

Model Volunteering Policy for PTAs

Introduction

This policy outlines the principles for volunteer involvement within the Friends of William Gilpin School. It applies to everyone in the association and is endorsed by the committee of the Friends of William Gilpin School.

Commitment

The Friends of William Gilpin 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 the Friends of William Gilpin School.

Volunteer coordination

- All volunteers should report to the Friends of William Gilpin School committee, who will provide support and guidance to help volunteers confidently and effectively carry out tasks
- The Friends of William Gilpin School will endeavour to ensure that each volunteer receives 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

These model policies do not constitute legal advice or attempt to cover all situations that your association may require. We recommend that you use these model policies as a starting point to develop policies that cover your precise needs and situation. These policies are based upon our best interpretation of current guidance that has been provided by a range of sources. We will endeavour to update these policies regularly with any relevant changes.

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Policy review

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

Signatures

Approved and adopted by the committee of the Friends of William Gilpin School:

Name:	Rebecca White	Paula Rowney	Robert Morgan
Position:	Chair Person	Secretary	Treasurer
Signature:	R White	P Rowney	R Morgan
Date:	22/06/2026	07/07/2026	06/07/2026

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