



Volunteering Policy

Policy issue date: November 2020

Policy review date: November 2021

Introduction

The establishment's volunteer policy is part of the schools safeguarding and safer recruitment policy. Volunteers at our establishment bring with them a range of skills and experience that can enhance the learning opportunities of pupils. 4 Strides Equestrian therefore, welcomes and encourages volunteers from the local community who have a genuine interest in supporting the young people we support.

The recruitment of new volunteers is a continual process throughout the academic year and intake of new volunteers will be dependent on the candidate and available spaces.

4 Strides Equestrian aim to continually provide a consistent, safe nurturing environment for its young people and therefore will make sure its establishment runs smoothly and effectively. Senior Management maintains the right to refuse volunteers and also terminate placements.

The roles available for volunteers to engage in, on behalf of 4 Strides Equestrian, include:

- Instructors
- Horse Handlers
- Maintenance leads
- Site Service leads

All adults / Young People who work in our establishment, whether a paid member of staff, or a volunteer are expected to work and behave in such a way as to actively promote our aims and educational purpose, as identified within our principles, visions and aims.

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event such as an educational visit or on a more regular basis would need to complete our Volunteer Application Form, which can be accessed by contacting our establishment directly.

It is 4 Strides Equestrian's decision to take on volunteers and this will depend on the time of year, and the number of volunteers we already have in place.

Volunteers should complete the Volunteer Application Form with their contact details, interests, skills and why they wish to become a volunteer and what they hope to achieve within the role. Applicants will also need to provide two referees.

Child Protection and Safeguarding

Safeguarding is our priority and we follow the safer recruitment guidelines to ensure that we are committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment. The process of recruitment of volunteers mirrors the safer recruitment of paid staff to ensure the safety of its pupils, staff and visitors.

To ensure the safety of our pupils, we adopt the following procedures:

- All of our volunteers must have been cleared by the Disclosure and Barring Service (DBS). A DBS Disclosure will be issued to the individual to present to a senior member of staff.

- Volunteers must provide two referees and confirmation of placement can only be made after these references have been received.
- All volunteers are given a copy of the Volunteer Policy.
- Volunteers have a clear job description and their supervisors will address any concerns in their approach to their role

On-line Safety

Online Safety relates to the teaching and learning of technology and through technology in a responsible and safe environment, focusing on raising awareness of the core messages of safe content, contact and conduct when using it. This can include accessing websites and online content, email, online chat rooms, mobile phones, gaming and games consoles, social networking sites, instant messaging (IM), viruses and spam.

Personal devices including mobile phones and wrist watch phones that connect to the internet should not be used in establishment during instruction or supervision time. Staff, including volunteers may not make or receive calls during instruction or supervision time. Use of phones or phone watches must be limited to non-contact time when no children present.

Staff, including volunteers should keep devices out of sight.

Staff, including volunteers must only use establishment owned devices for capturing, recording and storing data or photos of children.

Frequent or Intensive Volunteers

Activity which is described as 'frequent' or 'intensive' covers the meaning given in the Safeguarding Vulnerable Groups Act 2006.

'Frequent'—once a week or more often on an ongoing basis; and 'Intensive'— three or more occasions in a 30 day period, or overnight (between 2am – 6am).

Volunteers who are frequent or intensive need a DBS. If a volunteer does not have a DBS they should not under any circumstances be left with a child alone.

Process for recruiting Volunteer who will be working frequently or intensively

1. Interested applicants will see the advertisement on our website www.4stridesequestrian.co.uk or through our social media.
2. Interested applicants will be directed to the 4 Strides Equestrian website or sent an email with the Volunteer Application form.
3. On receipt of the application form, references will be requested
4. The applicant/s attend the establishment for an informal discussion to ensure the applicant is suitable for the role and to gain further information about their interests in the post.
5. 3 forms of ID is witnessed.
6. Enhanced DBS check undertaken through the Criminal Record and Barring Service LTD Team.
7. Applicant's details added to 4 Strides Equestrian's single central record
8. Induction – 4 Strides Equestrian policies, procedures and other relevant documentation explained and issued. Volunteers will receive a similar induction process as paid employees.

Volunteer should:

- Complete all relevant personal detail and medical forms
- Complete the online safeguarding training through Lincolnshire Safeguarding Children's Board
- Site tour and discussion on health and safety

Volunteers with 4 Strides Equestrian must follow the Safeguarding and Child Protection Policy. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the Designated Safeguard Lead and NOT with the parents of the child/persons.

Volunteers who are concerned about anything in the establishment, which may affect their work should raise the matter with the establishment Manager or appropriate senior member of staff. Any information gained at the establishment about a child or adult should remain confidential.

Supervision

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

Volunteers should have clear guidance from the supervisor as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the pupils understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their supervisor.

Health and Safety

4 Strides Equestrian has a Health & Safety Policy and this is made available to volunteers within the Centre as part of their induction but at any time that this is requested. 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.

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to a member of staff at 4 Strides Equestrian. Volunteers are covered by KBIS Indemnity and Public Liability Insurance.

Complaints Procedure

Any complaints made about a volunteer must follow 4 Strides Equestrian's complaints policy.

Monitoring and review of the policy

This policy is reviewed in line with the establishment licence renewal which is currently every 2 years. 4 Strides Equestrian will continue to review the effectiveness of this policy to ensure it is achieving its objectives.

Approved by

Signed: **Name:** **Date:**

Director of 4 Strides Equestrian UK Ltd.