

POLICY: VOLUNTEERING

DATE: January 2011

PERSON RESPONSIBLE: J Butcher

MONITORING: Governors

REVIEWED: April 2017

REVIEW DATE: April 2019

Ratified at a meeting of the Full Governing Board on 17th May 2017

RATIONALE

Paget School believes that links with the local community are obvious in the development of a successful community based school. Links with other stakeholders and volunteers enrich the work of the school and the students they may work with. Volunteers and other stakeholders provide new skills and perspectives increasing the links between the school and the community it serves

PURPOSE

Volunteers are encouraged to engage with Paget High School to enrich and supplement the work of the school, particularly in contact with the local community.

RECRUITMENT

All volunteers will be interviewed by a member of staff who has undertaken Safer Recruitment Training. The interview will help ascertain their skills, suitability and potential.

CONFIDENTIALITY

Volunteers are bound by the same requirements for confidentiality as all other (paid) staff

PRINCIPLES

The school believes that the following are important in dealing with volunteers:

- Volunteers should be given satisfying work
- Volunteers should be integrated into the school with a short induction programme and introduction to all staff
- Volunteers should have a named person to provide a link on a day to day basis and a named senior member of staff to refer to in case of difficulties
- Volunteers are not a replacement for paid staff
- Volunteers should expect that staff at all levels will work positively with them and will actively involve them in the relevant work of the school
- Volunteers are entitled to personal development as well as training to do the volunteer work.
- Volunteers are encouraged to express their views about the nature of their work
- All volunteers will have an extended CRB check prior to starting
- All volunteers are subject to all school policies and practices, including Health & Safety
- Volunteers will be covered by the school's insurance policy/policies

CONCLUSION

Volunteers can make a significant contribution to the work of the school especially in its links with the local community. Volunteers are an important aspect of general outreach work and a valued resource.

Volunteer Agreement

This volunteer agreement describes the arrangement between Paget High School and ----- (Name of Volunteer)

We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your experience of volunteering with us enjoyable and rewarding.

Part 1: The organisation

Your role as volunteer is (state the nature of the work) _____

and starts on (date) _____.

The work is designed to (state how the work benefits the organisation)

Paget High School commits to the following:

1. Induction and training

- To provide you with thorough induction on the work of Paget High School and its staff, your volunteering role and the induction and/or training you need to meet the responsibilities of this role.

2. Supervision, support and flexibility

- To explain the standards we expect for our services and to encourage and support you to achieve and maintain them.
- To provide a named person who will meet with you regularly to discuss your volunteering and any successes and problems.
- To do our best to help you develop your volunteering role with us.

3. Expenses

- To repay these expenses, where they are agreed with the named person in advance. This may include specialist clothing, where this is required and provided by the volunteer, rather than the school.

4. Health and safety

- To provide adequate training and feedback in support of our health and safety policy, a copy of which is available

5. Safeguarding

- To provide training on Safeguarding and Safeguarding procedures at Paget High School and where possible provide Level 1 Safeguarding Training

6. Insurance

- To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.

7. Equal opportunities

- To ensure that all volunteers are dealt with in accordance with our equal

opportunities policy, a copy of which is available

8. Problems

- To try to resolve fairly any problems, grievances or difficulties you may have while you volunteer with us.
- In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with a senior member of staff

Part 2: The volunteer

I, (Volunteer's Name) _____ agree:

- to help (Name of Organisation) _____ fulfil its (services) _____
- to perform my volunteering role to the best of my ability
- to follow the organisation's procedures and standards, including those relating to health and safety and equal opportunities, in relation to its staff, volunteers, students, parents and local community.
- to meet time commitments and standards agreed to, and to give reasonable notice so that other arrangements can be made
- to provide referees, as agreed, who may be contacted and agree to an enhanced CRB check being carried out if required.

My agreed voluntary commitment is _____

This agreement is binding in honour only, is not intend to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Signed on behalf of Paget High School: _____

Signature: _____ Position: _____

Name (print): _____ Date: _____

Signed by volunteer: _____

Name (print): _____ Date: _____