



GREEK COMMUNITY SCHOOL OF NOTTINGHAM

VOLUNTEERS POLICY

INTRODUCTION

At Greek Community School of Nottingham, volunteers are a welcome resource for helping to raise children's achievement, complementing the work of teachers. We feel that our school will benefit greatly from developing well-planned, active parental and community links through participation by adults in the activities of the school on a voluntary basis. We also feel that the role of volunteers in our school provides for the enrichment of the pupil's learning experiences, but should not encroach on or restrict professional teaching duties. The development of any volunteer, whether for one day or for a number of sessions over a longer period, is managed with care; in particular taking account of the needs of the pupils and the staff to whom they are assigned.

At our school the Head Teacher and the School Committee are mindful of deploying volunteers appropriately. Volunteers are not asked to replace paid staff or given responsibility within the school that would normally be associated with paid employees.

Volunteers are not asked to carry out duties which:

- Fall normally within a teacher's responsibility
- Fall normally within the job description of a teacher or member of the committee. They could be asked to cover the absence of staff from school.
- Would normally be performed by the school.
- Require them to have unsupervised access to children on one to one basis.
- The class teacher remains responsible for the organisation of the class and methods of work.

ORGANISATION

During a visit to the school each volunteer is linked with a specific member of staff to whom he or she will be directly responsible. Whilst there should be no significant addition to the workload of the staff member taking responsibility for the volunteer, it is expected that time is taken to ensure the volunteer is adequately inducted into the role and that there is mutual agreement and understanding. This additional responsibility is not compulsory for staff but will only be delegated with the agreement of the employee concerned.

All volunteers are made to feel welcome. The parameters of their role within the school are clearly defined from the outset in order to avoid the possibility of misunderstanding.

SCHOOL REGULATIONS AND OTHER INFORMATION

In fairness to all concerned volunteers are made aware of the rules at the school; the key “dos” and “do not” for children and adults. This includes procedures designed to avoid hazards or risks associated with the tasks that they are being asked to carry out and, importantly, details of first aid and emergency arrangements such as procedures to follow in case of fire.

As part of their induction to life at the school, volunteers are also provided with basic information such as details of those facilities available to them eg. Staff room, toilets etc.

We feel that **it is vital that volunteers are made aware of the following procedures:**

- Expectations with regard to confidentiality
- Access to information related to pupils and/or staff
- Expected level of behaviour
- School’s equal opportunities policy-especially focussing on issues relating to discrimination and the use of appropriate language
- Annual calendar of the school
- Inform the staff or the Head Teacher for any absence
- Requirement of a full year (36 Saturdays) volunteer work before Greek school will be able to provide any job reference

CHILD PROTECTION

The law requires the school to receive an enhanced CRB disclosure check for anyone with responsibilities which can give them regular unsupervised access to pupils under the age of 19. The volunteer can help:

1. in the classroom
2. in the extra curricular activities
3. supervise pupils on school organised holidays or residential visits

Volunteers also have:

- ongoing
- substantial
- unsupervised access also fall under this category

The Head Teacher will take all reasonable steps to confirm the identity of the person volunteering.

ALLOWANCES

Although there is no obligation to make financial reimbursement to volunteers; out of pocket expenses are available, connected with the tasks they undertake for the school, reimbursed through the school fund, if requested.