

Friends of Riverside Primary School

C/O Riverside Primary School
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Rainham
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Email: forpschair@gmail.com

Registered Charity: 1185731

FORPS Policies and Procedures

Introduction

Friends of Riverside Primary School (FoRPS) is a Friends Association with the aim of providing fun events whilst raising funds for the extras that will enhance school life for the children of Riverside Primary School and advance their education.

The organisation was established in 2015 by a small group of likeminded parents who wanted to be actively involved in school life and do more to support the school. It is now a well-supported, thriving organisation that has raised thousands of pounds which has been invested in resources and equipment at the school as well as providing activities and equipment for events. FoRPS not only raises funds but also helps build the sense of community that the school has through the events organised and an excellent working relationship with the school. This helps to bring parents, carers, staff, students and the local community together whilst working towards a common goal.

FoRPS isn't just a small committee of people, being a 'friends' organisation means that the whole school community are able to be members (parents, carers, grandparents, staff, child minders, ex-students and members of the local community). Everyone is equally important. We understand that how you're involved will depend on your personal circumstances and that it is not possible for everyone to attend meetings or be actively involved on a regular basis. We value all of our volunteers and pride ourselves on being a welcoming and inclusive team of friends, where we aim to create an environment in which all members feel able and confident to have a voice.

This document provides information regarding the way in which FoRPS is governed and the policies in place to meet best practice guidelines for charitable organisations.

If you have any questions which are not covered in this document please speak to the FoRPS Chair or email them via ForPSChair@gmail.com.

Charitable Status

Charity Number: 1185731. FoRPS became a registered charity in October 2019. Charity law requires voluntary organisations with an annual income above £5,000 to register with the Charity Commission for England and Wales. As a charity FoRPS must abide by Charity Commission regulations and we are bound by a governing document referred to as our constitution.

Being a registered charity enables FoRPS to:

- Receive charitable donations from local and national companies;
- Apply to grant-making trusts (most charitable trusts will only give grants to groups formally recognised as charities);
- Receive donations made through Payroll Giving and Company Matched Giving schemes;
- The opportunity to apply for Gift Aid in the future.

Constitution

The constitution sets out the rules and procedures by which committee members govern the association. This document works alongside the constitution providing more guidance regarding the day-to-day activities and running of the organisation.

When the organisation was formed we became members of PTA-UK (now Parentkind) and it was agreed to adopt the PTA-UK model constitution. This has been developed in conjunction with their charity lawyers and approved by the Charity Commission for England and Wales for the purpose of charity registration. In June 2016 PTA-UK updated the model constitution which was then adopted by FoRPS at its AGM on 3rd October 2017. A copy of the constitution can be found on the school's website (together with the guidance notes to make the document accessible to all).

Role of the Committee

The FoRPS 'committee' consists of three elected officers (Chair, Vice Chair and Treasurer), all of whom automatically become 'trustees' and therefore have a legal responsibility for the organisation. This is in accordance with best practice guidelines. Details of these roles can be found on the school website.

We also have a team of dedicated 'active members' who form a planning team to help organise and lead events.

Meetings

Informal Planning Meetings are generally held weekly after school drop off. Everyone is welcome to come along and offer their feedback on events, share ideas, find out more about what we do, or just meet other parents and have a cuppa and a chat. Children are welcome.

Business Meetings will be held as required. These meetings will have an agenda and minutes will be taken.

Committee Meetings are only held if a matter arises that needs to be dealt with urgently by the elected members of the committee (trustees). It is very rare that we meet without representation from our members but occasionally it is necessary to do so. Minutes from these meetings would always be shared with active members.

Annual General Meeting (AGM) is usually held early in the Autumn Term. This is to enable the committee to be in place and make plans for the academic year ahead. It also gives the current committee enough time to finalise any accounts and write reports in time for the meeting. The AGM provides an opportunity for all members to come along and hear in more detail about the work of FoRPS, the events we have run, the funds we have raised and how the money has been spent. It is also the occasion when we elect the committee for the forthcoming academic year. It is a legal requirement to give notice of and hold an AGM.

How we raise money

FoRPS organises events for the children and families of Riverside Primary School (Christmas Fayre, Summer Fete, discos, recycling schemes, gift shops, etc.). The events themselves enhance school life for the children by providing social and memorable childhood occasions as well as building the community and relationships.

