

## **Policy on employing Volunteers**

### **Policy purpose and scope**

This policy sets out the School's position in providing opportunities for individuals who have chosen to volunteer their services to the School.

### **The volunteer relationship**

A volunteer does not have the same legal protection as a paid employee. It is therefore important to understand that the volunteer relationship does not create a legally binding contract and that there is no intention to give the benefit of such rights. This agreement is binding in honour only

Volunteers shall be allowed to carry out roles that are only specified by Wynstones. For this reason, Wynstones will sometimes require volunteers to commit to the School for a length of time. However there will be times when this will not be required. It is hoped that volunteers will gain most from their volunteering experience within a year and that agreements will expire after one year.

There are four conditions which must be met before someone can be engaged as a volunteer. These are:

- The role must fulfil a specified need
- The volunteer must have the required skills and experience
- There are sufficient resources available to support the volunteer, and
- A DBS check has been carried out.

When the volunteer has been accepted into a role they should have all reasonable expenses covered. This may include travel, personal protective clothing, training and learning materials.

### **Volunteer agreement**

All volunteers will be provided with a written agreement which makes clear that the volunteer relationship is a non-contractual arrangement.

### **Training**

The School will provide volunteers with a thorough induction to the School's work and provide any necessary training required to meet the responsibilities of the role, including those to comply with health and safety.

The provision of necessary training, to enable the volunteer to develop any other skills required to fulfil their role, will be identified during supervision.

### **Supervision and support**

The School will provide the necessary supervision and support to enable the volunteer to carry out their tasks competently and to achieve and maintain these standards.

The volunteer will be allocated a named point of reference who will meet with the volunteer regularly to review and discuss their role to help them develop. The purpose is also to enable the volunteer to develop positive, constructive relationships with our paid working members of our community.

### **Policies and procedures**

Wynstones sets high standards of behaviour for our staff and volunteers and does not tolerate any inappropriate behaviour. If an incident occurs we will talk to the people involved in private and explain exactly what we would like them to change in their behaviour. When they understand and change they are welcome to continue volunteering but if they do not respond positively to repeated requests to change their behaviour, they will be asked to no longer volunteer. If anyone behaves in a way to commit serious misconduct (violence, theft, drug abuse, non-compliance with safety plan, harassment, etc.) they will be asked to leave immediately. All volunteers have a responsibility to comply with this policy.

In addition, the following internal policies and procedures apply to volunteers as well as paid members of our working community. Volunteers are to be supplied with a copy of these policies at induction.

- the Equal Opportunities Policy,
- the Internet and E-mail Policy,
- the Health and Safety Policy,
- the Security and Data Protection policy

### **Insurance**

The School will provide adequate personal injury, professional and public liability insurance cover whilst undertaking voluntary work that is approved and authorised by the School. This includes cover to drive School vehicles. However, it does not include either vehicle or contents insurance for private vehicles.

While volunteering at Wynstones, volunteers are insured for Public Liability and Personal Accident. Public Liability insurance covers you for claims made against you for negligence or carelessness to others, including other volunteers. Personal Accident insurance provides limited compensation, regardless of fault, to anyone who is injured while on a Wynstone's Volunteer project. This cover applies only while you are on the school premises. You are not covered for accidental loss or damage.

### **Concerns**

If volunteers have any issues or concerns during their volunteering relationship they should initially raise such concerns with Policies and Human Resources Administrator.

All Procedures are available upon request from the School Receptionist.

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