



Mill Lane Community School & The Windmill Community Nursery

Growing, Thriving, Flying

Volunteers Policy

This policy applies to Mill Lane Community Primary School and the attached Windmill Community Nursery, as well as the extended services provision provided by Mill Lane.

Introduction

This policy sets out the broad principles of voluntary involvement in Mill Lane Community Primary School & The Windmill Community Nursery. It is of relevance to all within the school, including volunteers, staff, and those elected or appointed to positions of responsibility.

Volunteers have a very important role to play in bringing a range of skills and experience that can enhance and promote the learning opportunities that we offer to our students. Our volunteers include:

- Members of the Governing Body (members of the Governing Body are governed by a separate procedure)
- Members of the MLSA (parent / school association)
- Parents of pupils
- Ex-pupils
- Ex-members of staff
- Students on work experience
- University students
- Local residents
- Friends and supporters of the school

The types of activities that volunteers engage in, include:

- Working with small groups of students to assist them in their learning
- Working alongside individual students, as an additional tutor
- Accompanying school visits
- Assisting with extracurricular activities

Commitment

Mill Lane Community Primary School & The Windmill Community Nursery values the contribution made by volunteers and is committed to involving volunteers in appropriate positions. The School & Nursery recognises its responsibility to arrange volunteering efficiently so that the volunteer's time is best used to the mutual advantage.

Statement of Values and Principles

Volunteering is a valuable activity that is supported and encouraged by the School & Nursery and is not intended to be a substitute for paid employment. The role of volunteers complements but does not replace the role of paid staff.

Appropriate steps will be taken to ensure that paid staff are clear about the role of volunteers, and to foster good working relationships between paid staff and volunteers.

The volunteer role is a gift relationship, binding only in honour, trust and mutual understanding. No enforceable obligation, contractual or otherwise, can be imposed on volunteers to attend, give or be set a minimum amount of time to carry out the tasks involved in their voluntary activity undertaken by the volunteer.

Although volunteers offer time freely and willingly without obligation, there is a presumption of mutual support and reliability. Reciprocal expectations are acknowledged – both of what the school expects of volunteers and what volunteers expect of the school.

Volunteer Co-ordination

All volunteers will have a member of staff or volunteer to offer guidance and advice to help the volunteer carry out tasks effectively. Volunteers will be informed of who to contact to receive support and supervision.

Recruitment & Process for Recruiting Volunteers

Mill Lane Community Primary School and The Windmill Community Nursery are committed to equal opportunities and believes that volunteering should be open to all. The acceptance of volunteer assistance for a particular role will be based on the individual's suitability to carry out agreed tasks.

The school will follow this process:

- a) Identify the need and role
- b) Attract candidates by means of a local advert/other methods of communication used by the school
- c) The candidate(s) attend a meeting at school for an informal discussion to ensure that they are suitable for the role
- d) References are applied for and screened, if deemed necessary a DBS Enhanced Disclosure is undertaken before the volunteer starts working.
- e) The volunteer will be made aware of their role and responsibilities within the school (this is not required where a volunteer is participating in a one-off activity)
- f) Induction – relevant school policies and documentation should be explained and issued. This will include mandatory safeguarding training.

Volunteers will be properly briefed about the activities to be undertaken and given all the necessary information to enable them to perform with confidence.

Training and Development

All volunteers will be made aware of and have access to all the school's relevant policies, including those relating to volunteering, health and safety, safeguarding and equal opportunities, behaviour management and grievance.

Support, Supervision and Recognition

All volunteers work under the supervision of a teacher or permanent member of staff. Teachers retain ultimate responsibility for students at all times, including pupils' behaviour and the activity that they are undertaking. Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out and the expected outcome of the activity. In the event of any query or problem regarding the pupil's understanding of the task, their behaviour or welfare, volunteers must seek advice/guidance from their designated supervisor.

Expenses

The school's volunteers are able to claim reasonable out of pocket expenses, subject to the production of receipts as evidence of the expenditure. What can be reclaimed from the school and the calculation of expenses will be explained to the volunteer before they start any activity likely to give rise to expenses. Volunteers will be made aware of the procedure for the reimbursement of expenses.

Insurance

The school's liability insurance policies include the activities of volunteers and liability towards them. The school does not insure the volunteer's personal possessions against loss or damage.

