



<b>Policy Name and Number:</b>	Volunteers Policy, 54
<b>Version Number:</b>	1
<b>Approval date:</b>	5 <sup>th</sup> May 2026
<b>SLT Lead:</b>	Executive Director of People and Culture
<b>a. Responsible Person for policy review:</b> <b>b. Responsible Manager for policy implementation (if different):</b>	HR Projects & Resourcing Manager
<b>How does the policy link to the Strategic Plan Aims and Themes:</b> <b>Aims:</b> 1. Outstanding Teaching, Learning and Assessment 2. Beneficial Partnerships 3. Sustainable SMART Campuses 4. Inclusive, Thriving Community 5. Financial Sustainability <b>Themes:</b> a. Sustainability and the environment b. Happiness and wellbeing c. Digital transformation d. Equality, diversity and inclusion	<b>Aims:</b> 1. Outstanding Teaching, Learning and Assessment 2. Beneficial Partnerships 4. Inclusive, Thriving Community  <b>Themes:</b> b. Happiness and wellbeing d. Equality, diversity and inclusion
<b>a. Related Policies and Procedures:</b> <b>b. Related Legislation:</b>	Keeping Children Safe in Education (KCSiE)
<b>Consultation Process:</b> eg, FRCP / CPSE / HR / SPBD / Executive	HR Exec – Approved 05/05/2026
<b>Approving Authority:</b>	SLT Approval <input checked="" type="checkbox"/> Corporation/Committee Approval <input type="checkbox"/>
<b>Policy Review Frequency:</b>	Annually
<b>Effective Date:</b>	05/05/2026
<b>Date of Next Revision:</b>	04/05/2027
<b>Scope:</b> (Describe what and to whom the policy applies, and any exemptions. i.e. staff, students, stakeholders, visitors, volunteers, contractors)	This policy applies to all Oaklands College volunteers and the employees responsible for supervising volunteers on site.
<b>Policy classification:</b>	<b>Public (website):</b> <input checked="" type="checkbox"/>  <b>Internal:</b> SharePoint <input checked="" type="checkbox"/> Governor Portal <input type="checkbox"/> Canvas <input type="checkbox"/>
<b>Key Updates/Changes from previous policy:</b> This policy has been updated in line with its annual review and now includes details surrounding the process of requests for volunteers needing to go through the Staffing Request process.	

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## 1. Introduction

- 1.1. Oaklands College is committed to promoting a positive and inclusive environment where volunteers play a vital role in supporting our mission and strengthening our connection with the local community. This policy outlines the principles, procedures, and responsibilities that ensure volunteering is safe, rewarding, and compliant with all relevant legislation and best practice guidance. By clearly defining expectations for both volunteers and staff, we aim to safeguard learners, promote equality and wellbeing, and ensure that volunteering enhances the educational experience for everyone involved.

## 2. College Vision, Mission, KPIs and Objectives

- 2.1 **Vision:** To be a sustainable educational trailblazer inspiring our learners and our wider community to achieve their potential in a changing world.

- 2.2 **Mission:** To prepare every learner for work, a rewarding career, and life's opportunities. By treating every student as the individual they are, with care, passion and understanding in a professional, contemporary and community-focused environment they'll value and enjoy.

- 2.3 This policy aligns with **Strategic Aim 1.**  
Deliver continuous outstanding teaching, learning, and assessment to all learners and employers.

This policy also aligns with **Strategic Objectives:**

- a. Deliver outstanding teaching, learning, assessment and enrichment providing an environment that builds skills and knowledge
- b. Achieve high levels of satisfaction among all key stakeholders to raise the profile of Oaklands.

- 2.4 This policy aligns with **Strategic Aim 2.**

Create new and strengthen existing mutually beneficial partnerships to deliver the highest quality educational offer to increase economic prosperity.

This policy also aligns with **Strategic Objectives:**

- a. Continually develop our curriculum strategy to meet employment and economic priorities by increasing participation in education and skills to progress people into or within work
- b. Further develop our recognition as a collaborative educational group that increases its number of strategic partners to develop skills, promote productivity and prosperity in the region.
- c. Continue to strengthen our strong and respected brand that listens and responds to all its stakeholders.

- 2.5 This policy aligns with **Strategic Aim 4**

Further enhance our caring, accessible, inclusive, and thriving college community, committed to fairness, health, and success.

