

Fosse Primary School

VOLUNTEERING POLICY STATEMENT

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Date Referred to the Governing Body:

Date of Approval:

Date for Governing Body Review

Policy Statement – The Role of Volunteers

Fosse Primary School recognises the importance of the contribution that volunteers can make to its work. We aim to give all possible support to our volunteers, so that both they and the school will gain maximum benefit from volunteers' contributions.

This policy statement sets out the ways in which we shall seek to achieve that aim, and the mutual responsibilities involved in the volunteering relationship. It forms part of the Volunteering Agreement (Appendix 1) between Fosse Primary School and its volunteers.

1. Volunteers should be an integral part of the life and work of Fosse Primary School. The work they do is not peripheral but is an essential component in our day-to-day life and work.
2. The role of volunteers is complementary to that of paid staff. Voluntary work should never be a substitute for the work of paid staff, and volunteers should not be used to replace paid workers.
3. A written Volunteering Agreement will be concluded with each volunteer. It will include an outline of tasks performed, the name of the Supervisor to whom the volunteer is directly responsible, and copies of this and other Policy Statements of the school.
4. The Volunteering Agreement is binding in honour only and is not intended to be a contract of law.
5. All volunteers will benefit from application of the school's Health and Safety, Equal Opportunities, Volunteering, Code of Conduct and other relevant policies. All volunteers will also be expected to implement these policies in all aspects of their work. Training will be given as necessary to enable volunteers to observe and implement these policies.
6. Volunteers should not be involved in any situation where there would be an unacceptable level of risk. The Supervisor will ensure that risk assessments are made as necessary to avoid this.
7. Consistent procedures for recruitment and appointment, in accordance with the Equal Opportunities Policy, will be implemented. Applicants will be asked to complete an application form, and will be interviewed by Emma Tuffey and Angela Blackburn before their appointment is confirmed.
8. Volunteers will not receive any payment for their services, but their out-of-pocket expenses necessarily incurred in the course of their work, including their travel costs from home to school, will be reimbursed as permitted by Inland Revenue rules. In cases of financial hardship, and without question where the volunteer is wholly dependent upon state benefits, the Supervisor may authorise payment in advance. The Supervisor will ensure that the volunteer is informed of how to claim for expenses. Receipts or other evidence should support expense claims unless there is good reason otherwise.
9. The Finance Committee will issue from time to time instructions setting out the basis on which expense and other claims may be made for the use of volunteers' own vehicles (including bicycles), for meals necessarily bought during the time of volunteering and, as appropriate, for other purposes.
10. Volunteers will ensure that insurance is in place, where necessary, to cover use of their own vehicles for the purposes of the school. Volunteers will be reimbursed for any additional cost incurred.
11. The Supervisor will arrange for an induction programme, appropriate to the circumstances of the volunteer, to be undertaken before s/he commences work.
12. For longer term volunteers, the Supervisor will consider whether it is beneficial to conduct an annual review of progress. This might consider the contribution being made by the volunteer, whether the volunteer's Agreement needs to be altered or amended, training needs and opportunities, and might encourage the volunteer to comment on the ways in which s/he in particular, and volunteers in general, are used and involved.

13. It is important that volunteers keep their Supervisor informed of any concerns regarding the work of the school or the safety of persons and the premises.
14. Volunteers may have an important role in promoting the school's concerns through their contacts within the community, and are encouraged to share with the paid staff and committee members in encouraging local support.
15. Volunteers are asked to give as much notice as possible of any expected inability to fulfil their normal volunteering (e.g. because of holiday or other absences). The school will similarly give as much notice as possible of occasions when a volunteer's work may not be required.
16. Should a volunteer have any grievance in the course of their work, they should bring it to the attention of the Supervisor. Should the volunteer remain dissatisfied, they will have the right to present their grievance to the Headteacher Richard Stone, who will respond as he deems appropriate, and whose decision will be final.
17. Should a volunteer's work for the school prove unsatisfactory, the Supervisor will consider with the volunteer and seek to agree ways in which support may be given, including the possibility of training, to improve performance. Should these measures prove ineffective, the Supervisor will consider the matter again with the volunteer, and will seek agreement on further ways forward? Where all attempts to improve performance fail, the Supervisor will report the matter to Richard Stone who will determine what further course of action should be taken. This may include asking the volunteer to undertake different work for the school or, as a last resort, termination of the Volunteering Agreement.
18. It is hoped that volunteers intending to withdraw their services will inform their Supervisor, and be willing to enter into discussion with the Supervisor. Volunteers are asked to give as much notice as possible of the intended withdrawal of their services.

