

Policy: PTA Volunteering Policy
Committee approval:
Review:

PTA at Holy Trinity Church of England (VA) Primary School



Believe • Achieve • Inspire •

PTA Volunteering Policy

SCHOOL VISION

At Holy Trinity Church of England Primary School our Christian vision shapes all we do.

*"I know that there is nothing better for people than to be happy and to do good while they live."
Ecclesiastes 3:12.*

Our vision is to be an inspirational place of learning where:

- we facilitate opportunities so every child can flourish in a place where they feel safe, **happy and confident**.
- staff **well-being** and professional development is valued and supported in order to fulfil their roles, inspire others and experience personal **fulfilment**.
- the school provides facilities that enables an **optimum learning environment**.
- the **school plays a central role within our community** and enjoys strong **links with the church, local companies and other schools**.
- we create a culture of vigilance to safeguard all children

'I know that there is nothing better for people than to be happy and to do good while they live.'
Ecclesiastes 3:12

Introduction

This policy sets out the principles for voluntary involvement within the PTA at Holy Trinity CE Primary. It is relevant to all within the association and is endorsed by the committee (or volunteers) of the PTA at Holy Trinity CE Primary. It will be reviewed annually to ensure that it remains appropriate to the Organisation and its volunteers needs.

Commitment

The PTA at Holy Trinity CE Primary 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 the PTA at Holy Trinity CE Primary.

Volunteer Co-ordination

All volunteers should report to the PTA committee, who will offer guidance and support to the volunteer so they may carry out 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 Chair of the PTA.

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 association
- Carry out tasks within agreed guidelines
- Respect the work of the association and not bring it into disrepute
- Comply with the association's policies.

This policy will be reviewed annually by the PTA committee at Holy Trinity CE Primary prior to the AGM.

This policy was adopted by PTA at Holy Trinity CE Primary School and agreed by the PTA Committee.

Signature:.....

Date:.....