



**THURLSTONE PRIMARY SCHOOL
VOLUNTEERS IN SCHOOL POLICY
APRIL 15**

Introduction

Thurlstone Primary School recognises that there can be situations in which volunteers' help can make an appropriate and significant contribution to the work and service objectives of Thurlstone Primary School. This document, the Thurlstone Primary School volunteer policy, defines the term and sets out the principles, practices and procedures which Thurlstone Primary School will follow in the appointment, management and control of volunteers.

Definition

Volunteers may be described as individuals who put their experience, knowledge and skills at the disposal of an organisation, free of charge, with the primary aim of helping the organisation to achieve its service objectives, and, or with the primary aim of bringing some benefit to the local community. In this sense, volunteers are to be distinguished from students, other work placements, and secondees, where the primary aim is usually for the student or secondee to obtain certain work experience or to carry out work or research in certain areas.

Principles

In appointing volunteers, Thurlstone Primary School will adhere to the following principles:

- Volunteers will not be engaged in work which facilitates the loss of an existing employee's post, nor on any tasks or projects which (within the past two years) were done by paid employees whose posts have since been deleted.
- Volunteers will not be used to do the work of paid staff during an industrial dispute.
- Current Thurlstone Primary School employees will not be engaged as volunteers at Thurlstone Primary School

Recruitment of volunteers

Volunteers will be selected through the following process:

Step 1

The following items must be agreed by the head teacher before a proposed volunteer placement at Thurlstone Primary School is implemented:

- a role description, outlining the specific tasks, responsibilities and reporting lines of the volunteer;
- terms and conditions including the duration, hours, expenses, insurance, etc, relating to the

placement;

- a specification, outlining the relevant experience, skills, knowledge, abilities and equal opportunity awareness necessary to carry out the role effectively.
- If the volunteer is expected to work on a one to one basis with a child then they will be expected to participate in a DBS check.
- Volunteers will not require a DBS check if they are not to be left unattended with a child.

Step 2

The prospective volunteer will be invited to a panel meeting with the head teacher. Using the role outline and the specification the parties will engage in a two-way discussion of the proposed role, of its requirements and of each other's expectations, with a view to assessing mutual suitability. Following the meeting, the head teacher will make a decision within one week regarding the individual's suitability for the particular role.

Step 3

Prior to commencing their placement at Thurlstone Primary School each successful volunteer shall be formally allocated to a particular employee who will manage and supervise the volunteer throughout the duration of her/his placement at Thurlstone Primary School. The manager's responsibilities will include ensuring that the volunteer receives the following:

- a planned induction to Thurlstone Primary School;
- regular supervision and support sessions;
- positive feedback on their contribution;

Equal opportunities

Thurlstone Primary School recognises that the activity of volunteering can provide a volunteer with experiences and opportunities for self and career development. In accordance with Thurlstone Primary School's equal opportunity policy, volunteer placements at Thurlstone Primary School will be therefore be open to individuals irrespective of race, gender, disability, sexuality, age or marital status. In addition, the specification must set out the equal opportunity dimension and any specific equality requirements of the role. Where a prospective volunteer demonstrates hostility to, or a clear lack of support for equal opportunity policy, s/he will be deemed automatically to be unsuitable for a volunteer position at Thurlstone Primary School.

Termination

Where appropriate, the role and placement of the volunteer may be terminated by the head teacher at one week's notice, or immediately, where behaviour equivalent to gross misconduct has occurred. In all cases the volunteer will be entitled to an explanation of the decision and action taken. The head teacher will report any such terminations to the Chair of Governors.

Discipline and grievance

Volunteers will not be subject to Thurlstone Primary School's disciplinary procedures. Correspondingly, volunteers will not have access to Thurlstone Primary School's grievance

procedures. However, volunteers will be entitled to use Thurlstone Primary School's complaints procedure. Where appropriate, the complaint will be investigated fully by the Head teacher.

Expenses

Volunteers will be entitled to travel expenses, and subsistence allowance, but may not receive payment for any reason.

Insurance

Volunteers will be covered by Thurlstone Primary School's employer's public liability, professional indemnity where appropriate, and personal accident insurance.

Training and involvement

Where a volunteer is based at Thurlstone Primary School on a day to day basis s/he will be expected to be involved and included in general staff activities, such a staff meetings, and to have general access to Thurlstone Primary School offices. Such volunteers will also be entitled, subject to availability, to undertake two Thurlstone Primary School training courses free of charge in a calendar year.

Monitoring and review

It will be the responsibility of the head teacher to regularly review the operation of Thurlstone Primary School's volunteer policy to ensure that it is in accordance with school's equal opportunity policy.

Approved by Governors:

Chair of Governors.....date.....