

Name of Policy: Volunteer	Version/Last Review Date: Oct 2018 (V2)
Statutory documents linked to policy:	Previous review date: June 2015 (V1)
Other Policies linked to this policy: Equal opportunities Health & Safety Behaviour	Next Review Date: Oct 2021 (V3)
Governor Committee Responsible	People & resource Management

WNA Vision: All children will achieve their full potential, with holistic support, whilst enjoying and driving their own learning, gaining self-respect, self-esteem and self-belief. Our classroom extends to rich, exciting environments within the forest, the beach, the city and the community as a whole.

Volunteer Policy

We believe that, for children to flourish, the educational opportunities provided at school must be supported by caring, knowledgeable adults in the home. Parents and carers will therefore be encouraged, welcomed and respected for the knowledge and experience that they bring to a child's education. Moreover, they will be invited to partake in the ongoing program of training to further enhance their nurturing skills and improve basic skills in literacy and numeracy so that they are better able to support their child's learning.

We see a close link between volunteering and community involvement, volunteers contribute their time, energy and skills to benefit people in the community. Volunteering also benefits the volunteers themselves, contributing to health, well-being and self-confidence.

Volunteers are viewed as a valuable resource. All volunteers are entitled to be treated with dignity and respect regardless of gender, colour, race, class, disability, religion, age and sexual orientation.

Volunteering opportunities should:

- Relate directly to the aims and objectives of the school and enhance the volunteer's relationship with WNA
- Directly benefit the personal development of one or more pupils or of an immediate family member of a pupil
- Benefit the community, where this impacts positively on the standing of the school within the community (reputation, contacts, etc)
- Benefit the community directly surrounding the school by making links with local residents and community groups

Every role will have a clearly defined task with a timeline to complete the task within the school term. Each task will have measurable achievements and targets which will be recorded.

To maximise volunteering and overall benefits, we will ask people what they could contribute, on site or off. We will hold a Register of potential volunteers these will be matched to potential opportunities.

As A Volunteer You Can Expect To:

- Be given an induction to WNA and meet the staff
- Have a named person you can go to for advice and support
- Have a meaningful role with WNA which enhances the work of the school but does not act as a substitute to paid work
- Be given adequate information about the volunteer opportunities available within the school
- Have your skills matched with the volunteering role to maximise your potential
- Be covered by WNA public liability insurance
- Have the opportunity for self development in your volunteering role, through training, support and supervision
- Have access to all volunteer policies and procedures including child protection and health & safety
- Have reasonable out-of-pocket expenses reimbursed
- Have the right to complain

As A Volunteer We Expect You To:

- Be reliable and punctual
- Commit to regular volunteering for at least a term
- Notify a member of staff if you are not available
- Adhere to WNA's confidentiality policy and follow all appropriate policies
- Adhere to WNA's Child Protection Policy and take an active role in safeguarding
- Ask for support when and where it is needed
- Be involved in discussions about future volunteer roles

Conflict of interest

Volunteering in school can present a conflict of interest for parents and relatives. It is important that a volunteer is able to divide their attention amongst all the children in a group equally, and not be too involved with their own, or another familiar child. We acknowledge that circumstances may need managing to make this possible.

Volunteer Engagement Procedure

Volunteers may be recruited either through a specific interest in the school or through a general interest in volunteering. The sole qualification at the point of engagement will be to enhance the volunteer's relationship with WNA.

Prior to any volunteer assignment, a volunteer role will be developed for each volunteer. Volunteer roles will be reviewed at the beginning of the school term.

All volunteer roles will initially be done on a trial period agreed with the volunteer. Alternative volunteering opportunities may be agreed after this point. The volunteer can choose to leave at any time. Similarly WNA can end the agreement at their discretion.

