



## Volunteering Policy for PTAs

### Introduction

This policy outlines the principles for volunteer involvement within **Friends of Crakehall School**. It applies to everyone in the association and is endorsed by the committee of **Friends of Crakehall School**. The policy will be reviewed to ensure it remains relevant to the organisation and meets the evolving needs of its volunteers.

### Commitment

**Friends of Crakehall School** highly values the contributions made by volunteers and is committed to engaging them in appropriate roles with encouragement and support. We also recognise the importance of organising volunteer activities to ensure time and effort are used effectively for mutual benefit.

### Definition of a volunteer

A volunteer is an individual who, without payment and by choice, offers their time, skill and energy to benefit **Friends of Crakehall School**.

### Volunteer coordination

- All volunteers should report to the **Friends of Crakehall School** committee, who will provide support and guidance to help volunteers confidently and effectively carry out tasks
- Volunteers may be assigned a specific committee member as their point of contact
- The designated committee member responsible for overseeing volunteer engagement is the **Chair**
- Each volunteer will receive a clear task description, a proper briefing and the necessary information or equipment to carry out their activities successfully
- Volunteers are expected to seek clarification or express any concerns or training needs before beginning an activity

### Volunteer rights

Volunteers have the right to:

- Understand what is expected of them
- Receive adequate support and training
- Be appreciated for their efforts
- Work in a safe environment
- Be covered by insurance
- Be free from discrimination

### Volunteer responsibilities

Volunteers are expected to:

- Be reliable and honest



- Maintain confidentiality
- Perform tasks in line with the association's values and objectives
- Work within agreed guidelines
- Uphold the reputation of the organisation
- Follow all applicable association policies

## Policy review

This policy will be reviewed annually by the **Friends of Crakehall School** committee to ensure it continues to support both the organisation and its volunteers effectively.

## Signatures

Approved and adopted by the committee of **Friends of Crakehall School**:

**Name:** Charlotte Johnson\_\_\_\_\_

**Position:** \_\_\_\_\_Chair\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_13 November 2025\_\_\_\_\_

**Name:** \_\_\_\_\_Anna  
Wooding\_\_\_\_\_

**Position:** \_\_\_\_\_Secretary\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_12 November  
2025\_\_\_\_\_