



FOSV Managing Volunteers Policy

Friends of South View members are made up of parents, guardians, carers of any current pupil of South View School, any member of staff at South View School and any adult wishing to help the school who has been accepted by the committee as a member.

The committee's main aim is to fundraise for the school by organising a series of fun events for children and parents often using additional volunteers at such events. This type of fundraising is increasingly important as the school's budget has been significantly decreased over recent years.

The committee would encourage anyone to get in touch if they would like to help in any way and by volunteering your time you are under no obligation to become a committee member.

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. The types of activities that volunteers engage in, on behalf of the school, include, running stalls at fundraising events as well as offering provision of specific services such as gardening, cleaning, face painting etc.

It is the policy of Friends of South View that volunteers are not to be paid for their time. Generally only committee members are authorised to spend money on behalf of the charity, and volunteers will be unable to be reimbursed by the committee for any monies spent, even once a receipt/proof of purchase has been received. Where volunteers offer provision of specific services which require financial outlay, the committee may at their discretion authorise the reimbursement of the cost of materials. Any such agreement should be made in advance of the volunteer paying for said materials. The agreement must be made by majority vote at a general committee meeting and noted in the minutes accordingly.

Anyone wishing to become a volunteer, either for a one-off event or on a more regular basis should contact the PTA committee via the email address friendsofsouthview@hotmail.com or the Facebook page.

The experience, qualities, skills and needs of any volunteer will be considered when deciding about the allocation or roles at each specific event and 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 policies which will be made available to them on the Facebook page or by email upon request.

The volunteer's role at a particular event will be made clear by a committee member, though volunteers will be given opportunities to contribute their ideas and opinions about the work that they are engaged in.

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

Volunteers are covered by our Public Liability Insurance.

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 or FOSV committee member.

Any complaints made about a volunteer will be handled in accordance with the FOSV Complaints Handling Policy.

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

Information about volunteers is also a matter of confidentiality and personal details will be kept securely by the committee and not divulged to others except on a need to know basis.

This policy shall be reviewed every three years or earlier if the committee deem it necessary.

Policy Updated 19.9.21

Policy to be Reviewed by 19.9.24