

## Volunteering Policy

### Introduction

This policy sets out the principles for voluntary involvement within Hartfield School PTFA. It is relevant to all within the association and is endorsed by the committee (or volunteers) of Hartfield School PTFA. It will be reviewed yearly to ensure that it remains appropriate to the Organisation and its volunteers needs.

### Commitment

Hartfield School PTFA 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 organisation 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 Hartfield School PTFA.

### Volunteer Co-ordination

All volunteers should report to the Hartfield School PTFA 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.

The nominated committee member with overall responsibility for volunteering within the association is The Chair.

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.

It is the 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 association 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

*These model policies do not constitute legal advice or attempt to cover all situations that your association may require. We recommend that you use these model policies as a starting point to develop policies that cover your precise needs and situation. These policies are based upon our best interpretation of current guidance that has been provided by a range of sources. We will endeavour to update these policies regularly with any relevant changes.*

- Be free from discrimination

**The association 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.

This policy will be reviewed annually by the Hartfield School PTFA committee prior to the AGM.