



Ashford Oaks Primary School

Oak Tree Road, Ashford, TN23 4QR

Phone 01233 631259

www.ashfordoaks.kent.sch.uk

Headteacher Gerry D'Cruz

Volunteer Policy October 2017

| | | |
|---|--------------|--|
| Document history: Amended by Ellie South (EYFS phone requirements and flow chart) | October 2017 | |
| Agreed by the governing body on: | 13/01/2016 | |
| Review date: | | |
| Signed:  Chair of Governors | | |

Ashford Oaks Volunteer Policy

1. Introduction

Ashford Oaks aims to: provide a happy, caring and quality learning environment for children in South Ashford. As a school, we believe that children's self-esteem is the most important consideration in a child's education and volunteers make a vital contribution to our aims. We recognise the added value that volunteers bring to Ashford Oaks and those who use our services. Volunteer involvement in this organisation does not replace or devalue the role of paid staff.

Ashford Oaks volunteers are involved in:

- Parent Focus Group
- Supporting the teaching teams
- Supporting the children with their learning
- Socialising with the children during their lunch time
- Providing a 'box office' for school events
- Helping with the grounds maintenance

Ashford Oaks aims to have a reciprocal and mutually beneficial relationship with our volunteers; with their involvement informing and developing our work, and our work enabling individuals to learn skills and achieve personal development through their volunteering.

The involvement of volunteers will be guided by the following principles of good practice:

- the tasks to be performed by volunteers will be clearly defined, so that everyone is sure of their respective roles and responsibilities;
- the organisation will comply with the Data Protection Act in the use of data held on all volunteers;
- volunteering opportunities will complement rather than replace the work of paid staff;
- volunteers will be provided with regular opportunities to share ideas or concerns;
- all existing and future policies will be checked as to how they affect volunteers;

2. The Purpose of this Policy

By adopting this policy Ashford Oaks aims to:

- highlight and acknowledge the value of the contribution made by volunteers;
- reflect the purpose, values, standards and strategies of the organisation in its approach to involving volunteers;
- recognise the respective roles, rights and responsibilities of volunteers;
- confirm this organisation's commitment to involving volunteers in its work;
- establish clear principles for the involvement of volunteers; and
- ensure the ongoing quality of both the volunteering opportunities on offer and the work carried out by our volunteers;

This policy provides an overview of the activities carried out by volunteers currently and provides a basis for the expansion, if required, for the role of volunteers alongside paid staff. This document and the associated policy, procedures and guidance provide a framework for the involvement of volunteers.

3. Recruitment and Induction

Ashford Oaks will adhere to its equalities and diversity policy when recruiting and inducting volunteers. All volunteers will be asked to complete a Disclosure Check as part of the recruitment process. Where there is specific training required this will be highlighted as part of the induction process.

All volunteers will have an induction to their volunteering which will involve an overview of the relevant policies and procedures. Following induction, volunteers will have regular support and supervision meetings with a named contact to identify areas for development, or to discuss any issues.

Support and Supervision

Once placed, we will expect volunteers to comply with existing policies and procedures. All volunteers are covered under Ashford Oaks Public Liability Insurance.

Volunteers will be able to claim reasonable expenses for their volunteering in line with the Expenses Policy. Volunteers should discuss any planned expenditure prior to incurring these expenses to ensure that it will be covered by the organisation.

Where volunteers have holidays or other commitments which mean that they cannot attend their normal volunteering, they should advise their named contact to ensure that we can arrange alternative cover. If volunteers require a longer break from their volunteering, they should discuss this with their named contact.

Volunteers can access learning and development opportunities which are relevant to their volunteering role throughout their time with Ashford Oaks. Opportunities for Learning and Development will form part of the discussions at support and supervision sessions.

Problem Solving

Where a concern is highlighted – either by a volunteer or about a volunteer, this will be dealt with using the organisation's Disciplinary, Grievance and Dismissal Policy.

