



'Spurring each other on with love'

PFA Volunteering Policy

Introduction

This policy sets out the principles for the Volunteering Policy within Bickleigh Down Church of England Primary School PFA. It is relevant to all within the association and is endorsed by the committee of Bickleigh Down Church of England Primary School PFA.

Commitment

Bickleigh Down Church of England Primary School PFA 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 Bickleigh Down Church of England Primary School PFA.

An event organiser is a volunteer who coordinates a specific PFA event (the term events includes all PFA activities such as Christmas cards in addition to live events like Autumn disco) and will therefore coordinate a sub-group of volunteers for that specific event.

Volunteer Coordination

All volunteers should report to the Bickleigh Down Church of England Primary School PFA 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 or event organiser to report to.

The nominated committee member with the overall responsibility for volunteering within the PFA 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 undertake the task they have been given and raise any concerns or training needs before undertaking any activity.

Bickleigh Down Church of England Primary School PFA do not run activities where the PFA members are in sole charge of the children, however, the school require Enhanced DBS checks for all PFA members.

Rights and Responsibilities

The PFA 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 PFA expects volunteers to:

- Be reliable
- Be honest
- Respect confidentiality
- Carry out tasks in a way that reflects the aims and values of the association
- Carry out tasks within agreed guidelines
- Respect the work of the PFA and not bring it into disrepute
- Comply with the PFA's policies (a full list of which can be found by visiting the school website or upon request by emailing bickleighdownpfa@yahoo.com).

Confidentiality

We expect all volunteers to respect any confidential, personal or sensitive information that they may have access to as a result of their involvement with Bickleigh Down Church of England Primary School PFA. Volunteers are reminded not to discuss individual children or family circumstances, other than with any teachers or PFA members as is legitimately required to carry out the particular voluntary role. If a volunteer is in any doubt about the confidentiality of an issue, they should discuss their concerns with the Bickleigh Down Church of England Primary School PFA Chairperson.

Data Protection

Volunteers with access to personal data as part of the volunteering role (including but not limited to event organisers) should comply with the Bickleigh Down Church of England Primary School PFA GDPR Policy and in accordance with this policy must ensure that:

- Any physical data (such as printed copies of event participant lists or raffle ticket stubs) is kept securely in a lockable area, with access strictly controlled and limited to those who are entitled to see it as part of their duties.
- Physical data relating to PFA events (such as printed lists of participants) will be destroyed securely, typically within one month of the end of the event.

- Digital archives of past events will be kept longer, typically to the end of the academic year or until a repeat event is run to streamline administration.

Changes to the Policy

The committee reserves the right to change its Volunteering policy to maintain consistency with current best practice and the needs of the charity.

This policy will be reviewed annually by the Bickleigh Down Church of England Primary School PFA committee.

For the most up to date version of the policy, please request a copy by emailing bickleighdownpfa@yahoo.com or visiting the PFA section of the school website.

This policy was adopted on 28th February 2023.

Signed on behalf of Bickleigh Down C of E Primary School PFA (Chairperson)



Hannah Walsh

This policy was reviewed as indicated below:

February 2023 created and approved.

Next review due February 2025.