**Volunteering Policy**

**Introduction**

This policy sets out the principles for voluntary involvement within Mill Ford Friends. It is relevant to all within the association and is endorsed by the committee (or volunteers) of Mill Ford Friends.

**Commitment**

Mill Ford Friends 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 Mill Ford Friends.

**Volunteer Co-ordination**

All volunteers should report to the Mill Ford Friends 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 person.

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.

As Mill Ford Friends do not run events where the PTA members are in sole charge of the children, enhanced DBS ( Disclosure and BArring Service) checks are not required of PTA members.

 **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. (A full list can be obtained from the secretary and found on the PTA webiste.)

We expect all volunteers to respect any confidential, personal or sensitive information that they may have access to as a result of thier voluntary involvement with Mill Ford Friends. Volunteers are reminded not to discuss individual children or family circumstances, other than with any teachers or PTA members as is legitimately required to carry out the particular voluntary role. If a volunteer is in doubt about the confidentality of an issue, they should discuss their concerns with the Mill Ford Friends Chair person.

Volunteers with access to personal data as part of the voluntary role should comply with the PTa Policy - GDPR Policy and in accordance with this policy must ensure that:

* Any physical data ( such as printed copies of event participants lists or raffle ticket stubs) is kept securely in a locked area, with access strictly controlled and limited to those who are entitled to see it as part of their duties.
* Physical data relating to PTA events, such as printed list of participants, will be destroyed securley, 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.

This policy will be reviewed annually by the Mill Ford Friends committee prior to the AGM.

This policy was adopted on February 2023

Signed on behalf Mill Ford Friends PTA ( Chair person)

This policy was last reviewed as indicated below:

February 2023 created