We decide the events that we are going to run via liaison with our members, staff (via SLT) and the students (via the school council) and welcome new ideas.

As and when opportunities arise we also apply for grants and sponsorship.

Donations are extremely important and can come in many forms (not just financial), such as time, items to sell, raffle prizes or services and skills.

How we spend the money we raise

The funds raised are used to support the school and advance the education of the pupils through the purchase of extra resources, equipment or services. Funds are spent on the 'extras' that are not provided by the school's budget, enhancing the school environment and learning experience for the children.

Money raised at events is paid into our bank account straight away.

Ultimately it is the responsibility of the trustees to decide as a committee how to spend the funds we raise. This is achieved through liaison with the Headteacher regarding the additional resources needed in order to advance the education of the children in line with the school's strategic plan, priorities and appropriateness. We also consult with parents and students (via the Student Council). No funding decisions are ever made without the approval of the Headteacher.

Our funds are usually spent fairly quickly, with funds being spent during the current or following academic year and children feeling the direct benefit. However, it may on occasion be necessary for a longer fundraising period in order to invest in a larger project. In such a situation the community would be involved and updated on progress towards the target.

Company Matched Giving

Company matched giving is very simple. Companies or businesses pledge to donate, to a charity such as ourselves, an amount of money relating to the amount that an employee donates or fundraises for us. The benefits for FoRPS and the company involved are:

- Employees' morale is boosted by having their efforts supported by their employer;
- The company benefits from having charitable donations written off against taxable profits;
- The company can get publicity for their giving;
- FoRPS benefits from receiving possibly double what we'd have otherwise raised at an event.

If you think that your employer has a matched giving scheme already in operation, or if you would like some more information about charity matched giving or setting up a scheme in your workplace please talk to one of the committee members (trustee).

How we get information to you

- FoRPS letters are primarily sent home via Arbor (the school's communication platform), with prior approval by the Headteacher.
- The school may also send information via the 'DoJo' communication system as they see fit.
- Details of events are also posted on the FoRPS Facebook page and school noticeboards (as appropriate).
- Information regarding meetings and volunteer requests are sent out via the school's information system and/or Facebook as required. Active members are kept up to date via the WhatsApp group.
- School systems cannot be used to promote business organisations.
- All communications must always be cleared by a Committee Member who will then liaise with the Headteacher regarding approval before any publication is made.

It is important that GDPR regulations are adhered to when communicating with our target audience.

Also see: Privacy Policy

How you can get involved

How you are involved in FoRPS will depend on your personal circumstances. We understand that it is not possible for everyone to attend meetings or be involved on a regular basis. We do have some active members who do not attend meetings at all but are still involved and appreciated.

Volunteer help on the day of events is invaluable as are donations for our raffle or bric-a-brac.

If you'd like to be actively involved please ensure you contact a FoRPS Committee Member or complete a registration form via the school's website.

The most important way you can support FoRPS is by taking part in our events.

Support from Parentkind (formally PTA-UK)

FoRPS is a member of Parentkind, a national charity and membership organisation for all forms of 'Parent Teacher Associations'. We pay an annual membership fee which gives us benefits including comprehensive insurance cover specifically designed for PTA organisations, support and advice regarding the running of our organisation and exclusive member discounts with some suppliers.

Links with the local community and businesses

We have formed some excellent relationships with the local community by taking part in projects and working with businesses to provide funding for events through sponsorship and raffle donations.

If you know of a community group or business who would be interested in working with FoRPS please do not hesitate to contact a member of the committee.

FoRPS POLICIES

All policies are relevant to all within the association and are endorsed by the elected committee.

Policies will be reviewed annually to ensure that they remain appropriate to the organisation and its volunteers' needs and may be amended at any time at the discretion of the current elected committee.

1. Safeguarding Policy

Introduction

This policy sets out the principles for safeguarding within Friends of Riverside Primary School.

Responsibility

FoRPS has a duty of care to consider the safety of children and vulnerable adults. This should be taken into consideration when risk assessing an event and the duration of such events.

It is best practice to have a set of procedures in place and guidelines for volunteers to follow at events. As these vary between different events briefing notes will be provided to volunteers for each individual event as appropriate.

All FoRPS members should be aware of the person responsible for safeguarding within the school. Posters are on view in school detailing this information and will be included in any volunteer information packs provided for events.

