PTFA Volunteer Policy: Supporting St Mary of Charity Primary School PTFA

1. Introduction and Purpose

This policy sets out the framework for the effective management, recruitment, support, and appreciation of volunteers within the St Mary of Charity Primary School PTFA (the "PTFA"). Volunteers are integral to the success of the PTFA's fundraising and community-building activities, directly benefiting St Mary of Charity Primary School.

The purpose of this Policy is to:

- Establish clear and consistent procedures for volunteer involvement.
- Ensure that volunteers are treated equitably and are supported in their roles.
- Clearly define the boundaries and expectations for all volunteer roles.
- Maintain the safety and reputation of the school community.

2. Definitions and Scope

- **Member:** Any individual (parent, teacher, friend, or community member) who gives their time freely and without financial compensation to support PTFA activities.
- **PTFA Committee:** The elected body responsible for managing the PTFA, setting strategic direction, and overseeing compliance.
- **Scope:** This policy applies to all activities organised and managed by the PTFA, whether on school premises or off-site.

3. Recruitment and Vetting

A. Volunteer Expression of Interest

The PTFA maintains an open-door policy for recruitment. Interest is typically sought via the AGM, newsletters, school communication channels, and recruitment drives ahead of specific events.

B. Volunteer Roles

All volunteer roles are based on the needs of the PTFA and are categorised as follows:

1. **Committee Roles:** Elected positions (Chair, Treasurer, Secretary) requiring a formal commitment and specific responsibilities. The committee group are additional members with the elected positions who will vote to ensure transparency.
2. **Event Coordinators:** Individuals who lead the planning and execution of a single event or small group of related activities.

3. **General Members:** Individuals providing support for specific tasks, such as setting up stalls, serving refreshments, or supervising activities under instruction.

C. Safeguarding Checks

In line with school policy:

- All members whose role involves unsupervised or regular contact with children will be required to undergo the necessary enhanced DBS checks as required by the school.
- Members whose roles are solely supervised (e.g., serving food at a stall during a school fair, which is a public event) will typically not require a DBS check, but must still adhere to all safeguarding protocols and the Code of Conduct.

4. Volunteer Roles, Responsibilities, and Support

A. Role Definition

Before commencing any activity, the volunteer will be informed of the following:

- The duration and location of the role.
- The tasks to be performed.
- The name of the PTFA Committee member or School Staff member responsible for supervising or coordinating the activity.

B. Rights of Volunteers

Volunteers have the right to:

- Receive clear instructions and necessary training for their role.
- Work in a safe environment.
- Be treated with respect and courtesy.
- Be covered by the school or PTFA's public liability insurance while undertaking authorised duties.
- Be informed of relevant PTFA decisions and plans.
- Decline a task if they feel uncomfortable, unqualified, or unsafe.

C. Volunteer Responsibilities

Volunteers are responsible for:

- Adhering strictly to the **PTFA Volunteer Code of Conduct** at all times.

- Respecting confidentiality and privacy.
- Working within the boundaries of their assigned tasks and seeking guidance when necessary.
- Maintaining good timekeeping and notifying the coordinator if they are unable to fulfil a commitment.

D. Support and Training

The PTFA Committee will ensure that:

- Event coordinators receive briefings on event procedures, including health, safety, and money handling.
- All necessary equipment and materials are available for the volunteer role.
- Ongoing communication and support are available through the designated Committee liaison.

5. Expenses and Reimbursement

Volunteers should not be out-of-pocket for PTFA-related activities.

- Any necessary out-of-pocket expenses (e.g., purchasing approved supplies) will be reimbursed by the PTFA, provided a prior agreement was made with the Treasurer and valid receipts are submitted promptly.
- The PTFA does not reimburse travel costs unless specifically agreed upon in advance for duties requiring long-distance travel.

6. Dealing with Concerns and Conflict

A. Addressing Breaches

Any concerns regarding a volunteer's conduct or performance will be addressed initially by the PTFA Co-Chair. Serious breaches of the Code of Conduct or safeguarding concerns will be managed according to Section 5 of the Code of Conduct and, where appropriate, in consultation with the School Head Teacher.

B. Volunteer Grievances

If a volunteer has a complaint or concern about their role, another individual, or the operation of the PTFA, they should raise it with the PTFA Chair or Secretary in writing. The Committee will investigate the concern promptly and confidentially, providing feedback on the outcome.

7. Policy Review

This policy will be reviewed by the PTFA Committee annually to ensure it remains current, effective, and compliant with school policies and relevant legislation.

PTFA Committee Approval: _____

Date of Approval: _____