Human Resources

Staff Volunteering Policy



1. Introduction

1.1. Volunteering benefits everyone involved and enriches the culture of the School. As part of our commitment to sharing our knowledge and engaging

To be part of and contribute to the local community or environment;

To learn or develop new skills or enhance skills;

To meet new people and gain new experiences for personal development;

To gain confidence, motivation and a sense of achievement;

To enhance social/personal wellbeing and work-life balance.

- 4.2. When considering applications for staff wishing to volunteer, it is important for managers to assess the possible benefits such arrangements may bring to the individual and the workforce.
- 4.3. It is important for all staff to recognise that any request to undertake voluntary activities will be considered on an individual basis and will be made in line with business needs.

5. Volunteering Conditions

- 5.1. The policy applies to all School employees.
- 5.2. Empl -rata for staff who work part time) to participate in voluntary activities.
- 5.3. recommended that early discussions take place between the employee

- voluntary organisation or colleague organising activities at the School, to demonstrate your contribution to the project.
- 6.3. Please note that whilst the School will endeavour to agree such requests, your line manager is entitled to turn down requests should they compromise the needs of the department.
- 6.4. If the request is approved, a copy of the application form should be sent to the Human Resources team to help it monitor the policy.

7. Insurance, Risk & Health and Safety

7.1. It is important that employees undertaking volunteering projects ensure insurance and meet health and safety requirements.

8. Disclosure and Barring Service (DBS) Checks

8.1. In situations where the volunteer is required to have substantial contact with young people or vulnerable adults (e.g. elderly people, adults with a learning disability), it is likely that they will need a current enhanced DBS check (for details please see the DBS checks page of the government web pages). It is the responsibility of the volunteering organisation and/or the individual employee to identify when this check would be necessary and ensure that this has been undertaken before they commence any volunteering activity.

9. Examples of Volunteering

9.1. Volunteering takes place in a wide variety of organisation contexts and draws upon a huge range of skills. Some volunteering activity may include:

Tutoring a secondary school student to improve their exam results
Helping to run public activities taking place at the School
Supporting an environmental project with an NGO
Being a volunteer explainer at a museum
Trustee of a Charity
School Governor in Camden