**MODEL DRAFT LETTER TO VOLUNTEERS**

*[ON HEADED NOTEPAPER OF [NAME OF SCHOOL]*

[ADDRESSEE]

[ADDRESS LINE 1]

[ADDRESS LINE 2]

[POSTCODE]

[DATE]

Dear [NAME OF VOLUNTEER],

Volunteer agreement

This letter sets out what we can each reasonably expect from your volunteering role within [NAME OF SCHOOL]. [NAME OF SCHOOL] appreciates you volunteering with us and is committed to providing volunteers with a supportive environment. We hope that you will find your volunteer experience enjoyable and rewarding. A volunteer will usually provide voluntary services at least three times a month and will if carrying our regulated activity be subject to the checks set out in the recruitment policy ( identity, enhanced disclosure, right to work in the UK, barred list, prohibition, overseas check and references in line with keeping Children Safe in Education).

# Volunteer role

Your role as volunteer is [[SPECIFY ANY TITLE AND DETAILS OF ROLE] **OR** set out in the attached volunteer role description] and starts on [DATE]. We hope that you will usually be able to volunteer with us for at least [SPECIFY ANY PREFERRED TIME COMMITMENT] so that we can each get the most from the volunteering experience. However, we are flexible about when you work [within the constraints of [ ]] so please let us know if you would prefer a different arrangement.

# Your obligations

We expect you to perform your role to the best of your ability and to follow our procedures and standards, including health and safety and equal opportunities, the Child Protection and Staff Behaviour Policy, the Data Protection Policy and to comply with our anti-bribery policy and procedures. You can expect us to deal with you in accordance with our equal opportunities policy.

If you are providing childcare as part of your volunteering duties, please note that you have a legal obligation to inform the School if you are disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009. Please see the enclosed Policy on Recruitment of Proprietors, Governors and Volunteers and ask [NAME] for more details.

# Induction and training

We will provide an induction explaining what we do and how volunteers fit within the School. We will also provide training to assist you to meet the standards we expect from volunteers and to ensure your health and safety. You will also be trained on Child Protection and Safeguarding.

# Supervision and support

Your main point of contact during your volunteering with us is [NAME]. You will have meetings with [NAME] to agree targets for your volunteering role and discuss any problems or complaints you may have.

Please give [NAME] as much notice as possible if you are unable to volunteer when expected.

# Expenses

We will reimburse certain out-of-pocket expenses incurred in connection with your volunteering for us. Details of these expenses and how to claim them are set out below.

[INSERT DETAILS OF EXPENSES POLICY]

# Insurance

We will provide adequate insurance cover for you while you are undertaking voluntary work approved and authorised by us.

# Confidentiality

In the course of providing your volunteering services to the School, you may have access to confidential information relating to staff, pupils or parents. We expect you not to use or disclose this information to any person either during your volunteering experience with us or at any time afterwards.

# Data protection

## We will comply with our obligations under data protection law as may be in force from time to time. Your attention is drawn to the Data Protection Policy and Staff Privacy Notice which explains what personal data we hold about you, how we collect it, and how we may use and share information about you.

# Leaving

We ask that you give us as much notice as possible if you want to stop volunteering with us. (Set out details for the school to terminate the arrangement).

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Yours sincerely,

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On behalf of [NAME OF SCHOOL]