

Chelsea Academy Foundation

Volunteer Policy and Code of Conduct

Dated 8 October 2024

The Chelsea Academy Foundation (the “Foundation”) is a charitable unincorporated organisation, registered with the UK Charity Commission (no. 1120784). Its purposes are to support such charitable purpose or purposes which promote the advancement of the education of the students at Chelsea Academy (the “Academy”), including the provision of scholarships, bursaries and the funding of capital projects connected to the Academy (“Charitable Purposes”).

The Foundation relies on volunteers, including the member of the Board of Trustees of the Foundation and members of the Academy staff designated to provide support to the Foundation in accordance with the Framework Agreement, dated 1 July 2024 between the Foundation and the Academy, to fulfil the Foundation’s work and its Charitable Purposes.

The Foundation also actively encourages the involvement of volunteers, providing a valuable contribution to the Foundation’s work through the breadth of volunteers’ knowledge and experience that enriches the lives of students at the Academy.

The aim of this Volunteer Policy and Code of Conduct is to:

- Encourage the wider community to engage with the Foundation and in turn the Academy, thereby helping to support the Foundation’s Charitable Purposes and enhancing the Academy’s curriculum, raising achievement of its students and promoting community engagement for both the Foundation and the Academy.
- Ensure that volunteers support the Foundation’s and Academy’s values and adhere to relevant policies.
- Provide volunteers with clear expectations and guidelines as to their standard of behaviour, responsibilities and best practice in fulfilling their role as a volunteer with the Foundation.
- Set a clear, fair process for recruiting and managing volunteers.

1. General Conduct

Each volunteer will:

- Be a good role model with behaviour and an attitude that are in line with the Foundation’s values.
- Be friendly, courteous and kind at all times.
- Treat everyone with dignity and respect.
- Respect other people’s privacy and boundaries.

- Communicate with others in an open and respectful way.
- Be responsible and accountable in the volunteer role.
- Copy or include the Chairman of the Foundation or another Foundation trustee on all emails or communications to Academy staff regarding Foundation activities or role as a volunteer.
- When volunteering directly with students from in the Academy, follow the information under Section 2 of this policy.
- Not act fraudulently or dishonestly or do anything that brings, or is likely to bring, the Foundation or the Academy into disrepute.
- Not use the Foundation or the volunteer role for one's own financial advantage or to any business in which the volunteer may have an interest.

2. Working with Academy Students

Each volunteer:

- Will not knowingly place themselves in a situation where the volunteer is alone with any student and will endeavour to ensure that there are several students and where possible another adult in attendance at any meetings.
- Will avoid using inappropriate language in front of, about, or to a student.
- Show consistently high standards of professional behaviour and appearance, acting as a positive role model for Academy students.
- Will be aware that even well-intentioned physical contact may be misconstrued by the student, an observer or by anyone to whom this action is described.
- Will not offer students a lift in a car or any respective transport service.
- Will not make arrangements to contact, communicate or meet with students outside normal / scheduled activities such as an approved Foundation activity that has been agreed and approved by the Chairman of the Foundation and the appropriate Academy staff in advance.
- Will not disclose any personal information with a student.
- Will not request, or respond to, any personal information from a student, other than that which might be appropriate as part of their volunteer role with the Foundation.
- Will not send notes/letters/emails/texts to individual students. If it is necessary to contact a student, ensure the Chairman of the Foundation and a member of Academy staff are copied on such communications.
- Do not give out personal contact details and always use a professional email address and mobile when contacting students as these services can be monitored. All communications need to be transparent and open to scrutiny.
- Will remember always that interactions between volunteers and students must be civil such that no reasonable person observing that interaction could construe its nature as abusive.
- Will allow any discipline issues regarding the students, to be dealt with by the Academy staff.
- Will raise any concern about a student or a student's behaviour directly to a member of the Academy staff.

3. Confidentiality

Each volunteer will not at any time disclose information about the Foundation or the Academy that is or has been acquired during one's voluntary position, or that has otherwise been acquired in confidence; relates to the Foundation's or Academy's business, or that of other persons or bodies with whom we have dealings of any sort; has not been made public by, or with the Foundation's or the Academy's authority. Information about Academy students, Foundation volunteers and Academy staff is confidential, and should not be shared with anyone else. Volunteers should not discuss students with parents or carers or other students. If parents or carers approach volunteers for information, they should be directed to a member of the Academy staff.

4. Conflict of Interests

Each volunteer will declare any potential conflicts of interests arising from the engagement in volunteering activity with the Foundation at the earliest opportunity.

5. Volunteer Recruitment

The Foundation recruits volunteers from a wide range of backgrounds, professions and walks of life. The Foundation will ensure that there is no discrimination on grounds of age, disability, gender reassignment, race (including colour, nationality and ethnic or national origins), religion or belief, sex and/or sexual orientation and marital or civil partnership status.

6. Other Relevant Policies

As appropriate, volunteers must adhere to the following policies of:

The Foundation:

- Privacy Policy regarding communications and data protection;
- Fundraising Policy in connection with fundraising activities;
- Anti-Bullying and Harassment Policy

The Academy:

- Safeguarding and Child Protection Policy

Links to each respective policy are included in the electronic copy of this Policy. For hard copies of any of the policies and procedures mentioned above, please email the Foundation at CAF@chelsea-academy.org

7. Conclusion

I understand that by accepting a voluntary position with the Chelsea Academy Foundation, I am agreeing to abide by this Volunteer Policy and Code of Conduct.