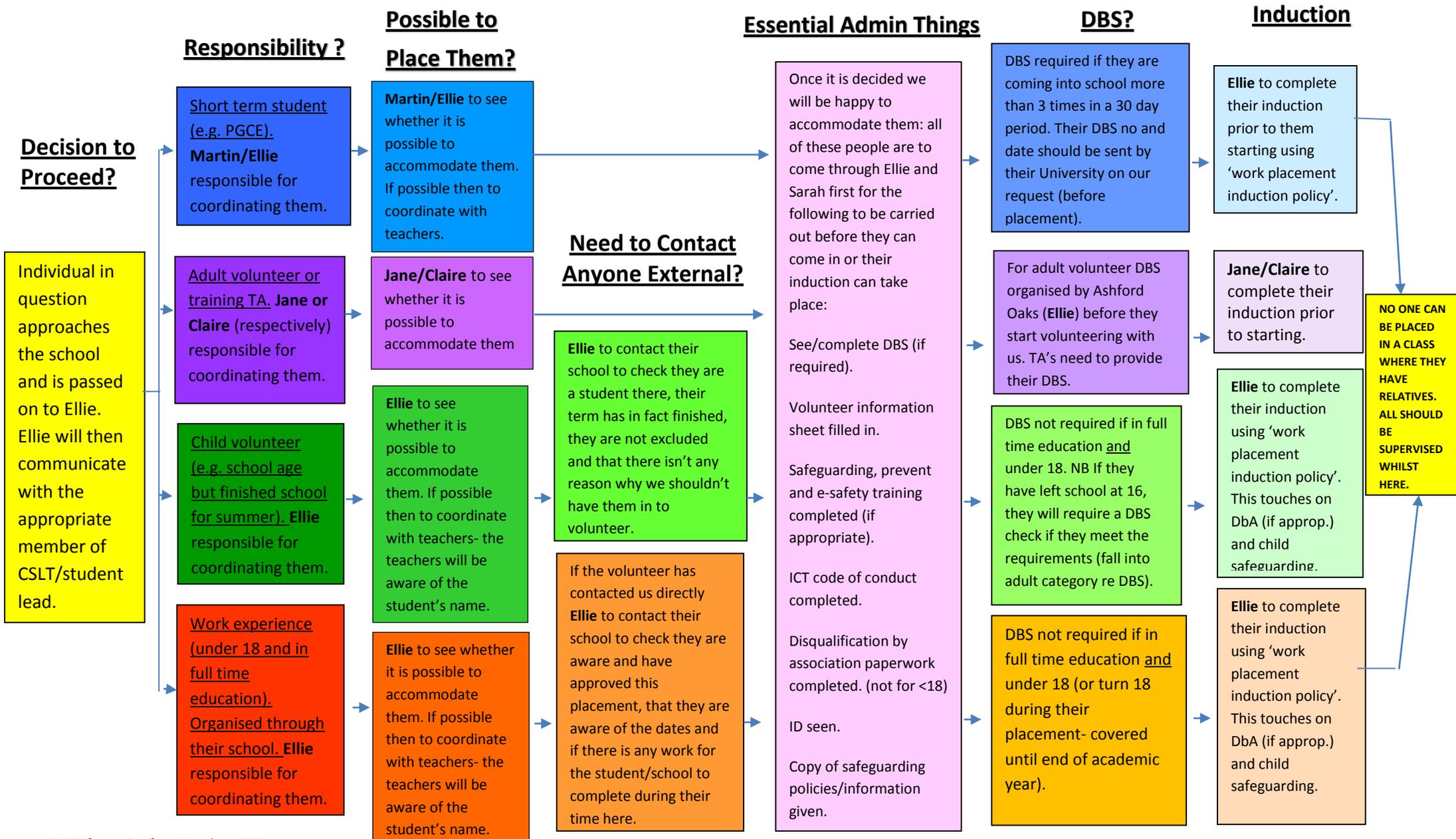
Responsibility

Overall responsibility for the implementations, monitoring and review of the policy and procedures lies with the headteacher of Ashford Oaks. Implementation and adherence to this policy is the responsibility of all staff and volunteers within the organisation.

Mobile phones

In line with guidance volunteers/placements that are based in Early Years (Nursery and Reception) need to hand in their phones at the office upon arrival every day that they come in (to be collected upon finishing for the day).

Procedure for Short Term Students (e.g. PGCE), Volunteers and Work Experience



DBS information from Matthew SPS:

Volunteers would qualify for a DBS check if volunteering more than 3 times in a 30 day period. If volunteering less than this the volunteer should be supervised at all times. Under 18 and in full-time education (and not being paid for the role) they would not require a DBS check, despite the frequency. If they become 18 during the course, they would be covered under this policy until the end of the academic year. If they were no longer in education anyone 16 or older would qualify for a DBS check if they met the requirements. Anyone who does not hold a DBS check should be supervised.