



Friends of Leonard Stanley School (FOLSS)

Managing Volunteers Policy

Title: Managing Volunteers Policy

Person(s) who created policy: Jo Byrne

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Friends of Leonard Stanley School

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MANAGING VOLUNTEERS POLICY

1. Introduction:

Friends of Leonard Stanley School (FOLSS) is run by parents, staff and friends of the school. FOLSS objectives are to advance the education of the pupils at Leonard Stanley Primary School, in particular by engaging in activities or providing facilities or equipment which support the school.

In order to do this FOLSS organises varying events and initiatives for pupils, parents and the wider community. Without everyone doing a little bit FOLSS wouldn't be able to put on these events or manage these initiatives and raise so much extra money for the benefit of all of our school's children.

2. Recruitment:

Every parent in the school is automatically a member of FOLSS 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

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

- Running the school's outdoor swimming pool
- Manning stalls at fundraising events
- Selling drinks and refreshments
- Selling event entrance and raffle tickets
- Selling second-hand uniform
- Administration
- Outdoor Learning Works Days
- Liaising with members of staff, Governing Body and suppliers
- Marketing and publicity
- Accounting
- Arts & crafts
- Co-ordinating/hosting events
- Committee meetings

Anyone wishing to become a volunteer, either for a one-off event or on a more regular basis should contact the Chair(s) of FOLSS via the email address info@folss.org.uk as stated on the FOLSS website and on printed material issued or via the contact form on the FOLSS website.



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3. Selection of volunteers: what the volunteer can expect.

The experience, qualities, skills and needs of any volunteer will be considered when deciding about the allocation of resources or roles at each specific FOLSS event. N.B. 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 FOLSS and the school. They will be asked to agree to abide by the terms and conditions set out in the relevant FOLSS policies which they will be signposted to on the FOLSS website. Volunteers will also be asked to agree and abide by School policies where relevant (available on the School's website).

4. Expenses:

Please refer to the FOLSS Finance Policy for details.

5. Supervision and Support:

The volunteer's role, including status with pupils, will be made clear. Volunteers will be given opportunities to contribute their ideas and opinions about the work that they are engaged in.

As a PTA, we value the work of volunteers in school and to demonstrate this we aim to show appreciation for the volunteer's work.

Where relevant appreciation of work carried out by FOLSS volunteers will be publicised via Teacher2parents texts, FOLSS Newsletter and FOLSS website.

6. Insurance:

Volunteers are covered by Parentkind's Public Liability Insurance.

7. Health and Safety

Both FOLSS and the school have a Health & Safety Policy and this is made available to volunteers working in the school via their respective websites.

Note: You will be informed if a fire drill is planned for the day you are in school. If the alarm goes off, please make your way via an external door to the muster point on the playground.

Volunteers need to exercise due care and attention and report any obvious hazards or concerns on the School grounds to the designated member of staff and the FOLSS Chair(s).

8. Confidentiality & Safeguarding

The contents of FOLSS Committee meetings including agendas are strictly confidential unless the Chair(s) has given permission to share details where relevant.

FOLSS business is also not to be publicised on social media or messenger groups, unless by the Chair(s) where relevant. See FOLSS Social Media Policy for details.



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Please remember that schools are governed by the GDPR rules on data protection. This is also key to effective safeguarding. All adults are expected to treat information confidentially and not to discuss / share information about other parents' children out of school. If you see / hear anything that concerns you, please speak to the class-teacher or a member of the Senior Leadership Team (detailed below).

The Head Teacher and Designated Safeguarding Lead is Mr Andrew Green, the KS2 Leader is the Y5 teacher and Dep Head (Mr Andy Babbage). The KS1 Leader is the EYFS / KS1 PPA teacher (Miss Charmaine Brunt). The EYFS Leader is the YR teacher (Mrs Emma March) and the SENCo is Mrs Sarah Howard.

The class-teacher or any of the above staff can be approached if you have a problem, query or concern.

The school's safeguarding leads are the Head Teacher, Deputy Head Teacher and Key Stage 1 Leader. If you have concerns about a child, please speak to them or the class-teacher urgently.

If a child starts to make a disclosure to you (e.g. of any form of abuse) please use the following script:

"Thank you so much for trusting me and talking to me.

I have to let your teacher know so that we can keep you safe and start to make things better".

Then inform the teacher.

Please note: Mobile phones are not allowed in the presence of children. Safe zones are the staffroom and the school office (provided no children are present).

Please do not take camera phone images of children whilst on the School grounds as this contravenes the School's safeguarding rules.

If you see any child involved in an incident (especially one involving another child) please inform the teacher immediately so that they can deal with it. Please avoid the temptation to deal with this yourself, particularly if your child is also involved.

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

DBS Checks

All Committee Members are subject to a DBS Check (if they do not already have one for the School setting). The Chair(s) are subject to an enhanced DBS Check. Where a non-committee volunteer is engaged in a 'one-off' activity no formal checks are required.

8. Complaints Procedures

Any complaints made about a FOLSS volunteer should be referred in the first instance to the Chair(s) for investigation as per the FOLSS Complaints Procedure Policy. See FOLSS Complaints Procedure Policy for further information.

Availability of this policy

This policy is publicly available through the FOLSS website folss.org.uk, is sent to and reviewed biennially by all Committee Members of FOLSS for whom an email address is held and is referenced as part of the information stated in our Data Protection Policy.