



POLICY FOR: VOLUNTEER POLICY

Responsible person: Headteacher, Miss L. Deakin

Date adopted: 10th March 2014

Revised: September 2015

To be reviewed: October 2016

1. Policy Statement

The Governing Body encourages the appropriate use of voluntary workers and recognises the immense benefits that volunteers can bring and the relationships that they build between the school and the local community. In return the school hopes to give its volunteers an opportunity to exercise their skills in a different environment and to undertake new experiences.

The purpose of this policy is to achieve positive outcomes for the volunteers and the pupils of our school.

2. Introduction

This policy will apply where overall responsibility for volunteering activity is held by the school. A volunteer is a person who gives freely of their time, skills and experience to the school without exception of financial reward. Volunteering can take many forms; some tasks can require particular skills whereas others require no specific skills. Volunteering may be a one-off activity; for a limited time to complete a particular activity or project or carried out on a frequent basis.

3. Audience

The procedures outlined in this policy apply to:

- Voluntary workers and all school staff who engage in a volunteering agreement;

It does not apply to

- Placements for children of school age. Such placements should only be part of a structured work experience programme arranged by the school or college. Mrs Fyffe is the member of staff responsible for work experience placements.

Where the Governing Body wishes to deviate from this policy or adopt any other policy, it is the responsibility of the Governing Body to arrange consultation with appropriate representatives from recognised trade unions.

4. Legal Background

This policy complies with the provision of:

- The Employment Rights Act 1996
Volunteers are not employees of the school and therefore do not have a contract of employment or benefit from the terms of the Act
- The Immigration, Asylum and Nationality Act 2006
It is a criminal offence to employ someone who has no right to work in the United Kingdom, or no right to undertake the work being offered. This also applies to voluntary work.
- The Rehabilitation of Offenders Act 1974
Spent convictions will be disclosed through DBS and taken into account when considering suitability to work as a volunteer with children, vulnerable adults or in certain other positions of trust.
- The Safeguarding of Vulnerable Groups Act 2006
All individuals seeking to volunteer in regulated activities must undergo an enhanced DBS Disclosure check prior to commencement of duties.
- The Occupier's Liability Act 1957
The school has a duty of care to all individuals, including volunteers, who visit its premises.
- The Health and Safety at Work Act 1974
Under section 3 of the Act the school has a duty to ensure that individuals who are not employees are not exposed to health and safety risks. This includes volunteers.

5. Status

A volunteer is not an employee and will not have a contract of employment with the school or benefit from any of the school's terms and conditions of employment, such as payment for work, holidays or sickness. The school will agree a role with the volunteer and there will be an expectation that the volunteer will meet the requirements of the role with the support of the school. However, the volunteer is free to refuse to fulfil the role and the school is not bound to provide the opportunity. It is also expected that both the school and the volunteer will give as much notice as possible if unable to meet these expectations.

Volunteers are not, and must never be, a substitute for employees.

6. Recruitment

The recruitment process for volunteers should be carried out by the Headteacher (or nominated member of the senior leadership team).

Unless the volunteering opportunity is a one-off short-term nature (see section 8) a person wishing to become a volunteer should complete **an application form**. The applicant should be asked to identify areas in which they would like to volunteer.

The Volunteer Application form can be found as **Appendix 1**.

If the Headteacher is able to match the volunteer to a suitable volunteering opportunity, an **informal interview** will be conducted to gauge the person's aptitude and suitability.

- **DBS Form**

Following the Headteacher's decision to enter into a volunteering agreement, a DBS form and a List 10 check will be completed.

- **Medical Clearance**

This is recommended where the volunteer has declared a medical condition which should be taken into consideration by the Headteacher or where the volunteer will be required to undertake a role that involves a significant level of physical activity.

7. Volunteering Agreement

Where it has been agreed that a role may be undertaken by a volunteer the volunteer will be invited to enter into a **volunteering agreement** with the school. The agreement will identify:

- The name and role of the volunteer supervisor.
- The volunteer's role.
- Where appropriate, the skills or experience that the volunteer may need
- Any training that the volunteer is expected to undertake;
- Health and safety requirements;
- The mileage expenses that the school reimburse if the volunteer role involves driving
- The insurance cover that will be provided for the volunteer;
- Who will supervise the volunteer;
- How the volunteer will be notified if their role is to come to an end.

The volunteering Agreement Template can be found at **Appendix 2**.

