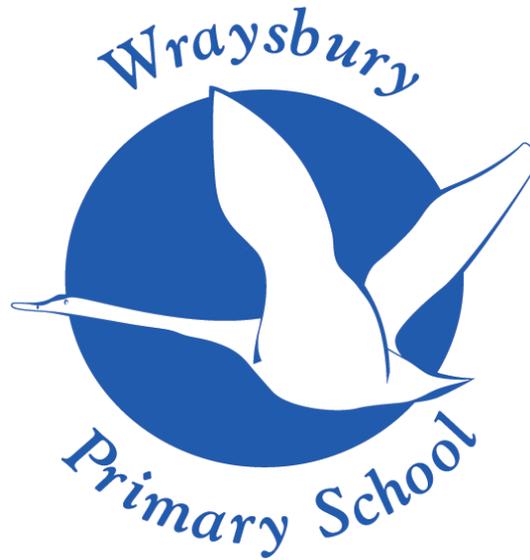


Volunteers' Policy



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Headteacher: Mrs A Fox

Produced by:
Approved by Staffing Committee
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Myles Gresswell
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Volunteers' Policy

1. Introduction

This policy relates to volunteers working in a variety of capacities within Wraysbury Primary School and is based on the RBWM Volunteer Policy.

A dictionary definition of a volunteer is “one who offers service of his [her] own free will”.

2. Practice in working with volunteers

The roles of volunteers across the school will be varied. At Wraysbury Primary it is paramount that volunteers work in compliance with policy and best practice in order to maximise the benefit to the school, staff, managers, the volunteer the children and to the public.

3. Responsibilities

3.1 Responsibilities of the school

The school recognises its responsibility with regard to supporting volunteers. The school will ensure that volunteers:

- know what is expected of them.
- complete a DBS (previously CRB) form before starting
- complete a medical questionnaire before starting
- obtain 2 satisfactory references before starting
- have clear specified lines of support and supervision
- be shown appreciation and respect
- have safe working conditions
- know their rights and responsibilities if something goes wrong
- be trained as appropriate for tasks
- be free from discrimination
- have confidentiality respected

3.2 Responsibilities of volunteers

The school expects that volunteers will:

- be reliable
- be honest
- respect confidentiality
- agree to undergo a standard DBS check as appropriate
- provide 2 referees
- complete a medical health check
- attend training and support sessions as agreed and seek guidance or information as required
- act with care for their own safety and that of others
- adhere to school policies and procedures
- be anti-discriminatory in work
- treat colleagues, children and parents with respect
- honour the commitment they have made

3.3 Human Resources Issues

All Volunteers at Wraysbury Primary School must complete the 'Volunteer Application Form' and associated safeguarding documentation mentioned above.

Ideally, one reference will be from the current or most recent employer and the other from a previous employer. The head teacher or their representative will contact referees to verify the content and the applicant's character and suitability for the role. It is accepted that some volunteers may not be able to provide an employment reference, in which case two personal references will need to be sought.

As part of this process the volunteer will be required to complete an online DBS application and will be sent an activation email directly from the DBS which will contain the link to complete the application plus a username and password to enable them to access the system.

Upon completion of the online DBS Application, they will be required to come in with their original documents that they entered on the online DBS system as proof of identity.

Once the volunteer has received DBS clearance, they need to arrange to bring the original disclosure to the school as they will not be allowed to commence as a volunteer until a satisfactory disclosure has been obtained and seen by the school.

Volunteers accepted should as with paid employees, complete a medical questionnaire. The results will be sent directly to the individual and the school informing them of any advice or recommendations from Occupational Health. The Occupational Health check is for the protection of both the volunteer and the school. The school has a duty of care to protect the health and safety of our employees and our volunteers, and a voluntary post may involve, for example, lifting or manual handling. The volunteer will not be allowed to commence until a satisfactory health check has been obtained.

The school also needs to ensure that arrangements are in place to ensure the health and safety of not only its volunteers but also those who might be affected by volunteers' acts or omissions whilst they are carrying out their duties.

The Headteacher will ensure that appropriate risk assessments have been completed for the task(s) on which the volunteer will be working. Specific consideration will need to be given to matters including any hazards and risks associated with the task(s) the site and the working area. Consideration will also be given on competency of the person(s) carrying out the task(s) along with their ability and fitness. All volunteers will be given an induction. Where there are any accidents/incidents/near misses, the RBWM Accident Incident Near Miss Reporting Form should be completed and copies sent to the RBWM Health and Safety Team. All necessary records will be maintained by the school.

Any concerns raised in relation to any clearances should be discussed with HR as soon as possible.

Once all satisfactory clearances have been received, the school will contact the individual concerned to confirm that the volunteer may commence duties.

3.4 Issues for Line Managers

Lunch and other breaks will apply to volunteers exactly as for paid staff. Therefore, provisions of the Working Time Directive will apply as will other local arrangements applicable in individual service areas.

Volunteers will have access to training from induction through to on-the-job or ongoing skills training where appropriate. Relevant training will form part of recruitment and review discussions.

It is hoped that relationships with volunteers will be productive, beneficial and rewarding to both parties, however, circumstances may arise in which there is a concern or query. Concerns or queries should always be discussed informally as soon as possible with the Phase Leader or Head/Deputy Head.

Volunteers are treated as paid employees for the purposes of insurance.

Volunteers can expect support from the teacher of the class they are assigned to, the phase leader and the Head/Deputy.

The views of volunteers will be welcomed at any meetings or training in which they are involved.

The School and Volunteers will be responsible for implementing this policy and procedures. The Staffing Governors will monitor and review the policy.