



Ancaster
Church of England Primary School

Volunteer Policy

"Be the Best You Can Be!"

This policy is written to provide overall guidance and direction to staff and volunteers engaged in volunteering at Ancaster Church of England Primary School. This policy does constitute a binding contractual or personnel agreement and the school reserves the right to change the policy at any time. Changes to, or exceptions from this policy may only be granted by the Head Teacher, in constitution with the Chair of Governors, and must be obtained in advance and in writing.

Date adopted:

Signed (CoG):

Date to be reviewed

Definition of a 'volunteer'

A volunteer is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the discretion of, and on behalf of the school. A volunteer must be officially accepted and enrolled by the school prior to performance of the task. Unless specifically stated, volunteers shall not be considered as 'employees' of the school. A part time member of school staff who offers services outside of contractual employment with no agreement made from the Senior Leadership of the school shall also be deemed as volunteering in that time.

Expressions of Interest

All expressions of interest to volunteer within the school setting in any capacity should be discussed in the first instance with the Headteacher. All staff who are approached by people to volunteer should direct them to make an appointment with the Headteacher who will advise on next steps, ensure the necessary documentation is completed and progress the application further if the decision is made to accept the person as a volunteer in school.

Mandatory Service

Our school accepts as volunteers those participating in teaching placements, work experience, students enrolled in other work related courses, and other volunteer referral programs. In each of these cases, however, a written agreement must be in effect with the organisation from whom these volunteers originate. This agreement must identify responsibility for the management and care of the volunteers. This agreement is included as an appendix to this policy.

Service at the Discretion of the School

Our school accepts the service of all volunteers with the understanding that such service is at the sole discretion of the school and there is sufficient place available, at the discretion of the Head Teacher. Volunteers agree that the school may at any time, for whatever reason, decide to terminate the volunteer's relationship with the school. Notice of such communication should be communicated as soon as possible by the Head Teacher.

Confidentiality

Volunteers are responsible for maintaining confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff member, other volunteer, pupil or other person involved in overall school business. Failure to maintain confidentiality may result in termination of the volunteer's relationship with the school or other corrective action.

Screening Checks-DBS

The school operates a 100% compliance in ensuring all volunteers are screened with an enhanced DBS check. Prior to beginning work in school, all volunteers are required to complete a DBS check. This will involve filling an application form which will be sent off by our Administrator to the relevant department. Volunteers must not work in school until all checks have been completed. Trainee teachers must have a DBS check and this is usually provided by the institution sending the student.

Dress Code

Volunteers are asked to wear smart clothes in line with the professional setting of the school. Casual attire such as jeans/trainers/sportswear should not be worn by any adult working in school

unless they are participating in a PE session or at the request of the class teacher in which they are working with.

Dismissal of a Volunteer

Volunteers who do not adhere to the rules and procedures of the school or who fail to satisfactorily perform their volunteer duties are subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for dismissal with a member of the Senior Leadership Team. Possible grounds for dismissal may include, but are not limited to the following; gross misconduct or insubordination, theft of a property or misuse of school materials, abuse or mistreatment of children, staff or other volunteers, failure to abide by school policies and procedures, and failure to satisfactorily perform assigned duties.

References

If a volunteer later requires a reference they should first contact the school to agree a reference and secondly provide the school with a log of the work they undertook in school, signed by the supervising teacher. Log forms are available on request.