



# VOLUNTEER POLICY

Jesus said, 'I am the Good Shepherd... I know my sheep and my sheep know me.' John 10.14

## Our vision

We are inspired to be a vibrant, joyful community in which we know and love one another, leading together and growing together by:

- Appreciating everyone and everything around us
- Making one another feel safe
- Sharing, so no one feels left out
- Living well together in love
- Moving forward together in hope

## Our vision for volunteers

Everyone who visits our school, whether for a one-off occasion or regularly, is part of our community when they are with us and included in the care and appreciation we strive to show towards one another. Our volunteers are all very important members of our community and this policy aims to express both our commitment to everyone who volunteers to support us and our expectation that all our volunteers will embrace our vision and values when they are with us.

## Purpose

To ensure that the Governing Body reviews, monitors, and evaluates the role of volunteers within the day to day life of the school, ensuring proper procedures are in place to safeguard children within the school and to ensure the wellbeing of the volunteers.

A volunteer may be defined as someone who commits time and energy for the benefit of others, who does so freely, through personal choice and without expectation of financial reward, except for payment of out of pocket expenses.

We recognise that volunteers provide a valuable source of support to the school and can bring great benefits to our pupils. We also recognise that volunteering is a two way exchange of skills which should benefit both the school and the volunteer.

We are committed to providing good management to volunteers to enable them to experience a sense of achievement in their role.

## Responsibilities

### Headteacher

It is the responsibility of the Headteacher to:

- Take general responsibility for volunteer placements within the school ensuring that this policy is followed;
- Decide whether the volunteer requires any clearances to undertake their proposed role and, if so, to ensure this takes place;
- Undertake a risk assessment for any voluntary role;

- Be accountable for the volunteer and ensure that they are supported within the school. This will include clear management and reporting arrangements for the volunteer which are made known to both the volunteer and the relevant member of staff;
- Ensure that the volunteer is made aware of the school's Health and Safety and Child Protection policies and procedures, and that whilst there is no employment relationship with the volunteer, that their health, safety, and welfare at work are dealt with in the same way as for employees;
- Ensure that volunteers receive appropriate training for their role including basic induction to the school and its policies. The principle for volunteer training will be that any training available to employees will also be available to volunteers if it is appropriate to the tasks they are carrying out.

## **Other school staff**

It is the responsibility of other employees to:

- Understand the role of the volunteer within the school and recognise the benefits of their involvement;
- Support the volunteer in their role and explain any areas where the volunteer may be unsure;
- Introduce the volunteer to pupils;
- Give general awareness of safeguarding and safety procedures within the classroom.

## **Volunteers**

It is the responsibility of volunteers to:

- Follow the instructions or guidance given to them by members of the school staff;
- Follow the policies and procedures of the school, as appropriate, for their role;
- Ensure that they consider the health, safety, and welfare of themselves and others as they undertake their role;
- Undertake any training deemed necessary to their role by the Headteacher.

## **Procedure**

### **Volunteer appointment**

- When a volunteer is offering to make a regular commitment within the school over a period of several weeks or more, the volunteer must be interviewed by the Headteacher and must provide identifying information (and, if unknown to the school, character references).
- Volunteers will also be asked to disclose any health issues which might be relevant to their role.
- Reasonable adjustments will be considered for potential volunteers with a disability.
- The volunteer must be made aware of the cover which is provided for them in their role by the school's insurance policies, and of areas which are not, or may not be covered.

- Once all checks and clearances are completed successfully, the volunteer will be asked to sign a Volunteer Agreement before undertaking any voluntary work.

## **Grievances**

- Should a problem arise concerning a volunteer, this should be dealt with in line with the discipline and grievance policy and procedures for employed staff. The final decision as to the suitability of the volunteer rests with the Headteacher.
- Should a volunteer have a complaint or grievance they wish to raise, they should initially refer the matter to the Headteacher. If the problem is not resolved, the issue may progress in line with the discipline and grievance policy and procedures for employed staff.

## **Reimbursement of expenses**

The Headteacher will agree with individual volunteers whether expenses apply and what the limitations are. The Headteacher will also explain the procedure by which expenses may be authorised and claimed, and the method by which payments will be made.

## **Termination of service**

Volunteers who wish to terminate their involvement with the school should give the Headteacher as much notice as possible so that alternative arrangements can be made.

There is, however, no formal notice period and no legal obligation for the volunteer to give any notice.

The school reserves the right, in exceptional circumstances, to ask a volunteer to withdraw their help without notice and will be open about the reasons for this decision. Volunteers have no legal entitlement to notice.

**Date established by governing body: 7 February 2022**

**Review cycle: To be reviewed every three years in the spring term.**

**Date for next review: February 2025**

**This version approved: 7 February 2022 for immediate implementation**