

TrinityLearning Volunteer Policy

Introduction

TrinityLearning believes that every child deserves a calm, positive start in life. We aim to relieve the pressures on busy schools through specially tailored activities, including practical help for school leaders, regular mentoring for children and workshops for pupils and staff.

In line with this mission TrinityLearning seeks to involve volunteers

- to ensure our services meet the needs of the maximum number of young people,
- to extend and enhance our services so that TrinityLearning can help provide training and support for ongoing volunteer roles such as reading in schools,
- and to increase our contact with the local community.

Principles

This policy is underpinned by the following principles:

- TrinityLearning will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to TrinityLearning's work.
- TrinityLearning will not introduce volunteers to replace paid staff.
- TrinityLearning expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work.
- TrinityLearning recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively.

Practice Guidelines

The following guidelines deal with practical aspects of volunteer involvement. More detailed information, including copies of the various documents referred to, is provided in the Volunteers Handbook available at <https://trinitylearning.org.uk/volunteerhandbook/>.

Recruitment

All prospective volunteers will be interviewed by two people in line with Safer Recruitment best practice. These will usually be the Education Development Officer and a Trustee at least one of whom will have undertaken Safer Recruitment Training within the last 3 years. The interview will follow Safer Recruitment guidelines and will also serve to find out what the volunteer would like to do, their skills, suitability and how best their potential might be realised.

Volunteer Agreements and Voluntary Work Outlines

Each volunteer will have a Volunteer Agreement outlining the TrinityLearning ethos and their agreement to uphold this when representing the charity in schools and in the wider community. In addition, they will have an agreed written outline of the specific work they will be undertaking. However, it is important to note that these volunteering agreements are not contracts of employment. Each volunteer will also be signposted to the Volunteers Handbook on the TrinityLearning website as listed above. Printed versions of all policies and the Volunteer Handbook are available on request.

Expenses

All volunteers can have travel and other expenses reimbursed as per our expenses policy.

Induction and Training

All volunteers will receive an induction into TrinityLearning and their own area of work. Training will be provided as appropriate. All volunteers working with children will receive Safeguarding Training and other training as required by specific schools. Where possible, volunteers will be entitled to receive additional training on the same basis as staff.

Support

All volunteers will have the Education Development Officer as their main point of contact. They will be provided with regular supervision to enable feedback on progress, discuss future development and air any problems.



The Volunteer Voice

Volunteers are encouraged to express their views about matters concerning TrinityLearning and its work through email or by dropping into the office, and through feedback opportunities during training sessions.

Insurance

All volunteers are covered by TrinityLearning's insurance policy whilst they are on the premises or engaged in any work on TrinityLearning's behalf.

Health and Safety

Volunteers are covered by TrinityLearning's Health and Safety policy, a copy of which is in the Volunteer Handbook.

Equal Opportunities

TrinityLearning operates an Equality Policy in respect of both staff and volunteers. A copy is in the Volunteers Handbook. Volunteers will be expected to have an understanding of and commitment to our Equality Policy.

Problem Solving

We aim to identify and solve problems at the earliest possible stage. A procedure has been drawn up for dealing with complaints either by or about volunteers. A copy of the Complaints procedure is in the Volunteer Handbook.

Confidentiality

Volunteers will be bound by the same requirements of confidentiality as paid staff.

Signed:

TrinityLearning Chair of Trustees

Date:

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End of document