

# **Volunteer Policy**

## **Spring Meadow Infant and Nursery School**

## **Introduction**

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 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 & Selection**

The volunteer applicant must complete a simple application form which gives permission to obtain 2 character references and allows us to make a Disclosure and Barring Scheme (DBS) application form (criminal records check), if appropriate depending on the type of volunteer request.

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 the volunteer.

An interview will take place with the Deputy Head Teacher or a senior member of staff, 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. The school will outline relevant school policies at the interview. This will include BRP volunteers.

Any placement of a volunteer shall be of a fixed term of 1 day/1 week/1term/2terms/1 year and shall at the expiry of the period terminate unless expressly renewed in writing. Any placement may however be terminated by the school at any time without notice if the Head Teacher 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.

The School has a duty to promote disability and as a part of our actions to do this we will invite local disabled people to volunteer to help within the school. In order to do this we will contact local community groups to forge links and partnerships.

## **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, particularly, 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 school 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 Head Teacher and not divulged to others except on a need-to-know basis.

## **Code of Conduct – Safeguarding our Children**

Volunteers will receive Safeguarding training in line with the Safeguarding Policy. All volunteers will also receive the Volunteer code of conduct to ensure they fully understand the importance of safeguarding our children and fully understand expectations at all times. Volunteers will sign in via the school office and will be reminded of the code of conduct at each visit.

## **Health & Safety Policies**

The School's policies, including the Health and Safety Policy and Equality Policy, will be explained to volunteers at the outset.

## **Insurance**

All volunteers will 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.

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 the School                      Dated .....

Print name .....

Signed .....on behalf of the volunteer                      Dated .....

Print name .....

At Spring Meadow 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 child should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at Spring Meadow Infant and Nursery School. 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.

This policy was ratified on September 2019