The school provides training for both FoRPS Committee members and 'active members' on safeguarding and the procedures to follow.

What to do if you have concerns about a child

You may have concerns about a child because of something you have seen or heard or a child may choose to disclose something to you.

If a child discloses information to you, you should:

- Listen to the child without displaying shock or disbelief;
- Accept what is said and reassure the child, do not make promises that you may not be able to keep, e.g. 'Everything will be alright now';
- Do not ask leading questions and do not interrogate the child – it is not your responsibility to investigate;
- Explain to the child what you have to do next and who you have to talk to;
- Take notes, if possible, or write up the conversation as soon as possible afterwards;
- Contact the school safeguarding officer or a member of the school leadership team as soon as possible.

Guidance for Events:

- All Events should be risk assessed.
- At events where children are dropped off and collected – a register should be available and children should be checked in and out of the event. FoRPS should have permission for and a list of any child being collected by another parent/carer or travelling home alone.
- Contact details for the child's parent/carer should be collated by FoRPS for the event.
- FoRPS should request relevant allergy and medical information as they are a separate organisation and may not have access to the school's records for such purposes.
- Exits should be monitored to ensure children cannot leave an event unattended.
- All volunteers will need an Enhanced DBS check.

2. Code of Conduct

A safe community is derived from a nurturing atmosphere in which all individuals are treated with respect and compassion. As a registered charity FoRPS are trusted to spend funds raised and donated in an appropriate manner. All 'active members' have the responsibility to positively represent the school as well as the charity and not bring either into disrepute.

As such we ask that FoRPS members:

- Act in the best interests of FoRPS and the school at all times, in furtherance of its objectives;
- Respect the day to day running of the school and ensure that the activities of FoRPS do not interfere with this;
- Respect the professionalism and privacy of staff by ensuring all requests of them are made via the Headteacher by the FoRPS Chair;
- Have the right to be heard. Respect all members opinions, listen to their views and communicate calmly and clearly;
- Have the right to be safe both physically and emotionally. Everyone has a responsibility to maintain the safety of others;
- Use technologies (including social networking sites) responsibly by not disrespecting any other member, FoRPS or the school, and by being sensitive to the feelings of others;
- Be treated with compassion, fairness, courtesy and respect;
- Respect that children are welcome to all FoRPS meetings and be mindful that sometimes it may be necessary to recap discussions if a member of the team has been distracted. Children will always come first at FoRPS.
- Be aware of their responsibilities by reading the constitution and FoRPS policies;
- Respect the school building, equipment and property belonging to the school, contractors and other members. Including leaving the site as it was prior to the event;
- Ensure that the safety of children is a priority and retain an appropriate level of confidentiality (i.e. we don't talk about other people's children or their behaviour);
- Communicate FoRPS business with the school community via the Headteacher, the Chair being the link between FoRPS and the Headteacher;
- Ensure that any communication shared by FoRPS has had prior approval from the Headteacher;
- Have collective committee responsibility; share and respect decision making, ensure good financial practice and support the FoRPS Committee;
- Have a united front and support decisions made;
- Be a positive advocate for the school within our community. If there is a concern or issue please raise it in the appropriate way via school staff;
- Raise funds for the school as a whole. Funding any projects in specific areas would be discussed with the Headteacher, via the FoRPS Chair, taking into account the school's strategic plan and priorities;
- Respect that, whilst suggestions and opinions will be sought and listened to, final decisions regarding event planning and spending of funds is the responsibility of the elected 'Committee Members' in liaison with the Headteacher;
- Ensure that monies raised at an event are processed by the Treasurer for recording purposes and paid into the FoRPS Bank Account. If the Treasurer is not available at the time of an event any monies should be locked in the school safe until the Treasurer can arrange collection;

- Provide receipts to the Treasurer in order to obtain a refund for any purchases made. Purchases should be approved by the Committee before they are made (FoRPS will retain a sum of money in their account in order to cover set up costs for events, i.e. purchase of stock, prizes, deposits on equipment);
- Provide an outline of a proposed event to the Chair including staffing needs, Health & Safety concerns and legal requirements (i.e. licensing). The Treasurer should also be provided with a brief outline of expected income and expenditure prior to an event being agreed. Any event proposals will always be discussed with the Headteacher before final approval is given;
- Raise any disputes with the Chair. A meeting with all involved and at least one other member will be held. We ask that disputes, no matter how small, are raised with the Chair (or another member of the Committee) in order that they are dealt with openly and fairly to ensure the harmony of the group as a whole;
- Ensure that decisions are made in line with the purpose of the association, as defined in the constitution and using the process defined in the constitution.

