

# **Stocks Lane Primary School**

## **Volunteering Policy**

Approved: October 2024

Review Date: October 2027

# Stocks Lane Primary School

## POLICY ON VOLUNTEERING

### **Rationale**

At Stocks Lane Primary it is recognised that there can be situations in which volunteers can make an appropriate and significant contribution to the work and services of the School. The policy defines the term and sets out the principles, practices and procedures which will be followed in the appointment, management and supervision of volunteers. The contribution of volunteers to the work of the School is especially valued and respected. Stocks Lane believe that by providing voluntary opportunities, volunteers will gain a range of skills and work experience. They will develop confidence and motivation to try different things and benefit the community they serve. This policy sets out how Stocks Lane intends to support its volunteers.

### **Definition**

Volunteers may be described as individuals who put their experience, knowledge and skills to help an organisation, free of charge, with the primary aim of bringing some benefit to the local community. Individuals may also volunteer to develop their own skills and experience to enhance their employment opportunity.

### **Types of Volunteers**

Stocks Lane recognises that there are different types of volunteers and will include:

- **Occasional volunteers** - These are people who volunteer at events such as an educational visit or help with particular projects, such as trips, sports festivals They volunteer occasionally, perhaps a few times a year.
- **Regular volunteers** - These are people who take on a particular task or role on an ongoing basis. Regular volunteers include those undertaking administrative work, working within classrooms in the role of a Learning Support Assistant, or work on a particular project over a sustained period of time, e.g. helping with Gardening Club.
- **Governor volunteers** - These people hold positions of responsibility and have been elected members of the School.
- **Student placement volunteers**- these are people who are linked to a university or college and complete either day or two-day placements on a weekly basis throughout the year, or block placements. They will have a mentor who is a member of SLT.

### **Induction, information and training**

Volunteers will receive appropriate induction, which will include an information leaflet on the aims and objectives of the organisation. Additional information will be provided to help the volunteer in their work. Stocks Lane will strive to make the information accessible and relevant to the volunteer's needs. Volunteers will also have the opportunities to develop knowledge and skills through training provided at appropriate times and within the constraints of the organisation's budget. All volunteers will be required to undergo a DBS check and regular volunteers working directly with children will complete Safeguarding Training.

### **Support and Supervision**

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Volunteers will be supported and supervised by a named person, who will be allocated at the induction period. This person will provide the volunteer with supervision, where the volunteer will receive feedback on their work, have the opportunity to discuss future work and a chance to discuss other issues at regular intervals. This supervision will take place in a supportive and confidential environment. The volunteer co-ordinator may also meet or visit to ensure things are operating smoothly.

### **Health and Safety**

Stocks Lane will, as far as is practical, care for the health, safety and welfare of its volunteers. Volunteers will receive clear information regarding health and safety procedures and receive appropriate support and training. Volunteers are expected to follow the Health and Safety Policy and ensure they take reasonable care of those in their care.

### **Expenses**

Volunteers will be reimbursed travel expenses for any journey needed to be made in the course of work duties. Volunteers using a car should inform their insurance company that they are using their car for business purposes. To claim expenses, supporting receipts must be provided. Only agreed expenses will be paid for by the school.

### **Training and Development**

Stocks Lane is committed to offering volunteers opportunities for training relevant to their volunteer work. It is also committed to offering opportunities for professional and personal development.

### **Insurance**

Volunteers will be covered by the school's policy while engaged in approved work. However, personal belongings, including any motor vehicles, are not covered by the school's insurance.

### **Absence**

Volunteers are expected to telephone and inform their supervisor or the office, prior to their start time, so appropriate arrangements can be made if any cover is required.

### **Voluntary Work and Social Security Benefit**

Most benefits are not affected by unpaid voluntary work. If you are receiving benefit for which you are required for work, you must still be willing and able to prove your availability for work. The DSS will want to know what kind of voluntary work you will be doing and what is involved and it is your responsibility to make them aware.

### **Volunteer Code of Conduct**

As Stocks Lane volunteers, everyone is expected to conform to high standards of behaviour and conduct whilst carrying out their duties.

Stocks Lane School expects that volunteers will:

- Respect other volunteers, students, parents and children and make them feel welcomed and valued.
- Be sensitive towards others.
- Be approachable and pleasant
- Dress and behave in a manner which promotes healthy and safe working practices and is mindful and respectful of the cultural diversity of our local community.

