

The Olive Supplementary School Volunteering Policy

This volunteer policy falls under the ambit of the general MKMA voluntary policy as below with amendments.

1. Introduction

In line with our mission statement MKMA seeks to involve volunteers to help in the efficient and safe running of the Olive Supplementary School.

2. Practice Guidelines

a. Recruitment

All prospective volunteers will be interviewed to assess their current skills and suitability for current/vacant volunteer roles, taking into consideration the work the volunteer would like to undertake and how best their potential might be realised. Volunteers who are currently (before the adoption of this policy) helping at the Olive Supplementary School will be interviewed to ensure their suitability.

b. Volunteer Agreements and Voluntary Work Outlines

After consultation, each volunteer will sign a Volunteer Agreement to confirm the specific role they will be undertaking and establish what MKMA undertakes to provide for them.

c. Expenses

All volunteers will have the potential of their travel and other expenses reimbursed – where these have been agreed by the MKMA Executive beforehand. Details of applicable rates and how to claim are available on request.

d. Induction and training

All volunteers will receive an induction into Olive Supplementary School and the role they will undertake. Training/induction will be provided as appropriate.

e. Support

All volunteers will have a named person as their main contact. They will be provided with regular supervision to feed back on progress, plan future development and discuss any problems in confidence.

f. The Volunteer's Voice

Volunteers are encouraged to express their views about matters concerning the Olive Supplementary School and may be invited to meetings or in confidence as appropriate.

g. Insurance

All volunteers are covered by MKMA's insurance policy whilst they are on the premises. A copy is available on request.

h. Health and Safety

Volunteers are covered by MKMA's Health and Safety Policy, a copy is available on request.

e. Equal Opportunities

MKMA operates an equal opportunities policy in respect of both paid staff and volunteers. A copy is available on request.

f. Child / Adult Protection

MKMA operates a Child / Adult Protection policy. Volunteers must agree to a CRB check (unless other provisions apply) if their role involves working with children or vulnerable adults. A copy is available on request.

g. Problem Solving

We aim to identify and solve problems at the earliest possible stage. A procedure has been drawn up for dealing with complaints either by or about volunteers. A copy is available on request.

h. Confidentiality

Volunteers will be bound by the same requirements for confidentiality as paid staff.

i. Grievance

If an Volunteer has a grievance relating to her/his work, working conditions, stipend, working hours, treatment by fellow workers, health and safety requirements or any other issue affecting their role in the Olive Supplementary School they should in the first instance talk the matter over with the Headteacher on an informal basis. The Headteacher will discuss these concerns in confidence, make discrete investigations and attempt to resolve the matter speedily and fairly. Should this stage conclude the grievance then the Headteacher will respond in writing to the complainant summarising the agreed resolution. Should the matter remained unresolved the Teacher/Volunteer may raise the complaint to the MKMA Management Committee.

3. Volunteer Agreement

Volunteers are an important and valued part of MKMA. We hope that you enjoy volunteering with us and feel a full part of our Team. This agreement tells you in brief what you can expect from us and what we would like from you. We aim to be flexible and we will do our best to accommodate any changes if this would assist you.

We, MKMA will do our best:

- to introduce you to how the organisation works and your role in it and to provide any training your need.
- to provide regular meetings with your manager so that you can tell us if you are happy with how your work is organised and get feedback from us.
- to respect your skills, dignity and individual wishes and to do our best to meet them.
- to pay your travel and out of pocket expenses promptly where these have been agreed beforehand.
- to consult with you and keep you informed of possible changes.
- to insure you against injury you suffer or cause due to negligence.
- to provide a safe workplace.
- to apply our equal opportunities policy.
- to apply our complaints procedure should any problem arise.

I, [insert name of volunteer], agree to do my best:

- to volunteer to the best of my ability in the role outlined in the policy, and to give as much warning as possible if I am unable to attend as arranged.
- to follow MKMA’s rules and procedures, including health and safety, equal opportunities, confidentiality, child/adult protection and attending supervision meetings.

Note: this agreement is in honour only and is not intended to be a legally binding contract of employment.

Signed Dated:

(Volunteer)

Print Name