

Sandy Lane Nursery and Forest School  
"Nurturing curiosity and inspiring imagination"



## 2022-23 Parent and Carer Volunteer Policy

### DOCUMENT STATUS

Produced By	Version	Date	Action
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## **Review**

This policy and procedure will be reviewed to respond to any changes and at least every three years.

## **Purpose**

This policy sets out the approach Sandy Lane Nursery and Forest School takes when recruiting parent and carer volunteers and how they are utilised in the classroom or other areas in the school building.

A volunteer is a person who offers time freely to support an activity, project or programme on an unpaid basis, though out-of-pocket expenses may be payable.

Volunteers offer a diverse, broad range of experiences and skills which can be drawn upon and developed to have a positive impact on a range of school activities.

## **Applicability**

Parent and carer volunteers at Sandy Lane Nursery and Forest School do not undertake regulated activities as part of their role. This means that parents/carers are NEVER left unsupervised when volunteering in the classroom. Dependant on the role they have, there may be occasions where parents/carers are unsupervised for short periods of time in an area not used by children, eg, in the staffroom preparing resources. In cases such as these, school staff are made aware, a member of staff is assigned to 'check in' with the volunteer at regular intervals during their time in school and the volunteer is easily identified by wearing the appropriate lanyard.

This policy and procedures stated apply ONLY to school employees engaging with and supporting parent and carer volunteers and all such volunteers spending time in school.

It is the responsibility of each employee and volunteer to familiarise themselves with and adhere to this policy and procedure.

This policy does not apply to people completing work placements or secondments, including placements of school-age children.

## **Policy**

The school recognises the importance of ensuring volunteers are involved in appropriate activities and also ensures that suitable checks and safeguarding measures have been put in place prior to them commencing their period of volunteering.

The school acknowledges the positive impact volunteering can bring to parents' and carers' wellbeing and mental health. As a result of volunteering, parents/carers may decide to undertake further study or seek employment due to their experiences in school.

Regulated activities are not included in the school's volunteer offer to parents and carers.

The school accepts its duty of care to volunteers and the importance of ensuring that appropriate health and safety measures are implemented.

Volunteers are not employees of the school and, therefore, do not benefit from any of the terms and conditions of employment such as payment for work, paid holidays or paid sick leave.

Volunteers may receive reimbursement for expenses where appropriate and previously agreed with Kirsten Matthews, Deputy Headteacher.

Volunteers will not be used to replace staff or carry out duties that would ordinarily be undertaken by paid staff.

Volunteers are included in the council's current insurance arrangements for public liability and personal accident.

## **Implementation**

This policy is supported and implemented by the procedures for engaging parent and carer volunteers (see relevant section below).

## **Roles and Responsibilities**

The governing body is responsible for reviewing this policy and procedures, in line with changes to legislation and codes of practice.

The headteacher/room leader is responsible for:

- ensuring parent/carers volunteer roles are clearly defined and that volunteers are not used to replace paid staff or do work that should be undertaken by paid staff;
- ensuring equality of opportunity for prospective parent and carer volunteers;
- ensuring parent/carers volunteers are easily recognisable throughout school by wearing the appropriate lanyard;
- ensuring parent/carers volunteers receive a suitable and sufficient induction, including appropriate health and safety instruction, gaining an understanding of relevant policies and procedures;
- ensuring volunteers are sufficiently skilled to undertake the tasks required;
- ensuring parent/carers volunteers receive appropriate information, support, guidance and equipment;
- confirming the details of longer term voluntary placements with the parent/carers volunteer either verbally or in writing;
- maintaining up-to-date records of volunteers, including records of work undertaken (see Volunteer Record template – Appendix 2) and copies of volunteer agreements (Appendix 1);

- ensuring parent/carers receive previously agreed out-of-pocket expenses in a timely manner and ensuring a budget is available to cover these expenses.

Parent and carer volunteers are responsible for:

- providing the headteacher/office manager with original documentation prior to commencing their placement as required and as part of the engagement process (eg, DBS (Disclosure and Barring Service) certificate where applicable);
- adhering to relevant policies and procedures, including health, safety and welfare, equality and diversity, safeguarding and data protection legislation;
- complying with the school's guidelines and instructions;
- ensuring that the privacy, property and confidentiality of others is respected;
- informing the school, via the office, as soon as possible if they are unable to attend on an agreed day or time;
- reporting any concerns to the relevant room leader or, in the case of a safeguarding concern, to a member of the school's safeguarding team (Marcia, Kirsten or Nikki).

### **Procedure for engaging parent and carer volunteers**

The headteacher/room leader should assess which tasks are suitable to be completed by a parent/carers volunteer and what supervision will be needed. As volunteers will not be taking part in 'regulated activities' with children, there is no requirement to complete documentation required by the Disclosure and Barring Service.

The headteacher/room leader must consider the appropriate method of attracting parent/carers volunteers ensuring quality of access.

Parents and carers will be encouraged to volunteer with a range of non-regulatory activities. Methods to promote this will be via approaching an individual, advertising in the school newsletter and related posts on Tapestry.

Parents and carers will be advised of the types of volunteer work available. These roles include photocopying/scanning and document preparation, classroom resource preparation and outdoor gardening jobs. Those interested in taking part will be invited to speak to the room leader, headteacher or deputy headteacher. Part of this discussion will help to determine whether the parent/carers has the appropriate skills to complete the task alongside any training needs as part of the role.