3. Guidelines for Behaviour at FoRPS Events

Children are expected to:

- Show respect for all adults and other children by their words, actions and listen carefully to directions when they are given;
- Respect school and personal property;
- Refrain from name calling, using inappropriate language or teasing others;
- Not engage in activities that may injure others whether intentional or unintentional.

What happens if a child behaves unacceptably at a FoRPS event?

Adult Responsibilities:

- It is the right and responsibility of active FoRPS members attending a FoRPS event to verbally correct, or to report to the event co-ordinator or member of staff, any misbehaviour by any pupil or parent that occurs at that specific FoRPS event;
- Parents/carers attending FoRPS events with their children are expected to assume responsibility for their children's and their own behaviour and safety;
- Parents/carers unable to accompany their children to a FoRPS event are expected to designate or identify an adult who will be present and who will assume responsibility for their children's behaviour and safety. In the case of an event where children are not accompanied by a parent/carer (school disco, gift shop, etc.), those present representing FoRPS will assume this responsibility with the support of staff;
- The corrective action taken by the adult may range from simple verbal reprimand to suggesting the pupil have a short time out to calm down. If the behaviour is significant it will result in immediately contacting the child's parent/carer. The parent/carer will be expected to remove the child from the event. At any subsequent events a child may then need to be accompanied 1 to 1 by a supervising adult or be excluded from attending future FoRPS events.

Significant severe behaviour:

- Wilfully endangering yourself or others;
- Wilfully damaging or destroying property;
- Wilful disobedience of adults attending FoRPS events;
- Engages in abusive language or behaviour.

4. Complaints Procedure Policy

Introduction

This policy sets out the principles for the Complaints Procedures within Friends of Riverside Primary School.

As Committee Members and Trustees of Friends of Riverside Primary School we understand it is our duty to make decisions that are in the best interests of the association. We know that where any of us hold a personal or other interest, this will stop us from achieving this duty and acting in the best interest of our association.

Applicability

This applies to every member of Friends of Riverside Primary School.

The association defines a complaint as an expression of dissatisfaction in the PTA's actions or the standard of service provided.

Our association takes the following steps to identify and deal with any complaint made against the association:

- We make all new committee members aware of this policy
- Complaints should be made in writing to the committee and handed, in the first instance, to the Chairperson. If the complaint is regarding the elected Chairperson then the complaint may be passed to another elected committee member.
- The committee will meet to discuss any complaint made within 14 days of receipt of the written complaint.
- The committee will respond to the complainant, detailing the committee decision made and whether there will be any further discussions or meetings regarding the complaint.
- If a meeting is arranged for the complainant to meet with the committee, the complainant may bring additional representatives with them. The complainant is also required to supply any documentation or evidence that they wish the committee to view at least 7 days prior to the meeting.
- At the meeting the complainant should detail their grounds for complaint and the association may ask questions of the complainant. Minutes of the meeting will be taken.
- Any decision made by the association in response to a complaint will be confirmed in writing within 7 days of the meeting with details of any action to be taken

5. Conflict of Interest Policy

Introduction

This policy sets out the principles for Conflict of Interest within Friends of Riverside Primary School.

As Committee Members and Trustees of Friends of Riverside Primary School we understand it is our duty to make decisions that are in the best interests of the association. We know that where any of us hold a personal or other interest, this will stop us from achieving this duty and acting in the best interest of our association.

Applicability

This applies to every elected member of the Friends of Riverside Primary School committee.

Our association takes the following steps to identify and deal with any conflicts of interest:

- We make all new committee members aware of this policy.
- We ask all committee members to declare any conflict of interest
 - 1) When they are appointed
 - 2) At the beginning of each meeting
 - 3) Whenever a committee member becomes aware of a possible conflict of interest
- Any committee member with an identified conflict of interest is asked to withdraw from any discussion of and/or vote on that issue.
- Where conflicts of interest arise we will detail in the minutes of the meeting how this has been addressed.

