



WEDNESFIELD HIGH SPECIALIST ENGINEERING ACADEMY

VOLUNTEER POLICY

Author	Revision Number	Date of Ratification at JNC	Review date
Miss Kirsty Jones	1		1 April 2017

Policy adopted by the LAB of:		Date:	
Signed by the Chair of the LAB:		Print:	

1. Introduction

It is our aim to involve parents in their children's education and to develop and maintain links with the local community. In order to enrich the lives of the children at Wednesfield High Specialist Engineering Academy, and to enable us to deliver the curriculum more effectively, we welcome the involvement of parents and volunteers from the community during the academy day and in extra-curricular activities.

2. Status of volunteers

A volunteer will not be an employee of the academy. He or she will not be engaged in a contract of employment nor in any type of contract for services. The engagement will be binding in honour only, there being no legal agreement between the organisation and the volunteer.

Volunteers are unpaid. The academy is under no obligation to offer or to continue to offer any volunteering opportunity to any person, irrespective of them carrying out volunteering work currently or in the past. Similarly, the volunteer is under no obligation to accept any opportunity offered, and may withdraw from the agreement at any time.

Before accepting the role of volunteer, the individual concerned will agree with the academy that they can fulfil the volunteer role expectations. The academy may withdraw the offer at any time, including after the volunteer has started their engagement. The volunteer may also withdraw from the agreement at any time. Both parties are encouraged to give the other as much notice as possible, should the agreement be brought to an end.

3. Recruitment and Selection

The volunteer applicant must complete a simple application form which gives permission to obtain a character reference and a Disclosure and Barring Scheme (DBS) application form obtainable from the Headteacher's PA.

The experience, qualities, skills and needs of any volunteer will be taken into account when deciding about the recruitment of a volunteer at Wednesfield High Specialist Engineering Academy. Please note, there is no guarantee that a volunteer will be found an immediate placement.

The placement should be mutually beneficial to the academy and volunteer.

An interview will take place with a view to agreeing a placement in order that the academy and volunteer will have the opportunity to find out about each other and to agree a role, timetable, support, dress code etc. The academy will outline relevant academy policies at the interview.

Any placement of a volunteer shall be for a fixed period and shall at the expiry of the period terminate unless expressly renewed in writing. Any placement may however be terminated by the academy at any time without notice if the Headteacher deems this to be in the best interest of the academy, students or staff. Such termination need not involve any fault, shortcoming or wrongdoing attributable to the volunteer.

4. Management of Volunteers

The academy will ensure that volunteers are given suitable induction training at the beginning of their placement.

The volunteer will be given a named contact person who will review the work undertaken by the volunteer and will assist the volunteer generally and, particularly, in the event of any problems occurring.

Regular supervision of the volunteer will be provided as appropriate to the task undertaken and the needs of the volunteer.

The volunteer's role, including status with students, will be made clear.

Volunteers will be given opportunities to contribute their ideas and opinions about the work that they are engaged in.

Volunteers will be given training regarding child safeguarding issues/procedures.

The volunteer must sign in and out each day at the Reception and a visitor badge must be worn at all times.

5. Confidentiality

Volunteers will be made aware that information relating to students, parents and staff is confidential. We ask that volunteers adhere to our policy of confidentiality at all times.

6. The Volunteer

The volunteer agrees to carry out all reasonable tasks assigned to him/her to the best of their ability and to generally promote the interests of the academy and to abide by the terms and conditions set out in this policy and agreement.

Signed: on behalf of the academy

Dated

Print name:

Signed: on behalf of the volunteer

Dated

Print name: