

VOLUNTEERS POLICY

Governors Committee Responsible for the Policy:	Leadership, Management & Staffing
Date Policy Approved:	October 2010
End Date:	31st August 2011
Leadership Team Role Responsible for Operation of the Policy:	Business Operations Manager

Introduction

The school recognises the importance and potential that volunteers can offer in assisting in supporting the delivery of the curriculum, along with creating and implementing school services. This policy and associated procedures provide guidelines for good practice in managing volunteer integration to the school environment.

The Aim of the Policy is:

- To enable the safe recruitment and efficient deployment of volunteers' services into the school environment.

The Policy

The school will:

- Ensure safer recruitment procedures are followed prior to any volunteer interaction with students or integration within the school site.
- Ensure that volunteers are deployed appropriately with the necessary skills and training to conduct their allocated duties.
- Establish a volunteer supervisor to mentor, manage and monitor responsibilities and interaction between the volunteers, staff and students.
- Ensure that volunteers are aware of the school H&S policies, emergency procedures and safe working practices for the area in which they are based.
- Ensure volunteers interact with students in both a safe and suitable manner. Also volunteers must ensure all activities are approved and have been adequately risk assessed.
- Ensure a clear understanding of volunteer procedures especially relating to conduct within the school environment.
- Ensure that volunteers feel welcome and are treated as valued members of the school community.

Supplements:

Carisbrooke High School Volunteer Procedures
Volunteering England website: <http://www.volunteering.org.uk>