Appendix 1

Volunteer Agreement

This Volunteer Agreement describes the arrangement between Fosse Primary School and you. We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your volunteer experience with us enjoyable and rewarding.

Part 1: the organisation

Your role as a volunteer is and starts on

This volunteering role is designated to
.....
.....

You can expect the school:

1. Induction and training

- To provide a thorough induction on the work of the school, its staff, your volunteering role and the induction and/or training you need to meet the responsibilities of the role.

2. Supervision, support and flexibility

- To explain the standards we expect for our services and to encourage and support you to achieve and maintain them;
- To provide a named person who will meet with you regularly to discuss your volunteering and any successes and problems;
- To do our best to help you develop your volunteering role with us.

3. Expenses

- To reimburse these expenses:
 - A school dinner will be provided free of charge whilst you are undertaking a full day's voluntary work
 - Specialist clothing or equipment where this is required and provided by you.
Please provide receipts for any due reimbursement.

4. Health and Safety

- To provide adequate training and feedback in support of our health and safety policy, a copy of which is in the Volunteer induction pack.

5. Insurance

- To provide adequate insurance cover for volunteers whilst carrying out their volunteering roles which have been approved and authorised by the school.

6. Equal opportunities

- To ensure that all volunteers are dealt with in accordance with our Equality and Diversity Policy, a copy of which is set out in the volunteer induction pack.

7. Problems

- To try to resolve fairly any problems, complaints and difficulties you may have while you volunteer with us;
- In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the school's grievance procedures.

Part 2: the volunteer

We expect you:

- To help Fosse Primary School fulfil its
- To perform your volunteering role to the best of your ability;
- To follow the organisation’s procedures and standards, including health and safety and equal opportunities, in relation to its staff, volunteers and clients;
- To maintain the confidential information of the organisation and of its clients;
- To meet the time commitments and standards which have been mutually agreed to and to give reasonable notice so other arrangements can be made when this is not possible;
- To provide referees as agreed who may be contacted, and to agree to a DBS check being carried out where necessary.

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future.

I have read the Volunteer Policy.

I agree to the terms and conditions as stated in the policy.

I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

Name

Signed Date

Appendix 2

One-off School Trips Volunteer Agreement

School trips are an integral part of learning at Fosse Primary School and afford many pupils opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper; you will have an important role to play in the success and safety of this school trip. Please read, sign and return this to the school. This is part of our school's risk assessment planning and safeguarding arrangements.

Role of the Volunteer Helper:

- To be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the Leader of the school trip;
- To stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the school trip;
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school;
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip;
- To contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour.

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of school staff;
- Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help to explain the areas of interest;
- Follow guidance from the school staff.

What is not permitted:

- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care or the volunteer on the school trip;
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties;
- Volunteer helpers are not permitted to take photographs of pupils;
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets – before, during or after the school trip;

First Aid

- You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless you are the Parent/Carer of the child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine.
- All other medicines and first aid box(es) will be carried by staff.

Emergencies

- You are expected to inform a member of staff as soon as possible;
 - If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.
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- ✓ I have read the Volunteer Policy
 - ✓ I agree to the terms and conditions as stated in the policy
 - ✓ I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school

Name

Signed Date