

SHIMNA INTEGRATED COLLEGE

VOLUNTEER POLICY

Shimna welcomes inquiries from people who wish to volunteer in a staff role in the college. Shimna benefits from volunteers who have talents and abilities which contribute to what Shimna offers. Shimna also recognises the benefit to volunteers who may need to build up their experience in support of future education or employment applications elsewhere.

In deciding whether a volunteer can be accommodated, the following considerations will be taken into account:

the interests of our students;

the interests of our staff, who may be assisted by a volunteer and may also support them;

potential benefit to the college as a whole of the volunteer's placement;

potential benefit to the volunteer.

Ground rules:

a volunteer will always work under the direction of a staff member, though the volunteer can be delegated tasks as appropriate;

tasks will be negotiated for the volunteer which are commensurate with her/his abilities and skills;

consideration will be given to a volunteer's request to gain particular kinds of experience;

volunteers will need to hold a current Disclosure Certificate issued through Shimna Integrated College, until the new vetting arrangements begin, when registration is possible which makes disclosure transferable;

staff, students, parents and governors are equal members of the Shimna community, and volunteers share that membership;

a balance will always be sought between the welcome due to volunteers and the demands of supporting additional staff, so that volunteers are only here when a good experience can be offered to them, and that staff experience a benefit and not an additional demand from volunteers;

in considering whether a request to volunteer can be accepted, key staff in the relevant area of the college will be consulted, eg. head of department, office manager, support staff manager;

a register of current volunteers will be maintained in the personnel office.