



# Volunteer Policy

Document Created by: Lisa Bridges

Date Produced: 31/01/17

Date Reviewed: 14/03/2018

Next Review: March 2019

Policy Links:

## Signed

..... Date 14/03/2018

Richard White  
Headteacher

..... Date 14/03/2018

Kevin George  
Chair of Governors



## **Volunteer Policy**

### **1. INTRODUCTION**

1.1 The purpose of this policy is to provide a clear statement and framework of how the Isle of Wight Studio School will operate in relation to people who volunteer their services to the School.

1.2 The Studio School is committed to developing and maintaining good volunteering standards throughout the organisation. The Studio School wants to ensure that volunteers are supported and managed effectively, with the aim of making their contribution to the School as positive as possible both for volunteers and the School.

1.3 This policy sets out the required standards that apply to a volunteer when attending the Studio School. It does not create an obligation on the volunteer to attend the Studio School nor does it create any mutuality of obligation between the parties. However, the School needs to be able to rely on individuals if they have volunteered.

### **2. SCOPE**

This policy applies to volunteers engaged by the Studio School either to provide experience to support their professional training or studies or volunteers providing support to teaching or other staff.

### **3. DEFINITION**

3.1 A “volunteer” is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of the School. Unless specifically stated, volunteers shall not be considered as “employees” of the Studio School.

### **4. PRINCIPLES**

4.1 There will be no contractual obligation on the volunteer to attend the Studio School and there will be no obligation on the School to provide the volunteer with any duties.

4.2 Each volunteer will be provided with volunteer role information (appendix A) detailing their role and the expectations of the Studio School. The information will also include the name of the person who is responsible for supporting them.

4.3 Volunteers will be provided with the necessary facilities required to carry out their role but without implying / granting employment rights.



4.4 The Studio School expects the same standard of behaviour and practice from both staff and volunteers. In particular, volunteers are expected to comply with the Code of Conduct as it relates to staff. Compliance with these standards does bestow employment rights or employer responsibilities on either the volunteers or the School.

4.5 Adequate and appropriate preparation for the arrival of the volunteers will be made by the team to which the volunteer is assigned.

4.6 At the beginning of the experience all volunteers will be given a copy of this policy.

## **5. ACCESS TO SCHOOL FACILITIES AND SUPPORT**

Volunteers will be issued with an ID card to access the School site.

## **6. SERVICE**

The Studio School accepts the service of all volunteers with the understanding that such service is at the sole discretion of the School. Volunteers agree that the School may at any time, for whatever reason, decide to terminate the volunteer's relationship with the School. Volunteers may at any time, for whatever reason, decide to sever their volunteering relationship with the School.

## **7. CONFIDENTIALITY**

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while as a volunteer. Failure to maintain confidentiality may result in termination of the volunteer's relationship with the School.

## **8. REFERENCES AND DBS CHECKS**

8.1 Prior to beginning volunteering all volunteers must complete a volunteer application form (Appendix B) and attend an interview.

8.2 All volunteers are required to have a barred list check.

8.3 All volunteers will undertake an enhanced DBS check and are ineligible to begin their duties until clearance has been confirmed by HR. Any disclosure certificate which shows convictions or any other information of concern listed will be subject to further discussion and a risk assessment.

8.4 All volunteers must sign a Volunteer Agreement (Appendix C).



## **9. ENDING A VOLUNTEERING AGREEMENT**

9.1 Volunteers who do not adhere to the rules and procedures of the School, or who fail to satisfactorily perform their volunteer duties will be informed by their supervisor that volunteering arrangement will be discontinued; this will normally be with immediate effect.

9.2 The volunteer will be offered an opportunity to discuss the reasons for discontinuing the arrangement with a member of HR and their Supervisor. Possible grounds for ending the agreement may include, but are not limited to the following: gross misconduct or insubordination, theft of property or misuse of School materials, abuse or mistreatment of students, staff or other volunteers, failure to abide by School policies and procedures, and failure to satisfactorily performance assigned duties.

## **ROLE INFORMATION SHEET FOR VOLUNTEERS**

This is a statement of the principal duties and responsibilities, which can be regularly expected of the volunteer although the range and frequency of duties undertaken will vary according to the needs of the students and the course.

A volunteer is anyone who carries out a task on behalf of the Studio School without payment.

Volunteers are responsible for maintaining the confidentiality of all information to which they may be exposed.

Volunteers must abide to all School's policies as they relate to staff and other School users.

The volunteer may work with students with a wide variety of needs and problems.

The volunteer is expected to supervise and assist students, either on an individual basis or in small groups, on educational activities set and marked by the teacher, including basic communication, reading and numeracy.

The volunteer will support teaching staff within the classroom, working with individuals or groups of students as indicated by the teacher.

The volunteer must be committed and attend regularly, notifying the teacher of any absences.

The volunteer must be able to listen and put the needs of the student first.

The volunteer may on occasion be asked to attend appropriate training.

**Supervisor's Name:**

.....





**SECTION D – PREVIOUS EXPERIENCE / PLACEMENTS (if any)**

.....  
.....  
.....  
.....  
.....  
.....

**SECTION E – REASON FOR VOLUNTEERING IN A SCHOOL**

.....  
.....  
.....  
.....  
.....  
.....

**SECTION F – REFERENCES**

All volunteers are required to have two satisfactory references

**Reference 1**

Referee’s full name: .....

Relationship to you: .....

Address: .....

Contact Phone Number:  
.....

E-mail Address: .....

**Reference 2**

Referee’s full name: .....

Relationship to you: .....

Address: .....

Contact Phone Number:  
.....

E-mail Address: .....



**SECTION G – EMERGENCY CONTACT**

In case of an emergency, whom should we call? (Name, phone)

.....

The Studio School is required to conduct a barred list checks and enhanced Disclosure and Barring service Check on all volunteers.

Signature .....

Date .....

*Your signature on this form gives the Studio School permission to complete a barred list check and DBS check. You are required to complete a DBS form and provide the relevant identity documents. Human Resources staff will advise you on this.*





## **VOLUNTEER AGREEMENT**

### **The Organisation**

We **Isle of Wight Studio School** agree to accept the services of .....

Beginning on ..... and commit to the following:

- To provide adequate information, training and assistance for the volunteer to be able meet the responsibilities of volunteering
- To ensure the satisfactory support to the volunteer and to provide feedback on performance
- To treat the volunteer with dignity and respect

### **The Volunteer**

I ..... agree to serve as a volunteer and commit to the following

- To perform my volunteer duties to the best of my ability
- To adhere to the School's policies, rules and procedures, including record keeping requirements and the confidentiality of School, staff and student information
- To meet time and duty commitments\* except in exceptional circumstances, or to provide adequate notice so that alternative arrangements can be made

\*Agreed volunteer hours are:

.....

Agreed and signed by:

Volunteer .....

Date .....

On behalf of the Studio School .....

Date .....