



Coatham Church of  
England  
Primary School

Volunteers Policy

Reviewed October 2013  
Next review October 2018

Chair of Governors.....  
Date.....

Head Teacher.....  
Date.....

## **Introduction**

Coatham Church of England School recognises the vital contribution volunteers can make to improve the quality of life in school and the local community. Volunteers are regarded as a valuable resource to the organisation and the school is committed to increasing voluntary opportunities where possible.

Volunteers enhance our school provision and are not a replacement or substitute for paid staff.

### **1. Aim**

The school recognises the important role it needs to play in developing the next generation of volunteers and endeavours to promote equality of opportunity for those wishing to pursue volunteering within the school.

This Policy outlines the process to be followed when pursuing voluntary opportunities within our school.

### **2. Identification and Attraction of Volunteers**

Individuals wishing to volunteer must arrange to meet with the HT or DHT before beginning the placement.

An informal interview must be held. Volunteers will be given guidance given relating to health and safety, safe guarding and reference will be made to the Recruitment and Selection Policy

Placement will only go ahead following the informal meeting and DSB if appropriate (see below).

### **3. Clearances**

Volunteers require DSB clearance as appropriate. Where applicable List 99, POCA and POVA clearances will be required (volunteers placed with children or vulnerable adults). From 2010 ISA registration will be required for placements with children and vulnerable adults. (List 99, POCA and POVA are due to be replaced by the Vetting and Barring Scheme in October 2009).

#### **4. Induction and Training of Volunteers**

Volunteers who work with children must be made aware of the arrangements for child protection and their responsibilities.

It is the HT/DHT and or a senior teacher to ensure induction takes place. The class teacher will have daily responsibility for monitoring the volunteer. Class teachers will be responsible for training, supervision, support of volunteers.

#### **5. Handling Disciplinary and Grievance Issues**

Volunteers are not employees however they are required to comply with school policies and rules of conduct. If an issue arises discussion can be held with the individual, if necessary a formal investigation can be carried out before a decision is made as to whether the placement will continue. A volunteer can be asked to remain away from their placement whilst this process is being undertaken. The spirit of the discipline/capability procedure will be applied.

Allegations of abuse involving children or vulnerable adults will be dealt with under the arrangements set out in paragraph 9.

Although not employees the school I would encourage any volunteer to express their concerns and this would be handled in the spirit of the grievance procedure.

#### **6. Allegations of Abuse against Volunteers**

Allegations of Abuse made against volunteers must be dealt with fairly, quickly and consistently. A strategy meeting must be held (involving the LADO if children are involved) to take the matter forward. This will include the issue of whether or not the volunteer should attend the placement during the investigation.

If the volunteer has ceased because they are considered to be unsuitable to work with children, or as a result of misconduct, or because of a medical condition that raises a possibility of risk to the safety or welfare of children then the school will be required to inform the Secretary of State. When the Vetting and Barring Scheme is introduced in October 2009 ISA will need to be informed of these issues in relation to volunteers placed with children or vulnerable adults.

#### **7. Volunteer Agreement**

Before commencement of the voluntary placement the volunteer must complete and sign a volunteer agreement.

## **8. Code of Conduct of Volunteers**

Volunteers are expected to display the highest levels of courtesy, conduct, integrity and behaviour towards staff and children and not do anything which may bring the school or any member of staff's reputation into disrepute.

## **9. Health and Safety**

Volunteers are protected by Health and Safety Legislation.

Volunteers should ensure that the health, safety and welfare of members of the public and staff are considered at all times and must be aware of their individual responsibilities under the Health and Safety at Work Act.

The Health and Safety Policy must be made available to volunteers and explained in detail in the local induction process.

## **10. Equal Opportunities**

Through its commitment to equal opportunities, when considering individuals for voluntary placements the school will ensure that no individual receives less favourable treatment on the grounds of race, disability, gender, religion, religious beliefs, sexual orientation or age.

Where a candidate for a voluntary post is disabled, the selection process will identify adjustments to the workplace needed to facilitate the voluntary placement taking place.

Volunteers must comply with all policies and procedures with regards to Equality and Diversity.

## **11. Monitoring**

The school will monitor this policy in accordance with the specific Employment Equalities Legislation.