Confidentiality

The school will advise the volunteer on its confidentiality policy and procedures, where relevant. This would include those relating to personal information held by the school relating to the volunteer.

Rights and Responsibilities

The school recognises the rights of volunteers to:

- know what is (and what is not) expected of them
- have adequate support in their volunteering
- receive appreciation
- have safe working conditions
- be insured

- know their rights and responsibilities if something goes wrong
- receive relevant out-of-pocket expenses
- receive appropriate training
- be free from discrimination
- be offered the opportunity for personal development

The school expects volunteers to:

- be reliable
- be honest
- respect confidentiality
- make the most of training and support opportunities
- carry out tasks in a way that reflects the aims and values of the school
- work within agreed guidelines
- respect the work of the school and not bring it into disrepute
- comply with the school's policies

Agreed by Full Governing Body of Mill Lane Community School

Signed by the Chair

A handwritten signature in black ink, appearing to read 'S A Watkinson', with a long horizontal flourish extending to the right.

S A Watkinson

Policy Written: January 2023

Policy to be reviewed: January 2025

Appendix

**Mill Lane Community Primary School &
The Windmill Nursery**

Governor - Confidentiality Agreement

First of all, thank you for volunteering to be a Governor of this school. Your help and support in this role is greatly appreciated. In this role you are supporting the life of this school. This role carries certain responsibilities on your part including the requirement to be confidential about school matters. By signing this agreement, you agree to uphold Mill Lane Primary School and Nursery's Confidentiality Policy.

This means you will not share pupil / staff information with anyone other than those who are directly involved.

Examples of confidential information are:

- Information about staff and pupils.
- Information about actions of the Governing Body that are not published In Governing Body minutes.
- Information accessed by 'privilege' e.g. notices on staff noticeboard.
- Information about future school plans / actions than have not been disclosed to parents.

I understand that I may have access to confidential information and that it is my responsibility to maintain the integrity of this information and to keep it private. I further understand that disclosure of confidential information may result in termination of my membership of the Governing Body.

PRINT NAME of Governor	
Signature of Governor / Date	

Signature of school representative /Date	
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Mill Lane Community Primary School &

The Windmill Nursery

Voluntary Helper - Confidentiality Agreement

First of all, thank you for volunteering to be a helper at this school. Your help and support in this role is greatly appreciated. In this role you are supporting the life of this school. This role carries certain responsibilities on your part including the requirement to be confidential about school matters. By signing this agreement, you agree to uphold Mill Lane Primary School and Nursery's Confidentiality Policy.

This means you will not share pupil / staff information with anyone that breeches confidentiality.

Examples of confidential information are:

- Information about staff, pupils, and events that occur in school. For example, a parent who knows you are a helper at the school may ask you how their child is getting on (e.g. academically / behaviour). To prevent and misunderstanding, it would be better to advise the parent to speak to the class teacher.
- Information accessed by 'privilege' e.g. notices on staff noticeboard /conversations
- If you see something in school that concerns you, please discuss the matter with the head teacher.

I understand that I may have access to confidential information and that it is my responsibility to maintain the integrity of this information and to keep it private. I further understand that disclosure of confidential information may result in me no longer being required to be a volunteer helper.

PRINT NAME of helper	
Signature of helper / Date	
Signature of school representative /Date	

**Mill Lane Community Primary School &
The Windmill Nursery**

Student/Work Experience - Confidentiality Agreement

Please read the school's Confidentiality Policy.

This work placement / experience carries certain responsibilities on your part including the requirement to be confidential about school matters.

By signing this agreement, you agree to uphold Mill Lane Primary School and The Nursery's Confidentiality Policy. This means you will not share pupil / staff information with anyone that breaches confidentiality.

Examples of confidential information are:

- Information about staff, pupils, and events that occur in school.
- Information accessed by 'privilege' e.g. notices on staff noticeboard /conversations.
- If you see something in school that concerns you, please discuss the matter with the head teacher.
- You must never use information about individual children outside the school without parental permission (photographs/names).

I understand that I may have access to confidential information and that it is my responsibility to maintain the integrity of this information and to keep it private. I further understand that disclosure of confidential information may result in me no longer being able to complete my placement as a student.

PRINT NAME of Student	
Signature of Student / Date	
Signature of school representative /Date	