



Manchester  
Communication  
Primary  
Academy

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# Manchester Communication Primary Academy

## VOLUNTEER POLICY

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### Policy 19 / 20

## Approval History

Approved By:	Date of Approval	Version Approved	Comments

## Revision History

Revision Date	Previous Revision Date	Summary of Changes	Changes Marked	Owner/ Editor
16/19		policy created		Alex Reed

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## Purpose of Volunteers

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MCPA does not routinely rely on the support of volunteers to bolster its staffing. The academy does however offer the opportunity for regular volunteering in the school for adults who:

- Are undertaking formal teaching assistant training and require a placement to support this.
- Are interested parties in the academy and would like to support its operation and development.
- Are seeking employment in a school and are in need of experience and a reference.

The allocation of volunteer placements is prioritised in the above order; particularly because as part of the Greater Manchester Academies Trust, we have a commitment to supporting training and development of members of the community.

We are extremely grateful to all those adults who choose to give some of their time to the academy.

## Check and Induction

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Volunteers must undergo checks by the disclosure and barring services and provide 2 positive references prior to beginning any placement with the school.

The academy's leadership team may also conduct a short interview with potential volunteers to ascertain where they may be best placed and how they could support the school. Invitation to engage in this process is no guarantee of a placement.

On starting with the school, volunteers must read the relevant safeguarding and H&S information. Volunteers who are undertaking a long-term placement will also need to undertake a formal induction with the safeguarding team.

## Placement

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Volunteers will be asked which year groups they would prefer to be placed in, although there is no guarantee these requests will be met. Where there is too much demand for placements, the academy will inform potential volunteers that we are unable to offer a placement. The academy seeks to provide volunteering opportunities to as many suitable adults as possible, without compromising the operation of the school. Therefore, if a volunteer has completed a training course but would like to continue volunteering, this may not always be possible.

Parents of children at MCPA will not be placed in their child's class. Placements must be of a pre-agreed length with a commitment to set days and times. All volunteers are asked to undertake an afternoon per week 1:1 reading with children.

If a volunteer is found to be in breach of the volunteer agreement (appendix 2), their placement will be terminated, this may be without prior warning.

## Complaints

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If a complaint is made about a volunteer by a member of staff, the placement will be terminated without warning.

If a complaint about a volunteer is made by a child or parent, the volunteer will not be invited back to the academy until a full investigation has been conducted and concluded; the outcome of which may be termination of the placement.

## Evaluation and References

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On completion of a placement, a volunteer evaluation form (appendix 1) will be completed by the member of staff with whom the volunteer was placed. This will be kept on file with the GMAT HR team, volunteers may request a copy of their evaluation but cannot request that it is edited in any way.

In the event that a former volunteer asks for a reference to support application for a job, a copy of the evaluation form with a covering letter will be sent. The academy is unable to complete individual reference proformas. References should be addressed to Carrie Carvel (HR manager).

References cannot be provided for volunteers who have completed fewer than 10 days at MCPA.

## Volunteer Agreement

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All volunteers at MCPA are required to read and sign a volunteer agreement prior to starting at MCPA. The volunteer agreement forms an informal contract between the volunteer and MCPA, it clearly sets out the expectations of volunteers. Failure to adhere to these expectations will result in the termination of placements.

# Appendix 1: Volunteer Placement Evaluation Form

<b>Volunteer Name:</b>		<b>Placement Year Group.</b>	
<b>Placement Start Date:</b>		<b>Placement End Date</b>	
<b>No. of Days</b>		<b>Form Completed By:</b>	

	<b>Never</b>	<b>Not often</b>	<b>Usually</b>	<b>Always</b>	<b>N/A</b>
The volunteer was on-time and reliable					
The volunteer was professionally dressed					
The volunteer communicated well					
The volunteer was willing to help					
The volunteer was flexible and adaptable					
The volunteer formed positive relationships					
The volunteer supported children well					
The volunteer acted in a professional manner					

<b>Any comments/highlights:</b>

	<b>Yes</b>	<b>No</b>
Were there any complaints made against the volunteer which were upheld after investigation?		
Is there any reason why the volunteer should not work with children?		
Would you consider employing the volunteer for a suitable role?		

Date of Evaluation: \_\_\_\_\_ Signed: \_\_\_\_\_

Position: \_\_\_\_\_

*This evaluation will be kept on file and used as a standard reference for any requests.*

## Appendix 2: Volunteer Placement Evaluation Form

<b>Volunteer Name:</b>		<b>Placement Year Group.</b>	
<b>Placement Start Date:</b>		<b>Placement End Date</b>	
<b>Days &amp; Times</b>			

Thank you for volunteering to spend some time at Manchester Communication Primary Academy, we are very grateful that you have chosen to dedicate some of your time to our children. Although you are here in a volunteer capacity, in order to maintain the high standards which we have in our academy, it is important to make our expectations of you clear. Our children will not necessarily see the difference between you and an established member of staff, we must therefore ask for the same level of professionalism.  
Thank you once again - Alex Reed, Head teacher.

By signing this agreement, I commit to the following:

- Wear professional clothing, as per the academy's dress code, including no jeans.
- Attend on arranged days, arriving on time.
- Notify the academy if I will be unable to attend.
- Wear a white lanyard at all times on site.
- Uphold all of the academy's policies and practices.
- Show special regard for the academy's safeguarding policies and procedures.
- Respect privacy, not discussing children or staff outside of school, on social media or in any public spaces.
- Maintain the positive reputation of the academy in the community.
- Provide 1 afternoon of 1:1 reading per week with children in an assigned year group.
- Not use a mobile phone in the presence of children.
- Not take open hot drinks into areas with children.
- Not seek out my own child (if applicable) nor discuss them with staff.
- Not smoke on site or in the immediate vicinity of the school.

By signing this agreement, I understand that failure to abide by the above may result in the termination of the placement.

Signed: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_