To maximise our reach into the community we will have an:

- Interactive website dedicated to volunteering at WNA enabling discussion of roles to take place and ideas to develop.
- Promote the volunteer website through social media sites
- Advertise Links with volunteering orgs, such as volunteer centre Newcastle, Riverside Community Health Project etc
- Presentations to local groups such as Riverview Lodge, Guinness Trust, Friends of Benwell Nature Park

Our target audience for volunteer recruitment will be

- Parents, careers and other relatives
- Other supporters of the school/ethos
- Local residents and the wider community
- Students
- Organisations with staff release scheme

Supervision and Support

Volunteers will have effective training, supervision and support to encourage their interest and motivation.

This will include:

- Advice and information about the role they do
- Training and support around Safeguarding and Child Protection
- Support and understanding for any problems, concerns or difficulties they may have
- Opportunities for personal development including any appropriate training

Supervision

Volunteers shall receive supervision to review their role. The supervision session will review the performance of the volunteer, suggest any changes to the role and seek suggestions from the volunteer on means of enhancing the volunteer's relationship with WNA.

Evaluations should include both an examination of the volunteer's performance of his or her role and a discussion of any suggestions that the volunteer may have concerning the role to which they are connected.

The supervision session is an opportunity for both the volunteer and WNA to examine and improve their relationship.

The volunteer role and standards of performance should form the basis of a supervision session; a written record should be kept of each supervision session.

There will be an annual evaluation of the use of volunteers by WNA this evaluation will include information gathered from volunteers and staff.

Expenses

We value our volunteers and want to ensure that there are no barriers to volunteer involvement.

It is WNA policy to pay out-of-pocket expenses incurred whilst undertaking voluntary tasks.

- Volunteers travelling expenses will be reimbursed on production of a valid receipt
- Miscellaneous expenses, e.g. telephone calls, postage, meals, registered childcare or training (must be previously agreed).

Insurance

The following main areas of insurance need to be considered in respect of volunteers:

- i) Public Liability
- ii) Personal Accident
- iii) Personal Loss or Damage
- iv) Motor Insurance

All volunteers are covered by WNA's insurance policy whilst they are undertaking voluntary work.

Volunteers, who use their own car for WNA business, should be made aware that it is their own responsibility to make sure they are adequately insured for the tasks they do. WNA may cover the cost of any additional premium incurred due to volunteering but this must be agreed first.

Child Protection and Safeguarding Children

All volunteers working within WNA will be asked to complete an enhanced disclosure & barring form (DBS) and a Self-Declaration Form.

West Newcastle Academy is committed to safeguarding children in its widest sense; it concerns children's safety as well as children who may be suffering abuse. All volunteers and staff have a duty to ensure that the physical environment in which they work presents no hazards for children's safety.

Confidentiality

Some volunteering roles will require the volunteer to come into contact with confidential or sensitive information. The volunteer will be guided about this and will be expected to adhere to WNA's Confidentiality Policy. Personal information given by volunteers will be kept confidential unless it is strictly necessary to share this information. If a volunteer is told something in confidence, or told not to record it and has concerns they should seek advice from the head teacher.

Dealing with Problems

WNA aims to reflect the voluntary nature of our relationship with volunteers in all our policies and procedures for managing their involvement. Therefore the head teacher deals with all complaints or grievances about or by volunteers.

We aim to follow best practice in volunteer management and develop full policies and procedures; we also aim to obtain a quality standard mark as soon as possible.

If a volunteer's conduct is considered inappropriate they will be given a verbal warning, then a written warning. Volunteers can be immediately dismissed for gross misconduct. Examples of this are:

- Theft or malicious damage to property
- Being violent, abusive or harassing others
- Making false expenses claims
- Disclosing confidential information

Termination

Volunteers who do not adhere to the policies and procedures of WNA or who fail satisfactorily to perform their volunteer role may be asked to leave. No volunteer role will be terminated until the volunteer has had an opportunity to discuss any issues.

Volunteers may leave their volunteer role with WNA at any time.

Exit Interview

In order to improve our volunteer programme an exit interview will take place in order to find out why volunteers leave, what they have gained from their experience and what they think about the volunteering opportunities at WNA