- The association will work to make sure there is a good mix of parents and staff across the school involved within the association. This will stop any one part of the school being overly-represented.
- Where decisions made may favour one year group, subject area or particular aspect of the school over others we will ensure we have consulted with our members and over time will ensure that all aspects of the school will benefit equally.

6. Equal Opportunities Policy

Introduction

This policy sets out the principles for Equal Opportunities within Friends of Riverside Primary School.

Commitment

Friends of Riverside Primary School is committed to Equal Opportunities for all members of the association.

Definition

It is our policy that all committee and volunteer decisions are based on the legitimate needs of the association. The association will not discriminate on the basis of race, nationality, sex, gender reassignment, marital or civil partner status, disability, religion or belief, age or any other ground on which it is or becomes unlawful to discriminate under the laws of England and Wales.

Rights and Responsibilities

The association recognises the rights of its members to be able to volunteer for the association without fear of discrimination or harassment.

The associations commitment to equal opportunities extends to all aspects of volunteering including:

- Election of Committee Members
- Allocation of Tasks
- Conduct Issues, discipline and grievances

All members have a responsibility to ensure compliance with this policy, to treat other members with dignity at all time and not to discriminate against or harass other members.

7. Risk Management Policy

Introduction

This policy sets out the principles for risk management within Friends of Riverside Primary School.

Purpose

The purpose of Risk Management is to identify risks as early as possible, develop a strategy to mitigate those risks and implement a risk management process as part of our associations event planning process.

For all FoRPS events:

- A Risk Assessment is to be carried out by a committee member to:
 - Identify potential hazards
 - Identify who may be harmed by such hazards
 - Determine whether existing precautions are adequate or whether further action needs to be taken
 - Record your findings on the FoRPS Risk Assessment template
 - Review your assessment and update when necessary
- Take advice from the school/venue where appropriate – look at previous risk assessments and adhere to recommendations
- Take advice from the HSE where appropriate – www.hse.gov.uk
- A copy of the Risk Assessment to be kept in a designated folder for use by the FoRPS Committee – this can be used for reference if the same event is being run in the future

- A copy of the Risk Assessment given to the school if requested
- All committee members should be made aware of each risk assessment.

8. **Privacy Policy**

This document has been written in line with General Data Protection Regulation (GDPR).

Distribution of Information

We currently send out our newsletters and information regarding forthcoming events via the school information systems with the approval of the Headteacher. As these are not addressed to an individual this is not covered by the GDPR. Should we change this means of communication at any time this would need to be reviewed in line with the GDPR.

Committee Members, Planning Group Members and Volunteers are required to complete a registration form detailing their preferred method of communication and give their permission for FoRPS to keep their data (securely) on file. Individuals are given options as to what information they wish to receive (Meeting Notifications, Business Meeting Paperwork (Agendas & Minutes), Requests for help at events, etc). These records are audited annually and permission reviewed. An individual can ask for their data to be deleted at any time by contacting the Vice Chair (forpssecretary@gmail.com).

Social Media

FoRPS take the act of a person joining our Facebook page or social media group as consent for us to communicate with them via this platform. An individual has the right to remove themselves from the page or group at any time. (See also Social Media Policy).

Special Categories of Data

FoRPS do not hold any special categories of personal data on file.

Information Register

FoRPS holds and regularly reviews an Information Register. This is a list of all data FoRPS holds, the rationale for holding it, how long it should be retained for (see Data Retention Schedule) and how it should be destroyed when necessary.

Lawful Basis for Processing

FoRPS will determine the lawful basis for processing on each individual case. Data held, the lawful basis for doing so and how long it should be retained is recorded in the FoRPS Information Register.

In respect of school events (i.e. disco) and competitions FoRPS will request consent to process data on an event by event basis, via booking and entry forms. This data will only be processed and stored (securely) by the person responsible for organising the event in question and for the legitimate purpose of that event. Data will be securely stored during the organisation of an event (i.e. in a locked cupboard or password protected) and securely destroyed following the event (no later than 2 weeks after the event, to allow for any queries/refunds).

FoRPS will only share data with a 3rd Party with specific consent (i.e. Christmas Artwork). FoRPS will ensure that a supplier who meets GDPR guidelines is used for these purposes. Data will be securely deleted as soon as the project has been completed.

FoRPS will request data (i.e. class lists, name and class only) from Riverside Primary School only where there is a legitimate reason for doing so (see Data Sharing Agreement). A record of any data requested by FoRPS from the school is held by the school (including details of when it has been securely destroyed).

