

MIAG



Volunteer Policy

Ratified by Chair of Govs:

Signed by

A handwritten signature in blue ink, appearing to read "Guy Hope".

Date

10/6/25

Introduction:

At MIAG (Meeting Individual Aspirations & Goals), we recognise the valuable contribution volunteers make to the life and learning of our provision. This policy outlines how volunteers are recruited, managed, and supported to ensure a positive and safe experience for both volunteers and learners.

Definition of a Volunteer:

A **volunteer** is anyone who offers their time, skills, or experience without pay to support MIAG's learners or activities. Volunteers may assist in educational, enrichment, or administrative roles under the supervision of staff.

Aims of the Policy:

- ✚ To ensure that volunteers are clear about their roles and responsibilities
 - ✚ To safeguard learners and staff
 - ✚ To promote consistency and best practice in volunteer management
 - ✚ To ensure volunteers feel valued, supported, and equipped
-

Recruitment of Volunteers:

All volunteers will go through a clear recruitment process, which includes:

- ✚ Completion of a **Volunteer Application Form**
 - ✚ An **informal interview** with a member of staff
 - ✚ Provision of **two references**
 - ✚ A **Disclosure and Barring Service (DBS)** check (enhanced level if required)
 - ✚ Agreement to the MIAG **Code of Conduct, Safeguarding Policy**, and other relevant procedures
 - ✚ Completion of an **induction and safeguarding training**
-

Roles and Responsibilities:

Volunteers must:

- ✚ Work under the supervision of a designated staff member
 - ✚ Maintain **confidentiality** at all times
 - ✚ Report any safeguarding or health and safety concerns to the appropriate staff member
 - ✚ Follow all MIAG policies, including **Safeguarding, Health & Safety, Data Protection**, and **E-Safety**
 - ✚ Set a **positive example** for learners
 - ✚ Never be left unsupervised with learners unless agreed and appropriate safeguarding checks are in place
-

Safeguarding:

Volunteers must:

- ✚ Be familiar with and follow the **MIAG Safeguarding and Child Protection Policy**
 - ✚ Immediately report any concerns about a learner's safety to the **Designated Safeguarding Lead (DSL)**
 - ✚ Never engage in inappropriate contact, communication, or relationships with learners
 - ✚ Complete required safeguarding and child protection training before starting their role
-

Supervision and Support

- ✚ Volunteers will be assigned a **named contact** (e.g., line manager or key staff member)
 - ✚ Regular check-ins or reviews will be held to offer support and guidance
 - ✚ Volunteers can access further training as needed
 - ✚ Feedback and communication will be encouraged to ensure a positive experience
-

Confidentiality:

Volunteers may have access to sensitive information and are expected to:

- ✚ Treat all learner and staff information with strict confidentiality
 - ✚ Not discuss learners, incidents, or provision matters outside of MIAG
 - ✚ Sign a **confidentiality agreement** as part of their induction
-

Health and Safety:

Volunteers must:

- ✚ Follow MIAG's **Health and Safety Policy**
 - ✚ Take reasonable care of their own health and safety
 - ✚ Report accidents, hazards, or unsafe behaviour immediately
-

Conduct and Termination:

MIAG expects volunteers to:

- ✚ Behave respectfully and professionally at all times
- ✚ Uphold MIAG's values of inclusivity, compassion, and learning
- ✚ Comply with all relevant policies and instructions

If a volunteer fails to meet expectations or acts inappropriately, MIAG reserves the right to end the volunteering placement at any time.

Insurance:

Volunteers are covered under MIAG's public liability and employer's liability insurance while engaged in authorised activities on-site or during off-site activities.

Equality and Diversity:

MIAG welcomes volunteers from all backgrounds and is committed to ensuring equal opportunities and a culture of inclusion.

Monitoring and Review:

This policy will be reviewed **annually** or in response to legislation or significant changes to volunteering practice.

