

Sheffield Parent Carer Forum

Volunteer policy



Approved by:	SPCF Management Committee
Approved on	12 th July 2013
Reviewed on:	10 th July 2015, by SPCF Management Committee 13 th July 2018, by SPCF Management Committee
Next review due on:	July 2021

The Sheffield Parent Carer Forum (SPCF) recognises that volunteers can make an important contribution to the organisation and is positively committed to using volunteers in the work of SPCF. The general policy of SPCF is:

- To recruit volunteers as a representation of a cross-section of the community and to especially encourage parent carers to volunteer
- To endeavour to reduce or remove barriers to volunteering
- To ensure that the work of the volunteers complements and enhances the work of paid staff
- To provide clear guidelines regarding the roles and responsibilities of volunteers
- To provide adequate support, supervision and training of volunteers

What volunteers can expect from SPCF

Volunteers can expect to:

- receive a clear description of their role and the tasks they are being asked to perform
- receive an induction on the work of SPCF
- receive any information and/or training they need to meet the responsibilities of their role
- have a named person to whom they are responsible and who will provide ongoing support and supervision (volunteer coordinator)
- be invited to at least one volunteer meeting per year
- receive reimbursement for any reasonable out-of-pocket expenses in accordance with SPCF's Expenses and Remuneration Policy
- be provided with adequate insurance cover whilst undertaking work approved and authorised by SPCF (does not include motor insurance). (SPCF does not accept responsibility for loss of staff or volunteers' property including cash)
- be treated in accordance with SPCF's Equal Opportunities Policy and Health and Safety Statement
- have their views and opinions heard
- receive references on the basis of their work for SPCF
- refuse a task they are not comfortable with
- receive a prompt and fair response to any problems, grievances and difficulties they raise in relation to their work, in accordance with SPCF's Comments and Complaints Policy

What SPCF expects from volunteers

SPCF expects its volunteers to:

- work within the vision and values of SPCF

- work within the agreed role description, undertake relevant training and be clear what is expected of them
- abide by SPCF's policies and procedures, including:
 - Equal Opportunities Policy
 - Confidentiality Policy
 - Data Protection Policy
 - Health and Safety Statement
 - Safeguarding and Child Protection Policy
 - Roles and Responsibilities of Parent Carer Representatives
 - Expenses and Remuneration Policy
 - Conflict of Interest Policy
 - Password Policy
 - Comments and Complaints Policy
- be punctual and reliable, and promptly inform the named person when they become aware that they will be unable to attend an appointment or a meeting, or carry out a piece of work assigned to them
- be honest about the amount of time they are able to commit
- maintain professional boundaries and avoid giving their home address, email address or phone number in their work
- avoid criticism or endorsement of named individuals, schools, organisations or services whilst undertaking work on behalf of SPCF
- be clear that any opinions they express outside their work for SPCF are their personal views and should not be regarded as being the official SPCF line
- be clear at third-party events and meetings (e.g. consultations organised by the local authority) whether they are there as an individual parent OR as an authorised SPCF representative
- wear identification whilst attending public events and meetings as an authorised SPCF representative
- not talk to the press or radio or other media on behalf of SPCF without prior authority
- inform the named person or a member of the Management Committee if they are having any difficulties with their work
- inform the named person or a member of the Management Committee of any personal circumstances which may affect their ability to exercise their responsibilities appropriately. This includes:
 - any allegation that the volunteer may have committed, or is being investigated in relation to having committed a crime
 - any child protection or safeguarding concern relating to children and/or vulnerable adults
 - any conflicts of interest (see Conflict of Interest Policy)
- not be under the influence of alcohol or any illegal substances whilst undertaking work on behalf of SPCF
- treat offers of gifts, favours or hospitality with caution in order to avoid the risk of damage to public confidence which could result from accepting such things. In particular, volunteers should
 - only accept gifts which are of a token value or nature (e.g. gifts of a promotional or insignificant nature, tokens of thanks)
 - only accept hospitality where it is on a scale appropriate to the circumstances, reasonably incidental to the occasion, and not extravagant

Breach of these requirements may constitute a disciplinary offence and will be subject to SPCF's disciplinary procedure.