This policy also aligns with **Strategic Objectives:**

- a. An educational group that is at the forefront of, and leading in Equality, Diversity, and Inclusivity by embedding effective practices in all we do

- b. Nationally accredited as an employer of choice that promotes a consistent culture of trust, innovation, enterprise, and teamwork, where both staff and students feel valued and recognised
- c. Renowned for delivering a safe and secure environment that allows learners to thrive
- d. Delivering more than just a qualification, through enrichment and work experience activities that develops a portfolio of skills learners require to progress to their chosen destination

### **3. Purpose/Policy Statement**

- 3.1. The purpose of this policy is to set out clear standards and procedures for engaging volunteers at Oaklands College, ensuring their contribution is safe, valued, and aligned with our organisational aims. This policy is founded on principles of safeguarding, equality, inclusion, and mutual respect. It aims to protect learners, staff, and volunteers by ensuring compliance with all relevant legislation and best practice guidance.
- 3.2. Our intent is to create meaningful volunteering opportunities that enhance the educational experience, support community engagement, and promote personal development. The policy outlines robust recruitment, vetting, and induction processes, ensuring volunteers are well-prepared and supported in their roles. Implementation of this policy will be monitored regularly to assess its effectiveness and impact, ensuring that volunteering continues to benefit both the College and the wider community.

### **4. Implementation/Communication/Training**

- 4.1. This policy will be implemented through clear procedures for recruiting, vetting, and inducting volunteers, with responsibilities assigned to managers and the HR team.
- 4.2. The policy will be communicated to staff and volunteers via the College intranet and regular updates, ensuring everyone understands their roles and responsibilities. Ongoing monitoring and feedback will help ensure the policy remains effective and responsive to the needs of the College and its volunteers.

### **5. Monitoring Impact**

- 5.1. Monitoring the impact of this policy focuses on evaluating how effectively the policy attracts and integrates volunteers to support the College's goals. This includes assessing the success of recruitment strategies, the alignment of volunteer roles with college needs, and the training and support provided to volunteers.
- 5.2. By gathering feedback from volunteers, staff, and students, the college can measure the impact of volunteer contributions on the learning environment and operational efficiency. Regular monitoring ensures that the recruitment process is inclusive, sustainable, and that volunteers positively enhance the educational experience without overextending college resources.

### **6. Volunteer Recruitment and Management Procedure**

#### **6.1. Requesting a Volunteer:**

- If an employee wishes to recruit a volunteer, they must first discuss the proposal with their line manager.
- The line manager should then seek approval from their respective member of the Senior Management Team (SMT).

- If approval is granted, a 'Request a Volunteer' form must be completed via the online staffing request form ([Staffing & Change Request Form](#)). All sections of the form must be fully completed.
- Volunteer requests are reviewed on a fortnightly basis at the Staffing & Change Request meetings.

## 6.2. Approval and Pre-Employment Checks:

- If the request is approved, the Recruitment Team will contact the reporting manager to begin safeguarding and pre-employment checks.
- The required checks include:
  - Enhanced Disclosure and Barring Service (DBS) check (*unless the volunteer is registered with the DBS Update Service or holds a DBS certificate issued within the last 3 months*)
  - Right to work
  - Identity verification
  - Barred list check
  - Two recent references (from employers or previous volunteering roles; if only one reference is available, a character reference will be accepted)
- The Recruitment Team will confirm the volunteer's start date once all checks are satisfactorily completed.

## 6.3. Induction and Role Responsibilities:

- The volunteer's line manager is responsible for ensuring the volunteer receives clear instructions and guidance relevant to their role. This must include:
  - Defined limits of responsibility
  - Safe working practices, particularly when using equipment (if applicable)
  - A departmental induction covering health and safety requirements and emergency procedures
- The line manager must also ensure the volunteer is provided with:
  - A College ID card
  - Any necessary personal protective equipment (PPE) or safety equipment

## 6.4. Review and Termination

- Volunteer placements may be reviewed periodically to ensure they remain appropriate for both parties. The College reserves the right to end a volunteer arrangement at any time.
- All volunteers will be recruited on a fixed term basis and an 'expected' end date must be provided. If you would like to extend their role, an Extension Request must then be completed via the [Staffing & Change Request Form](#).
- If a volunteer is convicted of a criminal offence during their period of volunteering, they must inform the HR Department immediately. The College reserves the right to terminate the volunteer placement with immediate effect in such circumstances.
- When a volunteer ceases their involvement with the College, the line manager must notify the HR Department as soon as possible.
- HR will update the HR system (iTrent) accordingly.

## 6.5. **Volunteer Conduct and Compliance**

- Volunteers are expected to adhere to all College Policies, which are available on the College intranet.
- Volunteers should also demonstrate and uphold the College Values in all aspects of their work.

## 7. **Key definitions/glossary**

- 7.1. **Volunteer:** A volunteer is an individual who offers their time, skills, or experience without payment to support the College's activities. Volunteers are not employees and are not entitled to employee benefits or remuneration.