



STANBRIDGE LOWER SCHOOL

VOLUNTEERING POLICY

Reviewed March 2015

1. INTRODUCTION

1.1 Our community at Stanbridge recognises and values the individuality of each child and believes in promoting the key values of honesty and integrity as they become good citizens. We recognise the importance of nurturing understanding to value the uniqueness of each member of the community. We aim to foster the children's pride in their appearance, environment, achievements and school so that every child fulfils their potential. We aim to create an environment where children feel secure and confident enabling them to develop enquiring minds and build on their successes. Stanbridge believes in their children and we aim to help them reach their full potential.

1.2 In line with this we seek to involve volunteers to:

- Ensure our services meet the needs of our clients
- Provide new skills and perspectives
- Increase our contact with the local community we serve

2. PRINCIPLES

This Volunteering Policy is underpinned by the following principles:

- We will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to our work.
- Stanbridge does not aim to introduce volunteers to replace paid staff.
- We expect that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work.
- We recognise that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively.
- In most cases this will involve on site training working alongside paid staff.

3. PRACTICE GUIDELINES

3.1 **Recruitment:** All prospective volunteers will be interviewed to find out what they would like to do, their skills, suitability and how best their potential might be realised. All volunteers will be recruited following safer recruitment regulations and must be understood that if they are taking part in a regulated activity and are left alone with children they must hold a current DBS certificate.

3.2 **Volunteer Agreements and Voluntary Work Outlines:** Each volunteer will have a Volunteer Agreement establishing what we undertake to provide for them. In addition they will agree to a written outline of the specific work they will be undertaking. Neither of these documents is a contract;

Stanbridge Lower School has no intention of creating a contract with any volunteers.

3.3 **Expenses:** Stanbridge Lower School is not able to reimburse any expenses incurred.

3.4 **Induction and training:** All volunteers will receive an induction into our school and their own area of work. Training will be provided as appropriate and this will normally be undertaken working alongside paid staff in school.

3.5 **Support:** All volunteers will have a named person as their main point of contact. They will be provided with regular supervision to feed back on progress, discuss future development and air any problems.

3.6 **The Volunteer's Voice:** Volunteers are encouraged to express their views about matters concerning their role and work relating to this.

3.7 **Insurance:** All volunteers are covered by our insurance policy whilst they are on the premises.

3.8 **Health and Safety:** Volunteers are covered by our Health and Safety Policy, a copy of which will be given to you at your induction meeting.

3.9 **Equal Opportunities:** Stanbridge operates an equal opportunities policy in respect of both paid staff and volunteers. Volunteers will be expected to have an understanding of and commitment to our equal opportunities policy.

3.10 **Problem Solving:** We aim to identify and solve problems at the earliest possible stage. A procedure has been drawn up for dealing with complaints or grievances.

3.11 **Ending a Volunteers Role:** We aim to give a volunteer at least 4 weeks notice concerning the end of the position at Stanbridge Lower. We reserve the right to end a volunteers role, with immediate effect, if the volunteer contravenes any school policy, fails to work in accordance to the role profile or behaves in a way which works against the school code of conduct.

3.12 **Confidentiality:** Volunteers will be bound by the same requirements for confidentiality as paid staff.

3.13 **Child Protection:** All volunteers will be given induction of matters and procedures relating to child protection by the Designated Person for Child Protection. A copy of the Child Protection Policy will be given to all volunteers.

4. Review procedures

The school's policy will be reviewed when:

- There has been a significant change in staff, pupils or the law.
- The school wishes to review the policy.

Rosemary Godwin
Head Teacher
March 2015

This policy was ratified by the full governing body.

Date of Meeting:

Signed by Chair of Governors:

