



National
Guidance

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Volunteers

Depending upon an Employer's policies, a volunteer may take any role in a visit, including Visit Leader, Assistant Leader, Activity Leader, Helper. Indeed, some organisations, such as charities, rely largely on volunteers to carry out these roles.

For definitions of these terms, please see the document *Glossary and Definitions* in this guidance. For more details about the roles and their responsibilities, see the documents about each specific role in the Roles and Responsibilities section of the folder *Legal framework and employer systems* in this guidance.

Examples of how volunteers might be involved with visits include:

- A school asks a Governor or a Parent to join the Visit Leadership Team to help with supervision.
- A Parent helps with transport.
- A member of the community who is an activity specialist leads an Activity, or an entire Visit e.g. a member of a local orienteering club offers to run a school orienteering club and take groups to weekend events.
- A teacher's partner offers to accompany them and help with the school ski trip.

When using volunteers it is essential that they meet the requirements for the role that they have been assigned (Visit Leader, Activity Leader, Assistant Leader, Helper). The engagement of any volunteer must involve an appropriate level of vetting and induction. They must be sufficiently competent and confident to carry out their responsibilities. The level of competence and the thoroughness of the engagement process depend upon the role that the volunteer is to take, and the degree to which they will be working independently or under supervision. Where they are working independently it should be to the same standard as would be expected of an employee or contractor taking on the role.

