



Plaxtol School Association

Volunteering Policy

This policy sets out the principles for volunteering within Plaxtol School Association (PSA). It is relevant to all within the association and is endorsed by the PSA Committee. It is distinct from any policies the school may publish.

Commitment

The Plaxtol School Association (PSA) acknowledges the contribution made by its volunteers and is committed to involving volunteers in appropriate positions and in ways that are encouraging and supportive. The PSA also recognises its responsibility to arrange volunteering efficiently so that the volunteer's time is best used to the mutual advantage of all concerned.

Definition

A volunteer is a person who, unpaid and of their own free will, contributes their time, energy and skills to benefit the PSA.

Volunteer Co-ordination

All volunteers should report to the PSA Committee, who will offer guidance and support to the volunteer so they may carry out task effectively. Volunteers may be given an individual name of a committee member to report to.

PSA volunteers will have a clear and concise task description, will be properly briefed about the activities to be undertaken and be given all necessary information and equipment to enable them to complete the activities.

Volunteers need to read (and in some cases help to write) relevant risk assessments and comply with the safety guidance given to them.

It is the PSA volunteer's responsibility to ensure they understand the task they have been given and to raise any concerns or training needs before undertaking any activity.

Rights and Responsibilities

The PSA recognises the rights of volunteers to:

- Know what is expected of them
- Have adequate support and training
- Receive appreciation
- Volunteer in a safe environment
- Be insured
- Be free from discrimination

The PSA expects volunteers to:

- Be reliable
- Be honest
- Respect confidentiality
- Carry out tasks in a way that reflects the aims and values of the association
- Carry out tasks within agreed guidelines
- Respect the work of the association and not bring it into disrepute
- Comply with the association's policies, including on risk assessments and safeguarding