



Volunteers Policy

Background

1. Pilgrims Pre Preparatory school benefits enormously from the work of volunteers and their efforts in support of our activities are highly valued. Volunteers bring enthusiasm and expertise to many areas of what we do.
2. Volunteers carry out a number of very important roles within the school. There are several volunteers who operate in a variety of roles within our school including: reading helpers, music assistants, library assistants, and sports and trips helpers (numbers vary from time to time).

Policy Statement

3. This policy is designed to ensure volunteers are looked after properly and that their efforts in support of our charitable activities are well managed. Specifically, the Policy covers those areas identified by the Charity Commission as important when volunteers are engaged in activity within a charity.

Scope

4. Pilgrims PPS will establish arrangements for volunteers, including role descriptions, in support of this Policy.

Related Policies

5. Pilgrims PPS' Safeguarding policies are relevant whenever volunteers are engaged in Regulated Activity.

Specific matters

6. The areas identified as important by the Charity Commission and how they are dealt with within the school are set out below:
 - a. **How to find volunteers.** This is a formal part of the remit of the Nominations Sub-Committee (NSC) for Trustees and co-opted members of committees. The NSC

will use a variety of means of identifying people who might be able to help the school including the use of advertisements and information events. We also find volunteers for committees and for the other roles listed in paragraph 2 above.

b. **Safeguarding checks.** These are covered in the schools' Safeguarding and Safer Recruitment Policies and all volunteers in regulated activity must be DBS checked and made aware of the relevant sections of the Safeguarding Policies and practices. The appropriate checks will be carried out following the latest Regulations and guidance issued by the responsible authorities.

c. **Role descriptions.** More formal roles, such as Trustees, schools' governors, Parent Elected Governors and Staff Elected Governors, are dealt with under the appropriate Code of Conduct and Role Descriptions. Where necessary for other roles, where there is any possibility of confusion and to be clear about what is required and what is excluded, role descriptions should be provided locally by the schools as the nature and extent of the activity varies considerably and could not be covered in a single central policy.

d. **Legal status.** The legal status of volunteers is not in question; they are not employees and their legal status, rights and responsibilities are different to those of employees. However, nothing should be done to blur that boundary, for example, by paying a *per diem* as opposed to out of pocket expenses against receipts.

e. **Insurance.** Volunteers are covered under the school's insurance for employer's liability and for public liability.

Review

7. Once approved by the headteacher, this Policy will be reviewed at least every three years.

Michael Webster
Volunteer Leader

17th May 2022