



Overdale Parents Association Volunteer Policy April 2019

Introduction

Overdale Parents Association exists to raise charitable funds for Overdale Infant and Overdale Junior School for the educational benefit of children within both schools.

Principles

This Volunteering Policy is underpinned by the following principles:

- Overdale PA will ensure that volunteers are properly informed about the overall event they have volunteered to support
- Overdale PA will work positively with volunteers and, where appropriate, will actively seek to involve them in their work
- Overdale PA will seek to provide relevant information and/or training for them to do their volunteering effectively.

Practice guidelines

The following guidelines deal with practical aspects of the involvement of volunteers.

Recruitment

All prospective volunteers will be sought by invitation. This is usually, via school, to all parents/carers asking them to express an interest in supporting an event.

Volunteer information

Each volunteer will have verbal or written communication prior to the start of an event. This will confirm full details of their role at the event. This will usually be provided by the event co-ordinator, or for larger events (such as the fete) the volunteer coordinator.

Expenses

Volunteers will not be reimbursed financially for their time. If there are specific expenses expected these will be agreed with the event coordinator prior to the event and an expense claim form provided.

Training

All volunteers, unless otherwise specified, will receive verbal training as required for volunteering at an event. Written instructions will be available as appropriate.

If necessary - specific training will take place prior to an event.

Support

All volunteers will have a named person as their main point of contact.

For larger events (such as the fete) a list of contacts to be used in the case of an emergency will be provided.

The volunteer's voice

Volunteers are encouraged to express their views about matters concerning Overdale PA and its work. Feedback from volunteers should be sought after an event to support the continued improvement of Overdale PA volunteer arrangements.

Insurance

All volunteers are covered by Overdale Infant and Overdale Junior School insurance policies (on Campus) otherwise via Parentkind insurance policies adopted by Overdale PA.

Health and safety

All events take place on Overdale Infant and Junior sites with school personnel present. The Health & Safety of volunteers is therefore overseen by the school H&S procedures.

Each event however, should have an event risk assessment drawn up by the coordinator and shared with the school linked person for sign off prior to the event taking place.

Equal opportunities

Overdale PA adopts an all-inclusive approach by offering all volunteering opportunities to all parents/carers via the school office. There are no exceptions to this.

Problem solving

We aim to identify and solve problems at the earliest possible stage. Volunteers are encouraged to discuss any problems with the event co-ordinator.

A complaints/commendation policy is available on both school websites PA page.

Confidentiality

Volunteer information will only be kept temporarily for the purpose of the event they are supporting.

Volunteer data will not be retained for any other use.