



Policy & Agreement for Volunteers in Leominster Primary School

1. Introduction

As a school, it is our aim to involve parents in their children's education and to develop and maintain links with the local community. In order to enrich the lives of the children in Leominster Primary School, and to enable us to deliver the curriculum more effectively, we actively encourage the involvement of parents and volunteers from the community in the work of the school, both during Leominster Primary School hours and in extra-curricular activities.

2. Status of volunteers

A volunteer will not be an employee of the school. He or she will not be engaged on a contract of employment nor on any type of contract for services. The engagement will be binding in honour only, there being no legal agreement between the organisation and the volunteer.

Volunteers are unpaid. The school is under no obligation to offer or to continue to offer any volunteering opportunity to any person, irrespective of their carrying out volunteering work currently or in the past. Similarly, the volunteer is under no obligation to accept any opportunity offered, and may withdraw from the agreement at any time.

Before accepting the role of volunteer, the individual concerned will agree with the school that they can fulfil the volunteer role expectations. The school may withdraw the offer at any time, including after the volunteer has started their engagement. The volunteer may also withdraw from the agreement at any time. Both parties are encouraged to give the other as much notice as possible, should the agreement be brought to an end.

3. Recruitment & Selection

The volunteer applicant must complete a simple application form which gives permission to obtain a character reference and a Disclosure and Barring Scheme (DBS) application form (criminal records check), obtainable from the schools office.

The experience, qualities, skills and needs of any volunteer will be taken into account when deciding about the recruitment of a volunteer in school. Please note, there is no guarantee that a volunteer will be found an immediate placement or any placement at all within the school or elsewhere.

The placement should be mutually beneficial to the school and volunteer.

An interview will take place with a view to agreeing a placement in order that the school and volunteer will have the opportunity to find out about each other and to agree a role, timetable, support, dress code etc. The school will outline relevant school policies at the interview.

Any placement of a volunteer shall be of a fixed term of 1 term and shall at the expiry of the period terminate unless expressly renewed in writing. Any placement may however be terminated by the

school at any time without notice if the Head of the school deems this to be in the best interest of the school, pupils or staff. Such termination need not involve any fault, shortcoming or wrongdoing attributable to the volunteer.

The school has a duty to promote disability / equality and as a part of our actions to do this we will invite local disabled people to volunteer to help within Leominster Primary school. In order to do this we will contact local community groups to forge links and partnerships.

4. Management of Volunteers

The school will ensure that volunteers are given suitable induction training at the beginning of their placement

The volunteer will be given a named contact person who will review the work undertaken by the volunteer and will assist the volunteer generally and, particularly, in the event of any problems occurring.

Regular supervision of the volunteer will be provided as appropriate to the task undertaken and the needs of the volunteer.

The volunteer's role, including status with pupils, will be made clear.

Volunteers will be given opportunities to contribute their ideas and opinions about the work that they are engaged in.

Volunteers will be given guidelines/training regarding child protection issues/procedures, especially pupils disclosing possible abuse.

5. Support to Volunteers

As a school, we value the work of volunteers in Leominster Primary School and in order to demonstrate this we aim to:

- Show appreciation for the volunteer's work.
- Ensure volunteers have the appropriate and up-to-date information they need to do their work.
- Ensure that they are introduced to staff and other volunteers and have access to a support network.
- Ensure that they are issued with a staff file/guidelines

6. Confidentiality

Volunteers will be told that information relating to pupils, parents and staff is confidential and volunteers will maintain confidentiality at all times.

Information about volunteers is also a matter of confidentiality and application forms and personal details must be kept securely by the Deputy Head and not divulged to others except on a need-to-know basis.

7. Health & Safety Policies

The school's policies, including the Health and Safety Policy and Equal Rights Policy, will be explained to volunteers at the outset.

8. Safeguarding

The DSL will carry out safeguarding training at induction.

9. Insurance

All volunteers should be made aware of the cover provided.

10. Expenses

Out-of-pocket expenses will be paid to volunteers and the procedure for claiming these will be explained at the outset; agreement to pay expenses must be in place prior expenditure by the volunteer.

11. The Volunteer

The Volunteer agrees to carry out all reasonable tasks assigned to him/her to the best of their ability and to generally promote the interests of the school and to abide by the terms and conditions set out in this policy and agreement.

As a school, we are committed to the rights of the child, the child's safety and emotional wellbeing and the protection of the child from all forms of abuse. In view of this, the school reserves the right to refuse voluntary help and to terminate or vary a placement at any time without prior notice.

Signed on behalf of the School Dated

Print name

Signedon behalf of the volunteer Dated

Print name

At Leominster Primary School we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at Leominster Primary School. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

This policy was written October 2017

Will be reviewed in October 2019