8. One-off volunteering opportunities

Some activities may involve volunteers on a one-off, short-term basis. If the volunteering opportunity is of one day's duration or less and not likely to recur, e.g. assistance at a fete, the recruitment process outlined in section 6 and 7 above will not apply.

In such cases, the Headteacher must ensure that all volunteers involved in the event sign the school visitor's book to record their attendance at school.

9. Training

The school will provide any reasonable training required for the role, including health and safety training.

10. Health and Safety

The school has a responsibility for the health and safety of volunteers. Volunteers should at all times follow the school's health and safety policies and procedures. Volunteers have a duty to take care of themselves and others who might be affected by their actions. Volunteers must be advised that they are not permitted to act outside their authorised area of work. Volunteers must report all accidents and 'near miss' incidents to their supervisor.

It is the responsibility of the volunteer supervisor to ensure that an appropriate risk assessment is undertaken for each volunteering opportunity identified.

The supervisor will ensure that volunteers are provided with appropriate guidance on any health and safety issues that arise.

11. Reimbursement

Volunteers are unpaid and will not be eligible to receive expenses. However, the school will reimburse volunteer drivers for any mileage incurred using their own vehicle as detailed below.

Where the volunteer is using their own vehicle they must provide a copy of their driving licence (ensuring the paper licence is produced where a photo licence is held), the vehicle's insurance policy (showing appropriate level of cover i.e. business use) and, if appropriate, the valid MOT certificate.

All volunteer drivers will be required to comply with the Driving on County Council Business Procedure which can be found on the Council's website.

The Volunteer must report any accidents or police cautions to the Headteacher. Neither the school nor the Council will pay any fines relating to motoring offences (including parking fines) incurred by the volunteer.

The school will reimburse volunteers for any mileage incurred using their own vehicle to transport equipment as part of their role (this does not include travel to and from their volunteering role). Such journeys must be agreed in advance with the supervisors and the appropriate claim form completed and submitted for payment. Claims will be reimbursed at the MHRC mileage rate.

12. Policies and Procedures

Volunteers are expected to comply with all statutory regulations whilst they are on the premises or undertaking any of their volunteering duties including health and safety, anti-discrimination and data protection, which are outlined in the school's policies. The head teacher will ensure that the induction includes an explanation of these policies and procedures and any other policies that are relevant to the volunteering work e.g. safeguarding policies.

13. Insurance

The school will ensure that volunteers are covered for insurance purposes in respect of personal injury. The school also holds public liability insurance. The school's insurance will not cover unauthorised actions or actions outside the volunteering agreement.

14. Confidentiality

Volunteers may become aware of confidential information about the school, its employees, pupils, customers and suppliers. Volunteers must not disclose this information or use it for their own or another benefit without the consent of the party concerned. This does not prevent disclosure once the information is in the public domain (unless it has been made public as a result of the volunteer's breach of confidentiality) or where the law permits or requires disclosure.

15. Supervision

A volunteer supervisor will be designated to support and manage the volunteer. The supervisor will review the arrangements on a regular basis. If the volunteer has any queries or would like to change their role this should be discussed with the supervisor.

16. Dealing with problems

The Volunteer Supervisor will normally try to solve any problems informally.

If the volunteer wishes to make a formal complaint this should be put in writing to the Head teacher. The Head teacher will meet with the volunteer to discuss the issue raised and seek a solution.

17. Volunteer's pack

On commencing the voluntary role, the volunteer will be given an appropriate induction to the service area and (unless the volunteering opportunity is for a one-off event as outlined in section 8), a pack containing:

- General information about the school, as appropriate
- A copy of this volunteering policy
- A standard volunteering agreement
- Details of where the volunteer can access the school's policies and procedures

18. Records

A record of volunteers in each team and a filed record of volunteer agreements and associated documents, as appropriate (see section 6), must be maintained by the Headteacher in accordance with the Data Protection Act 1988.

Croyland Primary School

Headteacher:

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Application form for a Volunteer at Croyland Primary School

Please complete the information below, which will be treated with confidence

Name			
Address			
Post code			
Email		Phone	
Mobile			
Gender		Ethnicity	
Medical details			
Access needs: e.g. induction loop, wheelchair access			

Volunteer role

Role Requested (if any)	Relationship to any child for staff member:
Please list up to five skills, knowledge or abilities you would like to bring to our organisation * * * * *	
Tell us how many hours you would like to give	
Which days are you available	

The Induction and Safeguarding of volunteers falls within our safeguarding practices

For completion by the school office

Application form received by office: Date: _____ Reviewed by Headteacher

Arrange informal discussion with SLT KH JT KJ LD

Action:

Interview with member of SLT completed Date:.....

