



Volunteer Policy and Procedure

Statement

At Nant-y-cwm Steiner School we recognise that there can be situations in which Volunteers help can make an appropriate and significant contribution to helping us meet our objectives. This policy defines the term and sets out the principles, practices and procedures which we will follow in the appointment, management and control of Volunteers.

Definition

Volunteers may be described as individuals who put their experience, knowledge and skills at the disposal of an organisation, free of charge, with the primary aim of helping the organisation to achieve its service objectives and or with the primary aim of bringing some benefit to the school. In this sense, Volunteers are to be distinguished from student, other work placements and secondees, where the primary aim is usually for the student or secondee to obtain certain work experience or to carry out work or research in certain areas.

Recruitment

The relevant team must agree that a volunteer is needed in the school.

A volunteer job description must be written for the volunteer application pack.

All applications must be on a Volunteer Application form.

Recruitment of volunteers will follow the same procedure as recruitment of staff.

Please refer to the Recruitment Policy for more details.



Volunteer Agreement

This agreement is intended to indicate the seriousness with which we treat our volunteers. The intention of the agreement is to assure you both of our deep appreciation of your services, and to indicate our commitment to do the very best we can to make your volunteer experience here a productive and rewarding one.

Nant-y-Cwm Steiner School

Nant-y-Cwm school agrees to accept the services of(volunteer)

Commencing and we commit to the following:

1. To provide adequate information, training, and assistance for the volunteer to be able to meet the responsibilities of their volunteer job.
2. To ensure satisfactory supervisory support to the volunteer and to provide feedback on performance.
3. To respect the skills, dignity and individual needs of the volunteer, and to do our best to adjust to these individual requirements.
4. To be respectful to any comments from the volunteer regarding ways in which we might mutually better accomplish our respective tasks.
5. To treat the volunteer as an equal partner with the school's staff, jointly responsible for completion of the school's goals and the fulfillment of its ethos.



The Volunteer

1. Agree to serve as a volunteer and commit to the following:
2. To perform my volunteer duties to the best of my ability.
3. To adhere to the school's rules and procedures, including record-keeping requirements.
4. To work in a manner that respects all staff, pupils and visitors of the school.
5. To maintain confidentiality of any information relating to pupils, staff and workings of the school.
6. To meet time and duty commitments, except in exceptional circumstances, or to provide adequate notice so that alternative arrangements can be made.
7. To adhere to the Health and Safety policy of the school.
8. To be aware of the fire drill and assembly point.
9. To have a current Disclosure Barring Certificate (previously known as CRB).

I (volunteer) agree to commit to the above agreement and to maintain confidentiality of any information relating to all staff, pupils and workings of the school.

Signature Date

Staff Representative Date

This agreement may be cancelled giving 2 weeks notice at the discretion of either party, but will expire automatically at the end of the school year unless renewed by both parties.