



Volunteers Policy

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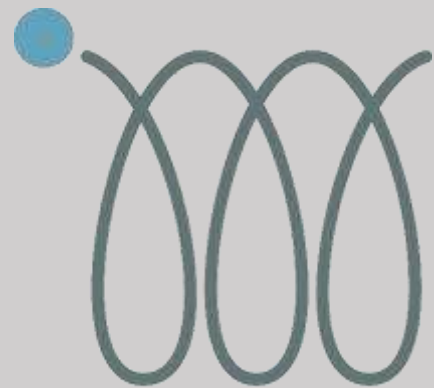
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Board of Trustees

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1. Introduction

At Grace Foundation, we believe in transforming young people’s lives by embedding our holistic Ethos Programme within schools. Our mission is to support the aspirational, relational, and spiritual development of students and their families, helping them thrive in all areas of life. Through our Ethos Team - which includes an Ethos Leader, Youth Worker, and Family Support Worker - we aim to build character, resilience, and emotional wellbeing while fostering a positive school culture rooted in Christian values.

Our volunteers play a crucial role in this vision. By generously giving their time and skills, they help us deliver high-quality interventions, enrichment activities, education and support services that enhance student outcomes and wellbeing. Volunteers complement the work of our Ethos Team and school staff, contributing to meaningful relationships and creating a safe, supportive environment where young people can flourish.

Grace Foundation receives HR and Financial services from IMG (UK) Holdings Ltd and its subsidiary entities (collectively referred to as IMG). Any mention of IMG in relation to Grace Foundation pertains to these entities.

2. Purpose and Scope

This policy ensures that volunteers understand their responsibilities, conduct expectations, and the importance of following school-specific policies. Volunteers must adhere to the procedures of the school where they are based, including safeguarding, DBS checks, and health & safety regulations.

- This is a voluntary arrangement and does not constitute an employment contract.
- Volunteers are not employees or workers and will not receive payment for their services, except for agreed expenses.

3. Responsibilities

Volunteers agree to:

- Support the mission and values of Grace Foundation.
- Follow all school-specific policies and procedures while volunteering on school premises.
- Act professionally, responsibly, and with integrity at all times.
- Complete any required training, including safeguarding and health & safety.
- Communicate effectively with their designated contact at Grace Foundation.

Grace Foundation agrees to:

- Provide a clear outline of the volunteer role and expectations.
- Offer appropriate guidance and support.
- Ensure volunteers have access to relevant policies and procedures.

Ensuring the safety and wellbeing of students, staff, and volunteers is a top priority. All volunteers must familiarise themselves with the health and safety policies of both Grace Foundation and the school where they are volunteering. This includes:

- Fire Safety Procedures – knowing evacuation routes, assembly points, and alarm protocols.
- First Aid & Medical Emergencies – understanding the location of first aid stations and how to report medical incidents.
- Safeguarding & Emergency Contacts – being aware of designated safeguarding leads and procedures for reporting concerns.
- Accident & Incident Reporting – following school or venue processes for logging and escalating safety issues
- Lockdown & Emergency Procedures – understanding the steps to take in case of a security or emergency situation.

It is the volunteer's responsibility to seek out and understand these policies before commencing any activities. If unsure, they must consult their school's designated health and safety contact or their Grace Foundation link.

4. Compliance with School Policies and Procedures

When volunteering in a school or an associated venue, it is the volunteer's responsibility to:

- Familiarise themselves with the school's safeguarding procedures, health & safety protocols, and other relevant policies.
- Complete any school-mandated DBS and safeguarding checks before commencing their role.
- Follow the school's reporting structures and staff guidance.
- Adhere to any school-specific rules regarding IT use, confidentiality, and student interactions.

If a volunteer is unsure about any school procedure, they must seek clarification from the school's designated contact or their Grace Foundation link before engaging in any activities.

5. Training and Induction

Volunteers must complete any mandatory training, which may include:

- Safeguarding training (as required by the school).
- Health & Safety awareness in line with both Grace Foundation and school policies.
- Induction into the volunteer role, including expectations and conduct.

Volunteers must check requirements with their Grace Foundation link before commencing work.

6. Confidentiality

- Volunteers must respect the confidentiality of all personal and sensitive information they encounter during their volunteering in line with safeguarding requirements.
- No personal details, student information, or internal matters should be shared outside the school or Grace Foundation without prior authorisation.
- Volunteers must always follow the safeguarding procedures of the school.

7. Code of Conduct

Volunteers must:

- Demonstrate respect and professionalism in all interactions.
- Follow safeguarding protocols at all times.
- Maintain appropriate boundaries with students and avoid situations that could be misinterpreted.
- Adhere to Grace Foundation's Christian ethos and values while working with students and staff.
- Ensure any concerns regarding student welfare are reported immediately, following school safeguarding procedures.

8. Expenses

Volunteers may claim reasonable out-of-pocket expenses in line with Grace Foundation's Expenses Policy. Receipts must be provided.

9. Authority and Representation

- Volunteers must not make agreements, financial commitments, or decisions on behalf of Grace Foundation or the school.
- Any external communication or representation of Grace Foundation must be pre-approved.

10. Data Protection

- Volunteers consent to their personal data being processed in accordance with Grace Foundation's Data Protection Policy.
- If handling personal data, volunteers must comply with GDPR and keep all information secure and confidential.

11. Safety and Support

- Volunteers will have a designated point of contact within Grace Foundation for any queries or concerns.
- Health & Safety policies of both Grace Foundation and the school must be followed at all times.
- Any accidents, injuries, or safety concerns must be reported immediately.

12. Learning & Development

- Volunteers are encouraged to engage in relevant training opportunities.
- Where required, additional role-specific training may be provided.

13. Communication

- Volunteers should maintain regular communication with their designated Grace Foundation contact.
- Any changes to availability must be communicated promptly.

14. Social Media & Public Representation

Volunteers are welcome to share their experiences, but must not:

- Speak on behalf of Grace Foundation without authorisation.
- Post anything that breaches confidentiality or safeguarding policies.
- Use social media in a way that could damage the reputation of Grace Foundation or the school.

15. Use of Property & Assets

- Any keys, passes, equipment, or resources must be returned when leaving the volunteer role.
- Volunteers must not share passwords or allow unauthorised access to any IT systems.

16. Intellectual Property

Any materials, resources, or content created during volunteering remain the property of Grace Foundation, unless otherwise agreed.

17. Ending the Agreement

Either the volunteer or Grace Foundation may end this agreement at any time. Volunteers should provide as much notice as possible if they intend to step down from an ongoing role.

18. Related Policies and Documents

- GF Risk Assessments found on the GF portal.
- GF Health and Safety Policies.
- Partner school H&S policies (volunteers must familiarise themselves with these).

19. Approval and Review

Approval Date: March 2025

Next Review Date: March 2028