



Volunteer Policy

Tree of Life Educational and Therapeutic Ltd
(SEMH Alternative Provision with Therapy-Led Practice)

Review date 19-9-2025

1. Policy Statement

Tree of Life Educational and Therapeutic Ltd welcomes the involvement of volunteers who share our commitment to supporting pupils with SEMH needs through a therapy-led, holistic approach. Volunteers enrich our community, provide additional support, and model positive relationships.

Our priority is to ensure that:

- The involvement of volunteers supports, and does not compromise, the therapeutic and educational environment.
- Volunteers are safely recruited, trained, and supervised.
- Safeguarding, confidentiality, and wellbeing are at the heart of all voluntary work.

2. Aims of this Policy

- To clearly define the role of volunteers within the provision.
- To ensure volunteers enhance, rather than replace, the work of qualified staff and therapists.
- To safeguard pupils, volunteers, staff, and the wider community.
- To embed therapeutic values into all volunteer engagement.

3. Scope of Volunteering

Volunteers may contribute in a variety of ways, including:

- Supporting staff with enrichment activities.

- Assisting in creative and therapeutic workshops under supervision.
- Helping with non-confidential administrative or practical tasks.
- Offering skills-based support (e.g., gardening, arts, sports), where appropriate.

Volunteers will not:

- Replace the role of trained staff or therapists.
- Provide unsupervised therapeutic interventions.
- Undertake tasks beyond their training or clearance.

4. Recruitment and Selection

- All volunteers must complete an application process.
- Enhanced DBS checks and safeguarding clearance are mandatory before starting.
- References will be taken from at least two appropriate referees.
- Interviews/meetings will establish suitability for working within a therapeutic SEMH environment.

5. Induction and Training

All volunteers will receive induction covering:

- The ethos and values of Tree of Life Educational and Therapeutic Ltd.
- Safeguarding and child protection procedures.
- Confidentiality and data protection.
- Health and safety procedures.
- An introduction to trauma-informed practice and the therapeutic approach.

6. Safeguarding and Confidentiality

- Volunteers must adhere to safeguarding policies at all times.
- Any concerns about a child's welfare must be reported immediately to the Designated Safeguarding Lead (DSL).
- Confidential information about pupils, families, or therapeutic sessions must not be shared outside of the provision.

7. Support and Supervision

- Volunteers will be allocated a named supervisor.
- Regular feedback and guidance will be provided.
- Volunteers are encouraged to share reflections, particularly around pupil wellbeing.
- Supervision ensures that therapeutic values are maintained in all activities.

8. Boundaries and Expectations

- Volunteers must maintain professional boundaries with pupils.
- They should model positive, respectful, and empathetic behaviour.
- Volunteers must not share personal contact details with pupils or families.
- All therapeutic interventions will be delivered only by qualified staff and therapists.

9. Recognition and Value

Tree of Life Educational and Therapeutic Ltd values the contribution of volunteers and will:

- Acknowledge and celebrate their input.
- Provide opportunities for training and development where appropriate.
- Include volunteers in relevant community events.

10. Monitoring and Review

- The impact and effectiveness of volunteer involvement will be reviewed annually.
- This policy will be updated as needed to reflect changes in safeguarding, legislation, or provision priorities.