



'Doing our best to achieve our best'

Clarendon Primary School, Nursery & Children's Centre **Volunteer Policy**

- Clarendon Primary School & Children's Centre believes the relationship with volunteers is one of mutual responsibility and commitment within which both partners have rights and responsibilities.
- It is understood that a volunteer is a person who does voluntary work at the direction and under the supervision of paid staff by choice and with no remuneration.

Equal opportunities and diversity

- Clarendon is committed to the development and use of procedures and practices which do not discriminate on grounds of sex, sexual orientation, marriage, race, ethnicity, age or disability and which provide genuine equality of opportunity for all employees/volunteers and prospective employees/volunteers
- Clarendon's equal opportunities policy will be followed when recruiting and selecting volunteers.
- Every effort will be made to match the volunteer's skills, talents and interests to the task.
- All volunteers will receive appropriate training and support from a member of staff.
- Clarendon is committed to the management of volunteers and will invest financial and personnel resources for this purpose where appropriate and according to budget pressures.
- All Volunteers will be given information on legislation or policies which may affect them.

Health and Safety

- All volunteers will receive a health & safety briefing and safeguarding before commencing work on their first day.
- Volunteers will be required to adhere to the Health & Safety/Child Protection policy and sign safeguarding agreement.

Responsibilities of Volunteers

- To provide emergency contact details.
- To carry out their tasks in a way which corresponds to the values of Clarendon.
- To respect confidentiality in all issues at Clarendon.
- To be reliable.
- To work within agreed guidelines and remits.
- To comply with Clarendon and the Children's Centre's policies and procedures with an emphasis on Safeguarding (please ensure you request the relevant information from your supervisor).
- To fulfil the requirements of DBS clearance, written references and an application form.
- All volunteers to undertake in-house safeguarding training.

Expenses

- In general, there are no financial rewards/payments for volunteer working, however, there are occasions when out of pocket expenses will be paid.
- These must be agreed in advance of spending by the Headteacher.

Rights of Volunteers are

- To know what is expected of them and be provided with necessary training
- To know what their rights and responsibilities are
- To be provided with Health & Safety/Child Protection information and be given an induction on their first day
- To have safe working conditions
- To be free from discrimination
- To withdraw/be withdrawn from voluntary work if no longer appropriate
- To raise any concerns with the Headteacher if they are unhappy about their treatment by either staff or other volunteers.

Review

Date reviewed : Autumn term 2014

Date due for review: Autumn term 2017