



Friends of Orton Wistow School (FOWS) Volunteering Policy

Introduction

This policy sets out the principles for voluntary involvement within Friends of Orton Wistow School (FOWS). It is relevant to all within Friends of Orton Wistow School and is endorsed by the committee (or volunteers) of Friends of Orton Wistow School. It will be reviewed at each AGM to ensure that it remains appropriate to the Organisation and its volunteers needs.

Commitment

Friends of Orton Wistow School acknowledges the contribution made by its volunteers and is committed to involving volunteers in appropriate positions and in ways that are encouraging and supportive. The organisation also recognises its responsibility to arrange volunteering efficiently so that the volunteer's time is best used to the mutual advantage of all concerned.

Definition

A volunteer is a person who, unpaid and of their own free will, contributes their time, energy, and skills to benefit Friends of Orton Wistow School.

Volunteer Co-ordination

- All volunteers should report to the Friends of Orton Wistow School committee, who will offer guidance and support to the volunteer so they may conduct task effectively. Volunteers may be given an individual name of a committee member to report to.
- The nominated committee member with overall responsibility for volunteering within the association is the Chairperson.
- Volunteers will have a clear and concise task description, will be properly briefed about the activities to be undertaken and be given all necessary information and equipment to enable them to complete the activities.
- It is the volunteer's responsibility to ensure they understand the task they have been given and to raise any concerns or training needs before undertaking any activity.

Rights and Responsibilities

Friends of Orton Wistow School recognises the rights of volunteers to:

- Know what is expected of them.
- Have adequate support and training.
- Receive appreciation.
- Volunteer in a safe environment
- Be insured.
- Be free from discrimination.

Friends of Orton Wistow School expects volunteers to:

- Be dependable.
- Be honest.
- Respect confidentiality
- Conduct tasks in a way that reflects the aims and values of Friends of Orton Wistow School
- Conduct tasks within agreed guidelines.
- Respect the work of Friends of Orton Wistow School and not bring it into disrepute.
- Comply with Friends of Orton Wistow School policies.

Changes to the policy

The Committee reserve the right to change this policy to maintain consistency with current best practice and the needs of the organisation. This policy will be reviewed annually by the Friends of Orton Wistow School committee at the AGM but may be amended at any time at the discretion of the current elected committee.