

Volunteer Policy

Cambo First School

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.

The head teacher is responsible for the implementation of this policy.

Definition of a 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 thought of 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 / or an interview in all cases. It will also be necessary to obtain an enhanced DBS 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 used terminology like 'hopes and expectations' instead of 'requirements'. Without a clear understanding of what is expected of the volunteer confusion and misunderstanding are 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 working in Training will help clarify how the volunteer is expected to carry out his or her tasks.

Expenses

The school does not pay expenses to volunteers.

Any necessary protective clothing should be provided for the volunteer.

Liability

For any school activity undertaken by a volunteer the Council's 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

County Hall,

Morpeth,

Northumberland.

NE61 2EF

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 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 Cambo First School. For your information and safety we ask you to read and sign this agreement before commencing any duties.

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 not do the work of paid staff, but complement the services offered by Cambo First 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. You will be expected to fulfil your agreed commitment and should inform your supervisor as soon as possible should you not be able to do so.

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

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 policies.

I agree to abide with this agreement

Signed: ----- Date: ----- [Volunteer]

Signed: ----- Date: -----[on behalf of the school]