**Volunteer Management – PTA Policy**

**PTA Name: Verulam School PTA**
**Name of school: Verulam School**
**School address: Brampton Road, St Albans, Hertfordshire AL1 4PR**

**Date policy adopted: January 2016**

**General**

Verulam School PTA is managed by volunteer parents and relies on additional voluntary support for the events that it runs from both parents and staff. Without volunteers the PTA would cease to exist.

The parents, guardians or carers together with the school staff are automatically members of the PTA. It is the policy of the PTA to encourage involvement from as many and as wide a range of members as possible to reflect the composition of the school.

From time to time, relatives and friends of PTA members may volunteer, generally to fulfil a specific need.

The Committee will offer support to all volunteers.

**Insurance and health and safety**

Prior to every PTA event a risk assessment is undertaken, which will consider (amongst other things) any risks for volunteers involved with that event. For more detail on Verulam PTA’s approach to risk assessments, please refer to the PTA policy ‘Managing Risk’.

Verulam PTA has insurance in place which includes personal accident cover that provides financial benefit to the members, together with other adults and children helping out at events if they are hurt.

**Volunteer expenses**

The Committee values all volunteers and wants to ensure that there are no barriers to volunteer involvement. Reasonable out-of-pocket expenses, if required, will be reimbursed.

**Dealing with problems**

It is also important that volunteers should enjoy making a contribution to the PTA aims and all volunteers have the right to be treated fairly and with respect. The Committee would encourage any volunteer who feels that they have been treated unfairly initially to raise the matter informally, ideally directly with the other person or persons involved or, if the volunteers does not feel comfortable doing so, with any member of the Committee. In addition, any volunteer may avail themselves of the PTA complaints procure set out in the Managing Complaints Policy.