

# Mountjoy School

## Volunteers Policy

### January 2017



Reviewed by Finance & Staffing Committee:

Adopted by Full Governing Body:

Date of next review: September 2017

Signed: .....

Chair of Governors

.....

Date



# **Mountjoy School – Volunteers Policy**

September 2016



## **Recruitment and selection of Volunteers**

All prospective Volunteers must be:

- Over 18 years of age.
- Not in full-time education.

All prospective Volunteers will be asked to:

- Complete an “expression of interest” form.
- Take part in an informal interview to discuss reasons for wanting to volunteer, the skills and experience they can contribute and what they hope to achieve in return.
- Complete a DBS check if necessary or a risk assessment where a DBS check is not required.
- Be a positive representative of the school.
- Adhere to their task, responsibilities and commitment as agreed.
- Follow any procedures and standards explained by their supervisor including those relating to safeguarding, health and safety and diversity.

## **Training, induction and support of Volunteers**

- Volunteers will be given training appropriate to their role by a nominated member of staff.
- Mountjoy School is committed to treating Volunteers fairly under their equal opportunities policy.

## **Management of Volunteers**

- Mountjoy School will provide all Volunteers with:
  - Clear guidelines on what activities they are expected to undertake and the manner in which they should be undertaken;
  - Appropriate and sufficient training to undertake the relevant activities/tasks;
  - Relevant health and safety advice or training as necessary;
  - Relevant policies and procedures, particularly those relating to safeguarding and child protection;
  - Clear guidelines about confidentiality.
  - It will be explained to volunteers that they may not be able to choose which class groups they can work with, in the best interests of the children.

## **Health and Safety**

- Volunteers should disclose any information which relates to their own health and safety and must take reasonable care of their own health and safety and that of others.
- The SLMT will ensure that Volunteers do not undertake any activities which present a risk to their health or to others.
- If the conduct or performance of a Volunteer falls below what is required, they may no longer be offered duties and in some circumstances may need to be referred to the Independent Safeguarding Authority.

## **Insurance**

- Volunteers under direct supervision of the school will be indemnified against third party claims under the DCC employers and public liability policy whilst volunteering for the school.

*NB It may not be appropriate for Governors or parents of Mountjoy pupils to become volunteers. Each request will be addressed individually.*

# MOUNTJOY SCHOOL

## Volunteer Expression of Interest Form

First name/s: ..... Surname: .....

Address: .....

..... Postcode: .....

Phone: ..... Email.....

Please tell us why you want to volunteer at Mountjoy School

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

Please tell us about any relevant knowledge, skills and experience that you bring to the role:

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

Please indicate when you are available to volunteer by ticking the boxes below:

	Mon	Tue	Wed	Thurs	Fri
Morning					
Afternoon					

Do you have any criminal convictions? If yes, please specify (a conviction will not necessarily exclude you from volunteering but it will be taken into account when assessing your suitability):

.....  
.....

Do you consider yourself to have a disability or any medical condition that may affect your volunteering?: If yes, please specify:

.....  
.....

Please provide a summary of your employment history:

Employment History (most recent first) please include full details of any full-time, part-time and voluntary employment with end dates and brief explanations of any periods not in employment:				
Post Held	Name and Address of Employer	Service Dates (month and year)		Salary/Grade/ Voluntary
		From	To	

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced Criminal Records check (DBS) in line with safer recruitment guidelines.

**Signed**..... **Date**.....

**Please return your signed and completed form to the Headteacher. Thank you for your interest. We will be in touch with you shortly.**