

POLICY FOR VOLUNTEERS

*St. Joseph's
Catholic Primary
School, a Voluntary
Academy*

Volunteer policy

This policy should be read in conjunction with the school's safeguarding/child protection policy.

Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The school therefore, welcomes and encourages volunteers from the local community. The school's volunteer policy is part of the school's safeguarding systems.

Volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- Ex-members of staff
- Local residents
- Friends of St. Joseph's

The types of activities that volunteers engage in, on behalf of the school, include:

Hearing pupils read

Working with small groups of pupils to assist them in their learning;

Working alongside individual pupils, as an additional tutor;

Accompanying school visits;

Helping, supporting and organising events such as fayres, discos and movie nights.

Safeguarding

St. Joseph's Catholic Academy is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment.

Child Protection

The welfare of our pupils is paramount. To ensure the safety of our pupils, we adopt the following procedures:

- All volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement (Appendix 2)
- All of our volunteers must have been cleared by the Criminal Records Bureau (DBS) if working unsupervised with children.
- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required. However, such volunteers, who will be under the constant supervision of school staff, must read and sign our Off-Site Visit Risk Assessment.

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- Any concerns a volunteer has, about child protection issues, should be referred to the Designated Lead on Safeguarding or if unavailable, the Second Designated Lead. If either of these staff members are unavailable, then concerns should be addressed to the most senior member of staff. At St. Joseph's the Designated Lead professional for Safeguarding and Child Protection is **EMMA QUEENAN** and the second Designated Lead Professional is **DANI SEAMAN**.

Our School Aims

All adults / young people who work in our school, whether a paid member of staff, or a volunteer, are expected to work and behave in such a way as to actively promote our school aims, ethos and educational purpose.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the designated supervisor and NOT with the parents of the child/persons.

Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Headteacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

Volunteers in school must also abide by the school's code of conduct concerning use of social networking sites. Volunteers must not, under any circumstances post comments about school, its pupils or its staff on any social networking site.

Volunteers in school must not comment on any situations within school to anyone outside of the school e.g. parents, parishioners etc...

Supervision

All volunteers work under the supervision of a teacher or full time member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking. Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

Health & Safety

The school has a Health & Safety Policy and this is made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using D T equipment/accompanying pupils on

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visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/Headteacher.

Complaints

Any complaints made about a volunteer will be referred to the Headteacher or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Headteacher or designated member of staff reserves the right to take the following action-

- To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again;
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class;
- Based upon the facts identified in the investigation it may be necessary for the School to inform the volunteer that the school no longer wishes to use them;
- Provide the volunteer with a copy of the school's full Complaints Procedure.

Reviewed June 2023

Review Date: July 2024

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APPENDIX 2

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at St. Joseph's Catholic Primary School, a Voluntary Academy.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and hand it in at school. You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy;
- I agree to support the School's Aims, Ethos and Educational Purpose;
- I agree to treat information obtained from being a volunteer in school as strictly confidential
- I understand that an enhanced Criminal Record Bureau (DBS) check may be undertaken
- I have been made aware of who is my designated supervisor e.g. Class Teacher, Year Teacher, Headteacher.

Name: _____

Signed: _____ Date: _____