Result:

Discuss with LD; Enter into a volunteer agreement Yes/No

Action DB:

List 99: Date _____ Result: _____

DBS: Date _____ Result: _____

Action:

Return copy of above to named SLT member dealing with volunteers.

Inform volunteer of received DBS and safeguarding arrangements that need to be made.

Start date: _____ Role: _____

Volunteer Supervisor: _____

	Start Time:	Finish Time:
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Volunteer review date: _____

Once completed, please return this form, with the volunteering agreement to Debbie Broomfield who will organise a health and safety and child protection briefing.

APPENDIX 2

SCHOOLS VOLUNTEERING AGREEMENT

Issued to:Date:.....

The school encourages and welcomes volunteers. This agreement sets out the relationship between a volunteer and the school.

This agreement is not intended to be a legally binding document and may be cancelled at any time at the discretion of either party. (Neither party intends any employment relationship to be created either now or in the future). You are not bound to work by this agreement, neither is the school bound to provide work. However, once you have accepted a placement you will be expected to follow the guidelines in this agreement, which will be explained to before the volunteer assignment works.

Pre commencement checks

We require you to provide details of two referees. We will require you to provide information to allow us to carry out a LIST 99 check; the School Secretary will complete this. We may also require you to complete an online DBS form.

Medical clearance may be required if you declare a medical condition which should be taken into consideration by the Headteacher or where you will be required to undertake a role that involves a significant level of physical activity.

Your role as a Volunteer

The tasks that you will be asked to undertake as a volunteer are listed below.

What you can expect from us

The school will provide you with (delete from or add to the list as appropriate)

- An introduction to the school and your volunteering role within it
- Training related to your responsibility as a volunteer. We hope that you will take advantage of
- this to improve and maintain your skills
- A (Supervisor) who will supervise your volunteering and with whom you can discuss your work
- School Volunteering Policy – Oct 2015
- A regular review of your volunteering role. This will normally be carried out by your
- (Supervisor/volunteer co-ordinator/manager/named person).
- Personal accident insurance to cover you while you are fulfilling authorised volunteer work.

WHAT WE EXPECT FROM YOU

Availability

We have discussed with you the amount of time that you are willing to commit to volunteering, when you will be available and how your availability will fit in with our needs. If, for any reason, you will not be attending as we have agreed, we would be grateful if you could let us know as soon as possible so that different arrangements can be made. If we have no voluntary work for you we will let you know as soon as possible.

Confidentiality

In the course of your volunteering you may have access to confidential information about the school, its employees, its pupils, its customers (and third parties). You must respect this confidentiality and not use the information for your own benefit or disclose the information, except where required or permitted to do so by law.

Performance

If for any reason the way in which you carry out your voluntary role is unsatisfactory and there is no reasonable explanation, your services may not be used in the future.

Policies

You will abide by all statutory regulations including health and safety, anti-discrimination and data protection which are outlined in the school's policies. These can be found on the website.

Health and Safety

Although you are not regarded as an employee of the school or of Northamptonshire County Council you are required to comply with the Health and Safety at Work 1974. Both the school and Northamptonshire County Council attach the greatest importance to health and safety and provide a safe working environment. You should ensure that you do not put yourself, or others, at risk.

Equal Opportunities

The school is committed to a policy of equality of opportunity and ensures that no person receive less favourable treatment or is disadvantaged on any of the protected grounds outlined in our Equality Duty 2015 by conditions or requirements which are not justified in terms of the role to be undertaken.

There is an obligation on all volunteers to ensure that they comply with the school's equal opportunities policies in their dealings with employees, pupils and members of the public.

Ideas and problems

You may have ideas for the better performance of your voluntary role or of ways in which we can meet our objectives as a school. Please discuss these with your Supervisor.

If you have any problems when performing your voluntary role you should discuss them with your Supervisor.

Your Supervisor will discuss with you any issues that he/she may have with your role.

If you would like to change the arrangements for your volunteering or move to a different kind of volunteering role, that too should be raised with your Supervisor.

Termination

Either you or the school can terminate this agreement with or without notice at any time

FORM OF ACCEPTANCE

I agree to abide by the Volunteering Agreement outlined above

SCHOOL

VOLUNTEER

Signed: _____

Signed: _____

Job Title:.....

Date:.....

Date:.....