

Tutorfair Foundation Volunteering Policy

1. Introduction

Tutorfair Foundation exists to raise standards of, and improve access to professional tuition. We seek to use volunteering to help solve real problems and enrich our student's prospects.

It does this by:

- Working with Schools and other educational charities to improve the diversity and quality of volunteer placements.
- Providing potential volunteers with the means to access volunteering opportunities.
- Providing strong development opportunities for our volunteers to ensure they have an enjoyable and rewarding experience.

Tutorfair Foundation is committed to involving volunteers with in our organisation to:

- Contribute to the delivery of our services
- Make sure we are responsive to the needs of the schools and students .
- Provide a board range of skills and perspectives.

This volunteer policy sets out the principles and practice by which we involve volunteers.

2. Principles

Tutorfair Foundation

- Recognises that voluntary work brings benefits to volunteers themselves, to service users and to paid staff.
- Will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to the Tutorfair and their placement school.
- Will not introduce volunteers to replace paid staff.
- Expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work.
- Recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively.
- Will endeavour to identify and cover the costs of involving volunteers.
- Recognises that the management of volunteers requires designated responsibilities within specific posts.
- Will endeavour to involve volunteers from a wide range of backgrounds and abilities and ensure our volunteering opportunities are as accessible as possible

3. Recruitment

Recruitment of volunteers will generally be from universities and our community of tutors, and will be in line with the Tutorfair Foundations opportunities Policy. Positive action in recruitment may be used where appropriate.

People interested in becoming volunteers with the Tutorfair will be invited to register online. Once registered will be given information including general information about the Tutorfair Foundation and specific information on the volunteer post in which they are interested.

All volunteers will be asked to complete a simple registration form appropriate to the role that they are applying for and, will be asked to supply two references where appropriate.

The Tutorfair Foundation will also conduct an Enhanced DBS check on all volunteers being placed in schools or working with young or venerable people.

Volunteers with the Tutorfair Foundation are likely to come into contact with vulnerable people and/or be in a position of trust. They will therefore be asked to provide information about any criminal convictions via a self-disclosure form that is completed prior to starting. Every volunteer role will undergo a risk assessment by and employee of Tutorfair. This information will be dealt with in the strictest confidence and will not necessarily prejudice the person being accepted for voluntary work.

4. Volunteer Agreements and Voluntary Work Outlines

Volunteers will receive a role description and volunteer agreement containing full information about their chosen area of work and a clear idea of their responsibilities and the volunteer's responsibilities to them.

5. Induction and Training

Volunteers will be given induction and training appropriate to the specific tasks to be undertaken.

6. Support

For volunteers providing on going tuition an assigned contact person will be available to answer questions or resolve issues that may arise while volunteering. Training for Child protection will also be provided prior to volunteering.

7. The Volunteer's Voice

Volunteers will be consulted in decisions that affect them. The Tutorfair Fair foundation is committed to the on-going development of all volunteer while enrolled in our volunteer programs.

8. Records

Minimum details will be kept on volunteers. This will include the registration form, references, placement details, correspondence and any other relevant information necessary for the effective placement and development of volunteers

9. Insurance

Volunteers will be covered by the liability insurance of our partner organisations. All volunteers are covered under public liability while volunteering for the Tutorfair Foundation

10. Health and Safety

The Tutorfair Foundation will take all reasonably practicable steps to ensure the volunteers' health, safety and welfare while at work in accordance with our Health and Safety policy.

11. Equal Opportunities

Volunteers and staff will work in accordance with our equal opportunities policy and will prevent discrimination on any grounds.

12. Problems

The Tutorfair Foundation has a policy to help deal with grievances that volunteers may have. In line with this policy volunteers have the right to discuss any concerns they may have with their named contact at any time.

If the contact person is unable to resolve the problem they will refer the matter to the Director and/or the placement school staff.

13. Endings

When volunteers have completed their obligation of tutoring they will be asked to provide feedback on the volunteering experience. They will also be given the opportunity to discuss their responses to the questionnaire more fully with their

On the basis of their voluntary work, volunteers will have the right to request a reference and, where possible, Volunteers will be supported to progress to other tutoring options.

14. Monitoring and Evaluation

The Tutorfair Foundation will systematically monitor and evaluate its use of volunteers with reference to this Volunteer Policy.

This policy will be reviewed annually.