

FOD Volunteering Policy

Introduction

This policy sets out the principles for voluntary involvement within the Friends of Downview Primary School (a registered charity). It is relevant to all members and is endorsed by the Committee (also volunteers) of the Friends of Downview Primary School ("FOD"). It will be reviewed annually to ensure that it remains appropriate to FOD and its volunteers' needs.

Commitment

FOD acknowledges the contribution made by its volunteers and is committed to involving volunteers in appropriate positions and in ways that are encouraging and supportive. FOD also recognises its responsibility to arrange volunteering efficiently so that the volunteers' 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 FOD.

Volunteer Co-ordination

All volunteers should report to the FOD Committee, who will offer guidance and support to the volunteer so they may carry out tasks 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 charity is Katherine Chute, Co-Chair.

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

The association 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

The association expects volunteers to :

- Be reliable
- Be honest
- Respect confidentiality
- Carry out tasks in a way that reflects the aims and values of the charity
- Carry out tasks within agreed guidelines, as indicated in the briefing at the start of each event
- Respect the work of the charity and not bring it into disrepute
- Comply with the charity's policies that are relevant and brought to the volunteers' attention.

This policy will be reviewed annually by the Committee prior to the AGM.