



Volunteer Policy 2020

Adopted - June 2020

To be reviewed – June 2023

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Introduction

As a school, it is our aim to involve parents in their children's education and to develop and maintain links with the local community. In order to enrich the lives of the children in the school that form part of the community and to enable us to deliver the curriculum more effectively, we actively encourage the involvement of parents and volunteers from the community in the work of the school, both during school hours and in extra-curricular activities.

Status of volunteers

A volunteer will not be an employee of the school. He or she will not be engaged on a contract of employment nor on any type of contract for services. The engagement will be binding in honour only, there being no legal agreement between the organisation and the volunteer. Volunteers are unpaid. The school is under no obligation to offer or to continue to offer any volunteering opportunity to any person, irrespective of their carrying out volunteering work currently or in the past. Similarly, the volunteer is under no obligation to accept any opportunity offered, and may withdraw from the agreement at any time.

Before accepting the role of volunteer, the individual concerned will agree with the school that they can fulfil the volunteer role expectations. The school may withdraw the offer at any time, including after the volunteer has started their engagement. The volunteer may also withdraw from the agreement at any time. Both parties are encouraged to give the other as much notice as possible, should the agreement be brought to an end.

Recruitment and selection

The volunteer applicant must complete a simple application form which gives permission to obtain two references and a Disclosure and Barring Scheme (DBS) application form (criminal records check), obtainable from the administrator. The experience, qualities, skills and needs of any volunteer will be taken into account when deciding about the recruitment of a volunteer in the school.

Please note, there is no guarantee that a volunteer will be found an immediate placement or any placement at all within the school or elsewhere. The placement should be mutually beneficial to the school and volunteer.

An interview will take place with a view to agreeing a placement in order that the school and volunteer will have the opportunity to find out about each other and to agree a role, timetable, support, dress code etc. All relevant policies will be outlined at the interview. A programme of induction relating to safeguarding and the role the volunteer is undertaken will be carried out.

Any placement may however be terminated by the school at any time without notice if the Headteacher/Head of School deems this to be in the best interest of the school, pupils or staff. Such termination need not involve any fault, shortcoming or wrongdoing attributable to the volunteer.

Management of volunteers

The school will ensure that volunteers are given suitable induction training at the beginning of their placement. The volunteer will be given a named contact person who will review the work undertaken by the volunteer and will assist the volunteer generally and, in particular, in the event of any problems occurring.

Regular supervision of the volunteer will be provided as appropriate to the task undertaken and the needs of the volunteer. The volunteer's role, including status with pupils, will be made clear. Volunteers will be given opportunities to contribute their ideas and opinions about the work that they are engaged in. Volunteers will be given guidelines/training regarding child protection issues/procedures, especially pupils disclosing possible abuse.

Support to volunteers

As a school, we value the work of volunteers in the community and in order to demonstrate this we aim to:

- Show appreciation for the volunteer's work
- Ensure volunteers have the appropriate and up-to-date information they need to do their work
- Ensure that they are introduced to staff and other volunteers and have access to a support network
- Ensure that they are issued with a staff file/guidelines

Confidentiality

Volunteers will be told that information relating to pupils, parents and staff is confidential and volunteers will maintain confidentiality at all times. Information about volunteers is also a matter of confidentiality and application forms and personal details must be kept securely by the Headteacher/Head of School and not divulged to others except on a need-to-know basis.

Health & Safety Policies

The schools policies, including the Health & Safety Policy and Equal Rights Policy, will be explained to volunteers at the outset.

Insurance

All volunteers should be made aware of the cover provided.

Expenses

Out-of-pocket expenses will be paid to volunteers and the procedure for claiming these will be explained at the outset.

The Volunteer

The volunteer agrees to carry out all reasonable tasks assigned to him/her to the best of their ability and to generally promote the interests of the school and to abide by the terms and conditions set out in this policy and agreement.

As a school, we are committed to the rights of the child, the child's safety and emotional wellbeing and the protection of the child from all forms of abuse. In view of this, the school reserves the right to refuse voluntary help and to terminate or vary a placement at any time without prior notice.

Signed: on behalf of Woodfield Primary School

Dated Print name:

Signed: Volunteer

Dated Print name:

At Woodfield Primary School we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.