



Clarendon Primary School, Nursery and Family Centre Volunteer Policy

Introduction

- Clarendon Primary School & Family Centre believes the relationship with volunteers is one of mutual responsibility and commitment within which both partners have rights and responsibilities.
- It is understood that a volunteer is a person who voluntarily works at the direction and under the supervision of paid staff by choice and with no remuneration.

Process following when recruiting volunteers

- Initial discussion with volunteer/s about what area of work or aspect of the school they would like to support and what this would involve.
- Prospective volunteer/s requested to complete an application form, which includes references.
- School reviews the submitted application form and takes up references.
- School completes DBS and associated checks on the volunteer/s via Strictly Education.
- Volunteer/s contacted and invited in for an induction meeting to talk about the role they are volunteering for, to be provided with key school policies and procedures, (including those which relate to health and safety, safeguarding and confidentiality) to know who to report to and what to do if they have a concern, and to undertake a tour of the school, if required. This meeting will also provide an opportunity for the volunteer/s to ask any questions they may have.
- Volunteer/s requested to read and sign the 'staff code of conduct' document and 'acceptable user agreement', and, where appropriate, complete the childcare disqualification form.
- Volunteer/s and the school agree volunteering days and times, where they will work and who they will generally report to when in school. They will also agree what to do if they are unable to attend on their planned day.

Equal opportunities and diversity

- Clarendon is committed to the development and use of procedures and practices which do not discriminate on grounds of sex, sexual orientation, marriage, race, ethnicity, age or disability and which provide genuine equality of opportunity for all employees/volunteers and prospective employees/volunteers.
- Clarendon's equal opportunities policy will be followed when recruiting and selecting volunteers.
- Every effort will be made to match the volunteer's skills, talents and interests to the task.
- All volunteers will receive an induction meeting before starting any voluntary work in school.
- All volunteers will receive appropriate training and support from a member of staff.
- Clarendon is committed to the management of volunteers and will invest financial and personnel resources for this purpose, where appropriate, and according to budget pressures.
- All Volunteers will be given information on legislation or policies which may affect them.

Health and Safety

- All volunteers will receive an induction meeting before commencing their voluntary work in school. This will include health & safety and safeguarding information, key information outlined in the 'staff code of conduct' (including use of mobile phones and confidentiality), a discussion about their voluntary role and, where necessary, tour of the school.
- Volunteers will be required to adhere to the Health & Safety and Child Protection policies and will be asked to sign our 'staff code of conduct' document and our 'acceptable user agreement', and, where appropriate, complete the childcare disqualification form.

Responsibilities of Volunteers

- To provide emergency contact details.
- To carry out their tasks in a way which corresponds to the values of Clarendon.
- To liaise with their allocated supervising member of staff, e.g. the class teacher they are working with.
- To respect confidentiality in all issues at Clarendon.
- To be reliable.
- To work within agreed guidelines and remits.
- To comply with Clarendon and the Family Centre's policies and procedures, with an emphasis on Safeguarding.
- To fulfil the requirements of DBS clearance, written references and completion of a school application form.
- To undertake in-house safeguarding training and any other training felt necessary for the role they will be volunteering in.

Expenses

- In general, there are no financial rewards/payments for volunteer working, however, there are occasions when out of pocket expenses will be paid.
- These must be agreed in advance of spending by the Headteacher.

Rights of Volunteers are

- To know what is expected of them and be provided with necessary training.
- To know what their rights and responsibilities are.
- To be provided with Health & Safety and Child Protection information.
- To be given an induction on their first day.
- To have safe working conditions.
- To be free from discrimination.
- To withdraw/be withdrawn from voluntary work if it is no longer appropriate or if they no longer want to volunteer in the school.
- To raise any concerns with the Headteacher if they are unhappy about their treatment by either staff or other volunteers.

Review

This policy will be monitored and reviewed by the headteacher, and agreed by the governing body.

Date reviewed: Spring term 2022

Date due for review: Spring term 2025

Appendix 1



Volunteer Induction

Name:

Job Title:

Start Date:

Checklist for induction

		Date completed	Who by?	TAs initials
1.	Introduction to staff and tour of school and facilities <ul style="list-style-type: none">• Vision/Motto/Golden Rules• Check DBS			
2.	Day-to-day organisation of school (where relevant) <ul style="list-style-type: none">• Dress code• ICT/Mobile phone policy• Toilets• Staffing structure• Signing in and out			
3.	Health and Safety issues/procedures <ul style="list-style-type: none">• Child protection procedures (including Keeping Children Safe in Education and introduction to DSLs)• Fire procedures• Lockdown procedures• Accident reporting• Children's medical information and first aid			
	The role <ul style="list-style-type: none">• Outline of volunteer role• Tasks involved• Confirm agreed commitment day / time etc• Expected Conduct / Confidentiality• Key contact and their details;			
	Behaviour policy and other relevant policies shared (inc. values and school motto)			
	Introduction to class/ pupils to be worked with (inc. any relevant support/medical needs)			

Signed (School):

Signed (Volunteer):

Date: