



friends

OF HOLMEWOOD

Managing Volunteers Policy

Why we need volunteers

The Friends of Holmewood Committee is comprised of volunteer parents of the school elected each year at the AGM. Its main aim is to co-ordinate fundraising for the school by organising a series of fun events for children and parents throughout the year.

The Friends of Holmewood regularly undertakes the following events:

New Parents's Welcome Drinks
Fireworks Night
Christmas Fair
Quiz Night
Easter Activities
Pre-Prep Summer Party
Summer Fun Day (alternate years)
May Ball (alternate years)

These events rely heavily on volunteers from parents and staff and without this support we would not be able to host such excellent and varied events.

Recruitment

Every parent and member of staff in the school is automatically part of the Friends of Holmewood and can get in touch if they would like to help in any way. Volunteers bring with them a range of skills and experience that can enhance the learning opportunities of pupils and bring new ideas and fundraising suggestions to further increase the school funds.

Our volunteers include:

- Parents/relatives of pupils
- Teaching staff
- Members of the Governing Body

Activities

The types of activities that volunteers engage in, on behalf of the school, include:

- Running stalls at fundraising events
- Selling drinks and refreshments
- Arts and craft
- Co-ordinating children's activities

- Co-ordinating adult social events
- Setting up and clearing away at events
- Committee meetings
- Administration
- Liaising with members of staff
- Marketing and Publicity
- Accounting

Our Friends of Holmewood website highlights volunteer roles that are needed for each event and members can sign up online to volunteer. They can also contact us via email and we send communications to the list of parents and staff that have expressed an interest in helping on a regular basis informing them of upcoming events and any support needed.

Selection of Volunteers, Induction and Training

The experience, qualities, skills and needs of any volunteer will be considered when deciding about the allocation or roles at each specific event. There is no guarantee that a volunteer will be found an immediate placement or any placement at each specific event. If this is the case, a verbal/written communication will be sent to the individual explaining why their services were not required.

Any volunteers should agree to carry out all reasonable tasks assigned to him/her to the best of their ability and to generally promote the interests of the school. They will be asked to agree to abide by the terms and conditions set out in the relevant Friends of Holmewood policies which they will be signposted to.

New members of the committee who become trustees of the charity are given all the Friends of Holmewood information and policies to read prior to signing the trustees declaration form laid out by the charity commission. Where possible, new committee members will also work with an experienced member on certain events/ activities until they are confident and understand the processes to be followed.

Expenses

Volunteers who are not committee members should not need to purchase items for events. This should be done by the committee member in charge of the event once agreed in advance with the Treasurer.

An expenses form should then be completed by the committee member and submitted with proof of purchase/ receipts to the Treasurer for reimbursement via BACS. Wherever possible, invoices for large items should be requested and sent directly to the Treasurer to avoid committee members having to purchase expensive items.

Supervision and Support

The volunteer's role, including status with pupils, will be made clear at the time that they sign up to the role and on the day of the event. Briefing sheets are available for events like the Christmas Fair activities/ Easter activities on the day. Volunteers will be given opportunities to contribute their ideas and opinions about the work that they are engaged in.

We greatly value the work of volunteers in school and to demonstrate this we aim to show appreciation for the volunteer's work through feedback directly to the volunteers, via the Class Reps and via the newsletter.

Insurance

Volunteers are covered by the PTA-UK insurance held by the Friends of Holmewood.

Health and Safety

The school has a Health & Safety Policy and this is made available to volunteers working in the school.

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated member of staff /Friends of Holmewood committee member.

Complaints Procedures

Where a volunteer is engaged in a 'one-off' activity no formal checks are required. All Friends of Holmewood Committee members are DBS checked regardless of activities they are involved in. Any concerns a volunteer has about child protection issues should be referred to the Chair of the Friends of Holmewood Committee, the Designated Safeguarding Lead or Head Teacher.

Any complaints made about a volunteer will be referred to the Chair/Co-Chair of the Friends of Holmewood or appropriate senior member of the committee for investigation as per the Friends of Holmewood Complaints Handling Policy.

Confidentiality Statement

Volunteers will be told that information relating to pupils, parents and staff is confidential and volunteers will maintain confidentiality at all times. Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers may have about the pupils they work with/come into contact with should be voiced with the Chair of the Friends of Holmewood Committee or a member of staff and NOT with the parent(s) of the child.

Volunteers who are concerned about anything in the school, which may affect their work, should raise the matter with the Chair of the Friends of Holmewood or appropriate member of the Committee. Any information gained at the school about a child or adult should remain confidential.

Information about volunteers is also a matter of confidentiality and application forms and personal details must be kept securely by the Friends of Holmewood and not divulged to others except on a need to know basis.