The FoRPS Treasurer will (securely) hold the details of payments made for 6 years. With their consent the Treasurer will also hold on file bank details to enable the payment of expenses to Committee and Planning Group members.

Storage of Data

Computers which are used for the storage of FoRPS data will be password protected.

Electronic files and folders containing FoRPS information will be password protected so that only permitted members can access them.

Any FoRPS member using a computer to hold or access FoRPS data should ensure they have up-to-date anti-virus software that protects their PC and email account.

FoRPS uses a file sharing system (Google Drive) to store electronic files in order to reduce emailing copies of data (which results in multiple copies of data being held and leads to difficulties in controlling this data).

To avoid unnecessary duplication of personal data relating to children within the school, FoRPS will (wherever possible) use hard copies of class lists provided by the school for the purpose of organising events and competitions. All such requests for information will be held on file both within the school and on the FoRPS Information Register.

Hard copies of data will be stored in a locked filing cabinet or cupboard. Only people who need access to it will have it.

Secure Disposal of Data no longer required

When there is no longer a legitimate reason to hold the data (i.e. when an event has taken place) it will be disposed of in the following manner:

Paper copies of data will be destroyed via the school's confidential waste system. The school hold a record of all data requests from FoRPS and this form should be completed when any data is returned for disposal.

Electronic copies of data will be deleted from the Google Drive where they will have been password protected and the 'recycle bin' on the computer used should be emptied immediately. Where it has been necessary for information to be held on a device such as a USB or external hard drive this should be deleted and where possible the device re-formatted to ensure that the data cannot be recovered at a later date.

Housekeeping

- Personal information should not be left on public view (i.e. volunteer contact details at the summer fete);
- All copies of information should be destroyed as soon as we stop needing them;
- Access to data will only be given to those who need it;
- If data is stored on a USB sticks it must be encrypted and password protected;
- There must be a legitimate purpose for storing data (not 'just in case' it comes in handy);
- Outgoing committee and planning group members will be required to hand back any data that they hold and access will be withdrawn from any shared file platforms;
- Data must always be held securely either by means of password protection or in a locked filing cabinet or cupboard;
- Information should not unnecessarily be duplicated;
- This policy and data currently retained will be audited annually.

Contact Details

For queries relating to GDPR or how we use or store your data please contact

forpssecretary@gmail.com or by writing to FoRPS Vice Chair, C/O Riverside Primary School

9. Social Media Policy

Introduction

FoRPS uses social media platforms such as Facebook and WhatsApp in order to keep our members informed of our activities. This includes promoting events, making requests for volunteers, providing information regarding meetings and fundraising requests. From time to time we may also post

information regarding businesses who support us through sponsorship and/or raffle donations or provide a service directly linked to school life (i.e. uniform providers).

The target audience is anyone who has an interest in Riverside Primary School (i.e. parents, carers, grandparents, staff, members of the local community, sponsors and businesses).

FoRPS take the act of a person liking (and/or following) our Facebook page or joining a social media group as giving their consent for us to communicate with them via this platform. An individual has the right to remove themselves from the page or group at any time.

We do not share details with any third parties.

Any pages or groups should be used in a positive manner not bring the organisation or school into disrepute. As such we have created a simple list of do's and don'ts to help this resource be used correctly.

Please do the following:

- Use good judgment - Regardless of your privacy settings, assume that all of the information you have shared on Facebook is public information.
- Be respectful - You cannot see a smile or understand nuances of speech on social media. Please keep the tone of discussion positive and respectful.
- Be responsible and ethical - Unless you are specifically authorised to speak on behalf of the school as a spokesperson, you should state that the views expressed in your postings, etc. are your own. Any issue or concerns you have with the school should be raised directly.
- Correct any mistakes- Be sure to correct any mistake you make immediately, and make it clear what you've done to fix it.
 - We ask all members to use the THINK acronym before sending any communication on a FoRPS platform:
 - T - is it True?
 - H - is it Helpful?
 - I - is it Inspiring?
 - N - is it Necessary?
 - K - is it Kind?

Don't share the following:

- Confidential information - If it seems confidential, it probably is. Online "conversations" are never private.
- Private and personal information - To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations. NEVER give out or transmit personal information of students, parents, or colleagues. Always respect the privacy of the school community members.
- Images - We ask that images of students are not shared on this platform.
- Other sites - Links to other sites may provide useful and interesting content. Don't blindly repost a link without looking at the content first, you never know what could be there!

