

ALDERMASTON C E PRIMARY SCHOOL

POLICY TITLE:	ENGAGING VOLUNTEERS
Date adopted by the governing body:	February 2018
Date for full implementation:	February 2019
Contact person:	Deborah Netton Safeguarding Governor
Status:	Additional
<i>Purpose</i>	<p>The purpose of this policy and procedure is to set out the School's approach to recruiting and using volunteers.</p> <p>It applies to any person who offers their time freely to support a project, programme or activity on an unpaid basis within the school, whether on a regular or ad hoc basis.</p> <p>The school values the range of skills and experience that volunteers bring to the school but recognises the importance of ensuring they are only involved in appropriate activities, following suitable checks and safeguarding measures. Volunteers are never used to replace paid staff.</p> <p>The school has a duty of care to volunteers and ensures that appropriate health and safety measures are in place, including appropriate induction. Volunteers are included in West Berkshire Council's insurance arrangements for public liability and personal accident.</p> <p>Volunteers will not have unsupervised access to children until a DBS check is concluded and two references have been obtained for all volunteers. The volunteer and the school will also sign a Volunteer Agreement (see Appendix A). Details of these will be maintained within the Single Central Record of Recruitment and Vetting Checks, held in the School office and controlled by the Office Manager.</p>
<i>Who/what was consulted?</i>	Staff, governors and parent volunteers were consulted.
<i>Relationships to other policies</i>	Equality Policy, Central Record of Recruitment and Vetting Checks, Child Protection (Safeguarding)
<i>Roles and responsibilities</i>	<p>The Headteacher is responsible for ensuring this policy and the procedure at Appendix A are adhered to and ensuring that the volunteer understands what is expected of them. The volunteer must be made aware of all school policies, which are available on the school's website. The volunteer is responsible for adhering to all school policies.</p> <p>The volunteer will receive a copy of the school's leaflet 'Information for Visitors, Volunteers and Contractors' which contains important information.</p> <p>The activities of the volunteers are co-ordinated by an individual person who liaises with the teachers regarding the needs in the different classes to ensure that the skills of the volunteers are used most effectively. She also liaises with the Office Manager about the DBS process for each volunteer and their training including the Child protection training delivered by the Headteacher.</p>
<i>Monitoring and evaluating effectiveness of policy</i>	<p>The Headteacher will report to the Governing Body in his termly report of any aspects affecting the use or behaviour of the volunteers.</p> <p>The Safeguarding governor will review the operation of the policy termly.</p>
Review date:	February 2019

Appendix A: Template Volunteer Agreement

Volunteer Agreement

Volunteers are an important and valued part of the School. We hope that you enjoy volunteering with us and feel a full part of the School.

This agreement tells you in brief what you can expect from the school and what the school would like from you, as follows:

Volunteer Role Description

****Insert description here****

Aldermaston CE Primary School will:

- Introduce you to how the school works and your role in it
- Provide you with training to enable you to undertake the role
- Provide regular meetings with your staff contact so that you can tell us if you are happy with how your work is organised and can get some feedback
- Pay your out-of-pocket expenses promptly, where it is agreed expenses are to be paid
- Consult with you and keep you informed of changes that affect you
- Provide you with a safe workplace and ensure you have a basic understanding of health and safety issues
- Treat you with dignity and respect
- Indemnify you against Third Party claims under the Council's Public Liability Policy, while you are carrying out your duties

You will be expected to:

- Undertake the voluntary role outlined in the Volunteer Role Description and give as much warning as possible where unable to attend as arranged
- Follow the School's rules and procedures, including Health and Safety, confidentiality, child/adult safeguarding and equality and diversity
- Advise your car insurance company if using your private car in the course of the volunteer duties, or carrying any West Berkshire Council /school equipment in your private car

Note: This agreement does not constitute a legally binding contract of employment

I accept the voluntary role, as outline in the role Description and confirm I am fit to undertake the duties as described.

Volunteer

Signed:

Date:

Head Teacher

Signed:

Date:

Appendix B – **ENGAGING VOLUNTEERS POLICY REVIEW CHART**

Name of Policy	Approved by Governors	Date of next review	Committee / governor responsible	Lead staff member
Engaging Volunteers	March 2015	March 2017	Safeguarding Governor	RB
Engaging Volunteers	February 2018	February 2019	Safeguarding Governor	Headteacher