



## Volunteering Policy

Date approved:	15 June 2016
Review cycle/date:	Every 2 years; June 2018
Party responsible:	Staffing Committee
Linked policies:	Staff Code of Conduct Policy; Health & Safety Policy; Child Protection (Safeguarding) Policy; Staff Discipline Policy; Staff Grievance Policy; Equality Plan

### Introduction

This policy sets out the broad principles of voluntary involvement in The Swanage School. It is of relevance to all within the school, including volunteers, staff, and those elected or appointed to positions of responsibility.

### Commitment

The Swanage School values the contribution made by volunteers and is committed to involving volunteers in appropriate positions. The Swanage School recognises its responsibility to arrange volunteering efficiently so that the volunteer's time is best used to the mutual advantage.

### Statement of values and principles

Volunteering is a valuable activity that is supported and encouraged by The Swanage School and is not intended to be a substitute for paid employment. The role of volunteers complements but does not replace the role of paid staff.

Appropriate steps will be taken to ensure that paid staff are clear about the role of volunteers, and to foster good working relationships between paid staff and volunteers.

The volunteer role is a gift relationship, binding only in honour, trust and mutual understanding. No enforceable obligation, contractual or otherwise, can be imposed on volunteers to attend, give or be set a minimum amount of time to carry out the tasks involved in their voluntary activity. Likewise the school cannot be compelled to provide either regular work or payment or other benefit for any activity undertaken by the volunteer.

Although volunteers offer time freely and willingly without binding obligation, there is a presumption of mutual support and reliability. Reciprocal expectations are acknowledged – both of what the school expects of volunteers and what volunteers expect of the school.

## **Volunteer Co-ordination**

All volunteers will have a nominated member of staff or volunteer to offer guidance and advice to help the volunteer carry out tasks effectively. Volunteers will be informed of who to contact to receive support and supervision.

## **Recruitment & Selection**

The Swanage School is committed to equal opportunities and believes that volunteering should be open to all. The acceptance of volunteer assistance for a particular role will be based on the individual's suitability to carry out agreed tasks.

All volunteers will be asked to produce two references and will be required to undertake a Disclosure and Barring Service check if the position involves working with children. Depending on the role they might also be invited to attend an informal interview.

Volunteers will have a clear and concise task description, which will be reviewed every year. The task description will be prepared in conjunction with the volunteer and the designated person referred to above.

New volunteers will be properly inducted into the school.

Volunteers will be properly briefed about the activities to be undertaken and given all the necessary information to enable them to perform with confidence.

## **Training & Development**

All volunteers will be made aware of and have access to all the school's relevant policies, including those relating to volunteering, health and safety, child protection and equal opportunities, discipline and grievance.

## **Support, Supervision and Recognition**

Volunteers will have a named person to whom they can take their volunteering concerns and seek guidance and support.

Volunteers will have access to regular support and supervision. This will enable both the volunteer and the supervisor to identify, monitor and evaluate the volunteer's involvement, recognise achievements and identify individual training needs.

## **Expenses**

The school's volunteers are able to claim reasonable out of pocket expenses, subject to the production of receipts as evidence of the expenditure. What can be reclaimed from the school and the calculation of expenses will be explained to the volunteer before they start any activity likely to give rise to expenses.

Volunteers will be made aware of the procedure for the reimbursement of expenses.

## **Insurance**

The school's liability insurance policies include the activities of volunteers and liability towards them.

The school does not insure the volunteer's personal possessions against loss or damage.

## **Confidentiality**

The school will advise the volunteer on its confidentiality policy and procedures, where relevant. This would include those relating to personal information held by the school relating to the volunteer.

## **Rights and Responsibilities**

The school recognises the rights of volunteers to:

- know what is (and what is not) expected of them
- have adequate support in their volunteering
- receive appreciation
- have safe working conditions
- be insured
- know their rights and responsibilities if something goes wrong
- receive relevant out-of-pocket expenses
- receive appropriate training
- be free from discrimination
- be offered the opportunity for personal development

The school expects volunteers to:

- be reliable
- be honest
- respect confidentiality
- make the most of training and support opportunities
- carry out tasks in a way that reflects the aims and values of the school
- work within agreed guidelines
- respect the work of the school and not bring it into disrepute
- comply with the school's policies