Posts will be removed if they are:

- Personal attacks (posts deemed libellous, profane, defamatory, disparaging, hateful, harassing, threatening, or obscene)
- Deemed inappropriate for our target audience
- Break the law
- Fraudulent, deceptive or misleading

10. Volunteering Policy

Introduction

This policy sets out the principles for voluntary involvement within Friends of Riverside Primary School.

Commitment

Friends of Riverside Primary School acknowledges the contribution made by its volunteers and is committed to involving volunteers in appropriate positions and in ways that are encouraging and supportive. The organisation also recognises its responsibility to arrange volunteering efficiently so that the volunteer's time is best used to the mutual advantage of all concerned.

Definition

A volunteer is a person who, unpaid and of their own free will, contributes their time, energy and skills to benefit Friends of Riverside Primary School.

Volunteer Co-ordination

All volunteers should report to the Friends of Riverside Primary School committee, who will offer guidance and support to the volunteer so they may carry out tasks effectively. Volunteers may be given an individual name of a committee member to report to.

The nominated committee member with overall responsibility for volunteering within the association is Samantha Agnew.

Volunteers will have a clear and concise task description, will be properly briefed about the activities to be undertaken and be given all necessary information and equipment to enable them to complete the activities.

It is the volunteer's responsibility to ensure they understand the task they have been given and to raise any concerns or training needs before undertaking any activity.

Rights and Responsibilities

The association recognises the rights of volunteers to:

- Know what is expected of them
- Have adequate support and training
- Receive appreciation
- Volunteer in a safe environment
- Be insured
- Be free from discrimination

The association expects volunteers to:

- Be reliable
- Be honest
- Respect confidentiality
- Carry out tasks in a way that reflects the aims and values of the association
- Carry out tasks within agreed guidelines
- Respect the work of the association and not bring it into disrepute
- Comply with the association's policies.

11. Financial Control and Expenses Policy

Introduction

This policy sets out the principles for Financial Control and Expenses within Friends of Riverside Primary School.

Applicability

This policy is applicable to all Trustees and Committee Members who are legally responsible for the running of the association and for all Members of the Association who are entitled to be reimbursed

for out-of-pocket expenses which they legitimately incur whilst supporting the delivery of the charity's objects.

Bank Account Management

- The Bank mandate will require two signatures from a pool of three to four signatories
- The Treasurer will operate the bank account and retain passwords for online banking
- Any payments made through online banking should be authorised

Expenses

All Trustees of the Association may be reimbursed for reasonable expenses incurred whilst carrying out their duties as a Trustee of Friends of Riverside Primary School. A detailed list is below and all expenses must be approved by two members of the committee of whom neither may be the claimant.

- Travel costs (public transport or private car mileage and car parking fees)
- Stationery (including paper and ink costs)
- Telephone calls
- Training Courses
- Postage
- Meeting venue hire
- Refreshments for meetings

Receipts must be provided for all expenses.

All claims for reimbursement must be made within 30 days of the date of expense.

Purchases

Members of the Association are entitled to be reimbursed for purchases made for the Association. Purchases must be pre-approved by the Treasurer or Chair and have already been agreed by the committee as an agreed spending of funds.

Any member who has not received pre-approval for a purchase is not guaranteed reimbursement.

Receipts must be provided for all purchases.

All claims for reimbursement must be made within 30 days of the date of purchase.

Changes to the policy

The Committee reserves the right to change its Expense Policy to maintain consistency with current best practice and the needs of the Charity.

Explanatory Notes:

- Telephone Calls - No reimbursement will be made for telephone calls that have incurred no actual cost as they were covered by a contract which included an allocation of 'free' calls.
- Travel Expenses - Public transport should be used where possible, and if travel is by private vehicle then a mileage allowance will be paid as agreed by the committee in line with guidance provided by HMRC, providing the vehicle used has a valid certificate of Insurance, a valid MOT certificate and road tax (if required).
Mileage will be calculated from the normal place of Charity work (Riverside Primary School, St Edmunds Way, Rainham, ME8 8ET).
- Parking costs incurred when on Charity business away from the normal place of Charity work will be reimbursed.

Review Date: September 2027