



National Association for the Teaching of English

Email: admin@nate.org.uk Website: www.nate.org.uk charity number 313157

Volunteer Policy

This policy was approved by NATE's Development and Management Team (including Trustees) on 25th September 2020. This policy will be reviewed annually.

Background to the Policy - NATE fully recognises its responsibilities for child protection.

This Policy applies to: All volunteers

This Policy came into effect on: 15th August 2020

Date of next review: 15th August 2021

1. The Purpose of this Policy

By adopting this policy NATE aims to:

- highlight and acknowledge the value of the contribution made by volunteers;
- reflect the purpose, values, standards and strategies of the organisation in its approach to involving volunteers;
- recognise the respective roles, rights and responsibilities of volunteers;
- confirm this organisation's commitment to involving volunteers in its work;
- establish clear principles for the involvement of volunteers;
- ensure the ongoing quality of both the volunteering opportunities on offer and the work carried out by our volunteers.

This policy provides an overview of the activities carried out by volunteers currently and provides a basis for the expansion, if required, for the role of volunteers. This document and the associated policy, procedures and guidance provide a framework for the involvement of volunteers.

2. Introduction

NATE is:

- a leader of research and the debate on the future of English teaching, planning, curriculum design and assessment
- a defender of the broader and deeper values of English, including creativity, enjoyment and the cultural and philosophical importance of English as a humane discipline
- a promoter of good practice across the country
- a provider of effective CPD, consultancy, publications and reports
- a collaborator with key stakeholders who enhance the quality of English teaching, regionally, nationally and internationally

We recognise the added value that volunteers bring to our organisation and those who use our services. Volunteer involvement in this organisation does not replace or devalue the role of paid staff.

NATE aims to have a reciprocal and mutually beneficial relationship with our volunteers; with their involvement informing and developing our work, and our work enabling individuals to learn skills and achieve personal development through their volunteering.

Board of Trustees:

Chair & Trustee: Peter Thomas

Trustee: Rachel Roberts

Trustee: Barbara Conridge

Trustee: Mick Connell

Trustee: Andy Goodwyn

3. Activities undertaken by volunteers

Trustees, Publications Editors, contractors, members of the Management and Development Group and Chairs of Working Groups are volunteer members of NATE. They support the Association in its aims and functions, particularly, the delivery of programmes, fund raising activities, general support of the CIO administration and liaison with members, other educational associations and agencies.

The involvement of volunteers will be guided by the following principles of good practice:

- the tasks to be performed by volunteers will be clearly defined, so that everyone is sure of their respective roles and responsibilities;
- we will comply with the Data Protection Act in the use of data held on all volunteers;
- volunteering opportunities will complement rather than replace the work of paid staff;
- volunteers will be provided with regular opportunities to develop their learning, be supported in that development and be supported to learn and to share ideas/concerns with a named contact in line with our Support and Supervision Policy;
- all existing and future policies will be checked as to how they affect volunteers.
- any volunteers undertaking work with children and young people will have a DBS in place and will undergo child protection training at the commencement of their support. They will be familiarised with the specific child protection policy of any institution that we deliver programmes within.

4. Recruitment and Selection

NATE will adhere to its equalities and diversity policy when recruiting and selecting volunteers. All potential volunteers will be asked to complete a nomination form supported by two NATE members as Proposer and Seconder. Where there is a requirement for a Disclosure Check this will be highlighted as part of the recruitment process.

Support and Supervision: Once placed, we will expect volunteers to comply with existing policies and procedures. All volunteers are covered under NATE's Public Liability Insurance.

Volunteers will have an induction covering professional expectations and standards including relevant policies and procedures, followed by discussion with a named contact to discuss any issues.

Volunteers will be able to claim reasonable expenses for their volunteering in line with the Expenses Policy. Volunteers should discuss any planned expenditure prior to incurring this expenses to ensure that it will be covered by the organisation.

Where volunteers have holidays or other commitments which mean that they cannot attend their normal volunteering, they should advise the Chair or Director to ensure alternative cover.

Where concerns are raised – either by a volunteer or about a volunteer, this shall be dealt with by a nominated Trustee.

Overall responsibility for the implementation, monitoring and review of the policy and procedures lies with the Chair. Implementation and adherence to this policy is the responsibility of all staff and volunteers within the organisation