



Bright Futures School Volunteer Policy January 2018

This is a management document prepared to ensure consistency in our responses of offers or requests from prospective volunteers

Our mission is to meet the special educational needs of pupils placed at the school.

Why we would say ‘yes’ to prospective volunteers:

Because of the skills and perspectives they bring with them - they have something positive to offer that will help us improve the provision we make for our pupils. In addition, we may feel that the volunteer would benefit from gaining experience of supporting pupils with autism as well as gaining an overview of how our school uses a special social communication “guiding” programme to work on some of the difficulties at the heart of autism.

Why we would say ‘no’ to prospective volunteers.

Because they do not bring any skills or perspectives that will significantly add to what we already have.

Because the needs of the prospective volunteer – e.g. for ‘experience’ or input of value to their CV – are their primary reason for volunteering. (We are not here to provide opportunities for volunteering)

Recruitment of volunteers

We will aim to identify opportunities for volunteers that will be of benefit to the school whilst providing worthwhile and satisfying work for the volunteer. All potential volunteers will be required to fill in an application form (available from the school and the website) and will be invited into school to meet with Alison, should this seem appropriate following receipt of the application form.

Discussions will be held with any prospective volunteer to ensure that their skills and interests are appropriate to the volunteering opportunity. If the volunteer is not already known to us, references will be taken up. We will also require a DBS check if the volunteer does not already have such clearance.

We will provide written guidance on our expectations of them and the support they can expect from us. This will include the completion of a volunteer agreement once days and times have been established. For committed volunteers, there may subsequently be individualised training in using our social communication “guiding” approach.

Termination

We will be clear in identifying the duration of any volunteer input and will record this in the volunteer contract. If the input is 'on-going' it will be reviewed every half-term. We will ensure that the volunteer is aware that the arrangement can be terminated by either side – with not less than two weeks' notice if practically possible.

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