- Maintain the confidentiality of personal information at all times.

All volunteers should be aware how their behaviour can affect both colleagues and service users. Everyone has the responsibility to avoid becoming involved in situations that could bring the school into disrepute. Any problems or disagreements, including those with staff or other volunteers should be kept strictly confidential and discussed only with the volunteer supervisor or a senior member of staff.

### **Internet Use Code of Conduct**

This code exists to safeguard and promote the proper use of the School Internet and email facilities. Volunteers are responsible for using these facilities in an efficient, effective, ethical and lawful manner. Use of the internet and emails may be monitored at any time for legitimate business reasons.

### **Equal Opportunities**

Stocks Lane recognises that the activity of volunteering can provide an individual with experience and opportunities for self and career development. In accordance with school's Equal Opportunity Policy, volunteer placements will therefore be open to individuals irrespective of race, gender, disability, sexuality, age or marital status. Where a prospective volunteer demonstrates hostility to, or a clear lack of support for equal opportunities, she/he will be deemed automatically unsuitable for a volunteer position here. All volunteers are required to make a commitment to this policy. A copy will be provided at induction.

### **Working Hours**

The hours of work will be discussed and mutually agreed between the volunteer and the supervisor. The volunteer must be committed and adhere to the voluntary placement and allocated working hours.

### **Lunch Breaks**

Volunteers who work more than 6 hours a day must take at least half an hour lunch break. Tea and coffee are provided free for volunteers.

### **Confidentiality**

Stocks Lane upholds the confidentiality of all pupils, families and its staff at all times. Volunteers may at times have access to personal information about some individuals, or other information which may be confidential. The organisation needs to be able to trust its volunteers with such information, which is confidential. Volunteers who break this confidentiality will be asked to leave. Signing this policy means that you understand and will abide to the confidentiality rules and practices at all times.

### **Termination of Agreement**

We expect regular volunteers to commit to at least 3 months of volunteering. They will give their full commitment during this period. The voluntary opportunity may be extended if considered suitable by the volunteer supervisor. There is also the opportunity to terminate the agreement by mutual consent. The Headteacher reserves the right to terminate an agreement if the volunteer does not adhere to the rules, policies and practices of the school.

### **Child Protection**

All volunteers have the responsibility to report any concern that they may have regarding Child Protection to the Designated Safeguarding Lead (DSL) or the Deputy Designated Safeguarding leads (DDSL). It is not the role for the volunteer to instigate concerns. The school's Child Protection Policy and the following documents; Keeping Children Safe in Education Sept 2024 and Working Together to Safeguard children December 2023 explains the guidelines and procedures to follow regarding any suspicions. A copy of this policy and Appendix A of KCSiE 2024 must be read and understood before commencing the placement.

### **Disciplinary Procedures**

The purpose of this procedure is to encourage all volunteers to achieve and maintain acceptable standards of conduct, attendance and job performance. This procedure is intended to improve performance and resolve difficulties and to ensure that when an action is taken against you under the disciplinary procedure, that action is fair and reasonable; you will be given every opportunity to present your case and that there is a right to appeal against any disciplinary decision which you consider to be either unfair or unjust.

The school's Disciplinary Procedure explains clearly the principles and the procedures to be followed when disciplinary action is taken against anyone. A copy of these procedures is available on request.

### **Grievance Procedure**

The purpose of the procedure is first to allow the volunteer to freely express a complaint or matter of concern and then, where appropriate, to try and resolve the issues raised by means of a discussion and negotiation or, if necessary, counselling or training. If you feel aggrieved by any matter which arises during voluntary work, this should first be raised with the volunteer supervisor. If still not resolved, then it can be taken to a senior member of staff. This will normally be done verbally at each stage, and you are entitled to be accompanied by a fellow employee.

If you are unable to achieve satisfaction by this procedure, the final decision on action will be taken by the Headteacher, followed by the Grievance committee of the Governing Body.

The school's Grievance Procedure explains clearly the principles and protocol followed when a grievance has taken place. A copy of this is available upon request.

Signed Headteacher

.....Date:.....

Signed Chair of Governors

.....Date:.....

Reviewed October 2024

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