

## **The New School at West Heath**

### **Policy on Volunteers in the Life and Work of Our School**

#### **Introduction**

The New School at West Heath encourages parents and carers and other members of the community to share their time, knowledge, skills and abilities with our staff and students. Community volunteers in our school and activities enrich the total educational programme and strengthen our relationship with homes, businesses, public agencies and private institutions.

#### **Aims and Objectives**

These are to: -

- Enhance learning opportunities for our youngsters, both within school and in a wider work environment
- Ensure that members of our school community benefit from either direct or indirect contact with volunteers whilst keeping safe from harm
- Ensure that the life, work and development of our school is supported by experience drawn from the enthusiasm and skills held by volunteers playing an active part.
- Ensure that volunteers experience our school as an asset in enriching their life.

#### **Strategies**

We will adopt the following principles in the recruitment, selection and retention of volunteers: -

- We will apply our quality of opportunity policy to the recruitment and management of volunteers
- We will provide a volunteer agreement to all volunteers
- We will make information available for volunteers to enable them to claim expenses
- We will advise all volunteers of their rights under the Data Protection legislation (see data protection policy) and expect volunteers to respect the confidential nature of school business
- We will provide appropriate public liability insurance cover for all volunteers whilst they are engaged in a volunteer activity with us
- We do not regard volunteers as unpaid employees and will not expect them to undertake inappropriate responsibilities or be used in a situation where a paid member of staff should be used
- We will consult and involve volunteers on issues concerning their volunteering activity
- We will offer suitable training and support for volunteers

- We will provide suitable training and support for staff who manage volunteers
- We expect volunteers to behave reasonably, abide by our school policies, guidance and not bring the school into disrepute
- The selection, recruitment and retention of volunteers will feature those practices which apply to that for paid staff
- A Criminal Records Bureau check will be performed for each volunteer
- Volunteers who have an influence in or who are involved in the management of our school will declare any conflict of interest

### Implementation and Monitoring

<b>Volunteers</b>	
<b>This Policy should be read in conjunction with the following policies:</b> Staff Selection, Recruitment & Disclosure, Staff Training & Development, Quality of Opportunity	
<b>Appendices:</b>	
<b>Monitoring of Policy Implementation is the responsibility of:</b> The Senior Leadership Team	
<b>Lead responsibility:</b>	Vice Principal - Residential
<b>Relevant Legislation:</b>	To be detailed in the next release
<b>Annual Policy Review Required:</b>	Yes / No
<b>Approved by:</b> S.S. Committee	<b>Date approved:</b> 10/2007
<b>Ratified by:</b> Trustees	<b>Date ratified:</b> 10/2007
<b>Reviewed – no changes</b>	<b>Date:</b>
<b>Reviewed – with revisions</b>	<b>Date:</b>
<b>Revision No.</b>	1.0