Hemingbrough CP School
Volunteers Policy

Document Status			
Date of Next Review	February 2017	**Responsibility**	*Chair of Governors*
Date of Policy Adoption by Governing Body	**February 2015**	**Signed**	_____ *Chair of Governors*

Aims of the policy:

To establish a framework for the employment of Volunteers.

Purpose of Policy:

- To provide Volunteers with an understanding of their role and responsibilities
- To ensure that staff appreciate the value of Volunteers
- To ensure that Volunteers receive equal and fair treatment

The policy will be available to all potential and serving Volunteers. It will be reviewed regularly with input being invited from relevant staff and from Volunteers.

Why are Volunteers essential?

NYCC has ambitious targets to meet and Volunteers are an essential element in the effort to achieve them. NYCC welcomes the goodwill, skills, knowledge and experience that Volunteers can offer. Volunteers are valued colleagues whose involvement will enrich the work experience of staff as well as their own lives.

How do Volunteers help?

Volunteers help by providing support to NYCC in all aspects of its work.

How do Volunteers fit in?

Volunteers are unpaid members of staff. Their employment with NYCC is tailored to suit both the needs of NYCC and to their own interests, skills, knowledge and experience.

Volunteer commitment

It is recognised that Volunteers offer varying amounts of time to work with NYCC. The amount of time that Volunteers are prepared to commit to will be discussed when they start their volunteering experience and may be changed at any time by mutual consent.

Volunteer recruitment

Volunteers are welcomed from all backgrounds and cultures, from all abilities and ages. Volunteers may be expected to complete an application form and will be invited for interview. Volunteers will be expected to undergo any requisite medical and other checks (e.g. DBS / references) prior to appointment, as deemed appropriate.

Induction and Training

Volunteers may be expected to attend basic training and information meetings and may be offered other training requisite to their role with NYCC, if necessary

Volunteer management

NYCC wants Volunteers to get the most from their contribution and will aim to provide a rewarding experience. To achieve this staff will offer support and encouragement, recognising that the same principles of good management and supervision apply for Volunteers as for paid staff.

Volunteers will be given a clear explanation of what they are asked to do, which should never include anything they don't want to do, are not trained to do, or are not capable of doing. Should a Volunteer feel that he or she would be better suited to another type of work, this will be discussed and any changes will only be made by mutual agreement.

Volunteers should always be thanked for their efforts, and their work and achievements should be formally recognised.

Health and Safety

NYCC has a duty to the Health and Safety of all employees (paid and voluntary) at all times. However, Volunteers must recognise that everyone also has an individual responsibility for their own health and safety and that of work colleagues.

Insurance

Whilst engaged on voluntary activities for NYCC, Volunteers are fully covered by NYCC's third party liability and personal accident insurances.

Volunteers' responsibilities

Volunteers are expected to behave in a responsible and professional manner whilst working on behalf of NYCC. They should not do anything that might bring NYCC into disrepute and must abide by the policies of NYCC. Volunteers will also be bound by normal professional rules of confidentiality in respect of any information concerning other Volunteers, staff or NYCC business.

Volunteers are entitled to claim out of pocket expenses (e.g. travel expenses), incurred whilst carrying out their authorised voluntary duties with NYCC. Such expenses will only be paid in accordance with the schools system.

COMMITMENTS

NYCC's commitment to you

We will:

- Give you the training necessary to carry out your chosen activity as a Volunteer
- Fully explain what you are being asked to do

- Ask of you only what you wish to do, are trained to do and are capable of doing
- Support and encourage you to achieve the highest standards possible
- Ensure your health, safety and welfare is fully considered for all tasks
- Respect your views about the work you do
- Not hold you accountable for any liability which is properly that of North Yorkshire County Council
- Pay reasonable out-of-pocket expenses incurred whilst carrying out your voluntary activities

Your commitment to us

As a Volunteer we ask you to:

- Attend any training relevant to your chosen role(s)
- Carry out your voluntary work to the best of your ability
- Behave in a safe, responsible and professional manner whilst working as a Volunteer
- Not behave in any way which might bring North Yorkshire County Council into disrepute
- Maintain good relations with other Volunteers, staff and the public
- Respect decisions taken by staff – particularly with regard to quality of work and safe working practices
- Be bound by normal professional rules of confidentiality regarding any information about other Volunteers, staff or North Yorkshire County Council's business
- Inform your contact officer of any medical conditions relevant to the work you do as a Volunteer
- Provide a reference as to your suitability as a Volunteer
- Inform your contact officer if your availability for volunteering changes or if you decide you no longer wish to continue as a Volunteer
- Not to record, or photograph children whilst volunteering for NYCC

VOLUNTEER AGREEMENT

I am applying to become a North Yorkshire Volunteer. All the information given above is, to the best of my knowledge, correct.

- I understand that my name and contact details will be held in a data-base and may be made available to staff or other Volunteers, solely for the purpose of managing the Volunteer Service and its work.
- I understand I will receive newsletters and other occasional mailings, sometimes including inserts of a relevant nature, considered to be of interest.
- I understand I may be a subject in photographs featuring voluntary work; these will be used solely for record or promotional purposes and will not be passed to any other body.
- I confirm that I shall only choose to do the sort of work I am fit and capable of doing and I accept that it remains my responsibility not to undertake any task for which I am not fit.
- I understand that I should disclose any medical condition which I think is relevant to the voluntary work I will do.
- I confirm that I have received a copy of the Volunteers Policy and understand my rights and responsibilities as a Volunteer.
- I agree to abide by the Commitments contained in the Policy.

Signed …… Date ……..
(Volunteer)

NYCC welcomes you as a Volunteer and we hope you will find your work with us enjoyable and fulfilling. We agree to abide by the Volunteer Policy and the Commitments it contains.

Signed …… Date ……
(On behalf of NYCC)

Contact officer's name: ……..
Phone: ……
Email: ……..