



# **Humshaugh C of E (Aided) First School**

## **Volunteer Policy**

<b>Date Agreed</b>	<b>September 2022</b>
<b>Date to be reviewed</b>	<b>September 2025</b>
<b>Signed</b>	<b><i>J.L.Long</i></b>

### **INTRODUCTION**

This policy has been prepared for the benefit of parents and members of the public who may volunteer their time for the school.

The school appreciates that volunteers contribute valuable assistance and experience that would otherwise not be available and in turn can themselves gain valuable working experience that can enhance their skills and enable self-fulfilment. It is therefore important that the school encourages the participation of volunteers under supervision, whilst ensuring the safety and security of all parties.

Head teachers are responsible for the implementation of this policy.

## **DEFINITION OF VOLUNTEER**

A volunteer is a person who freely undertakes to perform a service task or function that is not normally or traditionally performed as a full job and who does so without financial reward.

A clear distinction exists between volunteers and those who are given a financial reward, e.g. wage or allowances at special rates in return for casual services.

## **RECRUITMENT AND SELECTION**

Whatever tasks are identified for voluntary work; it is important to match the volunteer to the work. In order to achieve this, prospective volunteers should be subject to references and an interview in all cases. It will also be necessary to obtain an enhanced Criminal Records Bureau disclosure. Care should be taken to consider all equality issues when recruiting volunteers.

## **AGREEMENT**

All volunteers should be issued with a role description and a written agreement (see appendix 1), which clarifies the intentions and expectations of both parties in order to avoid subsequent disputes and which uses terminology like "hopes and expectations" instead of "requirements." Without a clear understanding of what is expected of the volunteer confusion and misunderstanding is likely to arise.

## **TRAINING**

Volunteers should receive training directly related to the tasks they undertake.

An induction process, including health and safety, should be followed in every case to ensure volunteers understand the environment they are to work in. Training will help clarify how the volunteer is expected to carry out his or her tasks.

## **EXPENSES**

The school is willing to pay travelling expenses to volunteers if requested, to reimburse additional expenses that would not otherwise have been incurred by the volunteer up to a ceiling of £5 per day.

## **LIABILITY**

For any school activity undertaken by a volunteer the Council's public liability insurance will apply. Volunteers should be aware that this insurance does not cover them for loss of earnings should they sustain an injury. Any queries should be addressed to the Risk Manager and Insurance Officer at County Hall.

## **EQUALITY**

The school's commitment to diversity and equality applies equally to volunteers. The school values the contribution made by everyone and especially that made by unpaid volunteers.

## **SUPERVISION**

Every volunteer should have a supervisor (usually the head teacher) who they can go to with queries or problems. This is also important for feedback so volunteers know how they are performing. Should volunteers' performance fall below the required level steps should be taken to remedy this. Standards need to be established and maintained regardless of the status of the individual.

Situations of misconduct need to be similarly managed. Being a volunteer does not excuse poor behaviour.

However, it must be remembered that volunteers are not bound by contractual obligations.

## **VOLUNTEER AGREEMENT**

Thank you for volunteering with Humshaugh First School. For your information and safety we ask you to read and sign this agreement before commencing duties.

It is understood that volunteering is undertaken freely and not in return for wages. We hope that your voluntary work will give you a sense of achievement, work experience, a chance to build on your skills and learn new ones as well as a chance to strengthen your confidence.

As a volunteer you will complement the services offered by the school.

You will be supervised by \_\_\_\_\_ who will issue you with a role description which specifies what your contribution is expected to be, place of work, hours volunteered etc. If you are unable to fulfil your agreed commitment for any reason, you should inform your supervisor as soon as possible.

You will be expected to follow the policies and procedures referred to in your induction programme including health and safety and diversity and equal opportunities.

In the event of unsatisfactory performance or inappropriate behaviour, the school reserves the right to ask a volunteer to withdraw their services. Any disciplinary or grievance situation will be dealt with in accordance with the school's policies.

I agree to abide with this agreement

Signed ..... Date ..... (Volunteer)

Signed ..... Date ..... (On behalf of the school)