Policy Review

- This policy will be reviewed annually or as necessary to ensure continued compliance with legislation and best practices in engaging volunteer staff.