The headteacher/room leaders must ensure that volunteers are given an appropriate induction and other relevant training. In deciding what is appropriate, the headteacher/room leader should consider the length of time the volunteer will be volunteering for, the type of activities they will be undertaking and the amount of supervision they will require.

The headteacher/room leader should make parent/carers volunteers aware, as part of the induction process, what procedures to follow in the event of a safeguarding concern, health and safety, data protection, confidentiality or equality and diversity issue. This can be done verbally and/or through sharing the relevant documents.

Where the period of volunteering is very short and a full induction is not practical, the headteacher/room leader must ensure that measures are put in place to protect the health and safety of the volunteer, pupils, employees, others within the school and the public, and to ensure that other practices and procedures relevant to the volunteer work are complied with.

The headteacher/room leaders should ensure that appropriate support and supervision is available to the parent/carer volunteer for the duration of their role.

A member of the school's administration staff should ensure the volunteer's details and the date and details of voluntary work undertaken are recorded on the volunteer record and, where appropriate, on the school's single central record (see Appendix 2).

The headteacher/room leader should speak with the parent/carer volunteer regularly to gather feedback and offer support and guidance as appropriate. In addition, the volunteer questionnaire should be completed at the end of the role (see Appendix 3).

### **Maintaining records of volunteers**

Mrs Janet Currall (Lead Administrator) maintains records of parent/carers volunteers. These records are the Parent and Carer Volunteer Agreement (Appendix 1) and the Volunteer Record (Appendix 2).

Details of volunteers in regular contact with children should also be entered onto the single record of pre-employment checks for inspection by Ofsted.

### **Expenses**

It is important that volunteers are not financially 'out-of-pocket' and that expenses are paid promptly. The headteacher should ensure an appropriate budget is available to cover this expenditure. Where expenses are to be paid, this should be discussed and agreed before the volunteer commences their role. Mileage rates should not exceed the Warrington Borough Council casual user rate.

### **Failure to comply with the Engaging Parent and Carer Volunteers Policy and Procedure**

This document provides staff and others with essential information regarding engaging volunteers and sets out conditions to be followed. It is the responsibility of all to whom this policy and procedure document applies to adhere to these conditions. Failure to do so may result in disciplinary action for school staff members and termination of the volunteer role for parents and carers.



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## **Appendix 1 Parent/Carer Volunteer Agreement**

### **Template – Parent/Carer Volunteer Agreement**

As a volunteer at Sandy Lane Nursery and Forest School we want to thank you for giving up your time. Whatever role you are doing is important and valued by us. We hope you enjoy your volunteering experience and if you have any questions please speak to your child's room leader, Marcia or Kirsten who will be happy to help.

This agreement tells you what you can expect from the school and what the school would like from you as a valued volunteer.

### **Sandy Lane Nursery and Forest School will:**

- provide a welcoming, respectful and safe environment for you in your role as a volunteer
- provide you with any training and support needed to successfully complete your role
- provide opportunities for you to tell us if you are happy with how your work is organised
- pay your out-of-pocket expenses promptly, where it is agreed expenses are to be paid
- consult with you on your role and keep you informed of changes that affect you
- Indemnify volunteers against Third Party claims under the council's Public Liability Policy, while the volunteer is carrying out their duties

### **Volunteers will:**

- notify the school if they are unable to attend
- complete the tasks agreed and inform the room leader, Marcia or Kirsten as soon as possible if they are experiencing any difficulties
- work in partnership with the school to give feedback on their volunteer experience
- follow the school's rules and procedures, including health and safety, confidentiality, child/adult safeguarding and equality and diversity

I accept the role of parent/carers volunteer and confirm I am fit to undertake the work agreed.

Signed .....

(Volunteer) Date .....

Print name .....

Signed .....

(School Staff Member) Date .....

Print name .....





**Appendix 2 – Parent/Carer Volunteer Record Template**  
(can be created as an Excel spreadsheet)

<b>Name</b>	<b>Child's name and room</b>	<b>Contact Number</b>	<b>School Contact</b>	<b>Date of activity</b>	<b>Volunteer Activity</b>
<i>Sue Smith</i>	<i>Charlie Smith – Garden Room</i>	<i>077.....</i>	<i>Jamie GR</i>	<i>1.10.22</i>	<i>Laminating</i>





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### Appendix 3 – Parent/Carer Volunteer Feedback Template

Thank you for the work you have done as a volunteer at our school. Whatever role you have completed, your support has benefitted the work of the school and had a positive impact on our children and families. We value our parent and carer volunteers and aim to make the experience a positive and enjoyable one. We would appreciate some feedback on how you have found the experience, it will help us to recognise the things we do well and those we can improve on.

*Marcia*  
Headteacher

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Name:

Date:

What did you volunteer to do?

Did you enjoy your work as a volunteer and feel valued?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Were you happy with the information shared about the role and what was required during your induction?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Did you find the school staff welcoming and supportive?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How has being a parent or carer volunteer at Sandy Lane been of benefit to you?  
(*wellbeing, improved confidence, friendship, work experience...*)



Would you be interested in joining our Friends of Sandy Lane group to continue to support the work of the school which benefits all our children?

WHAT NEXT - Is there any further support we can give you to access more volunteer opportunities, further training or return to work guidance?