**Holy Cross Catholic Primary School**

**Volunteer Policy**

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| **Approved by:** | Allan Rogan Chair of Governors | **Date:** September 2020 |
| **Last reviewed on:** | September 2020 | |
| **Next review due by:** | September 2021 | |

1

**The** **school’s volunteer policy is part of the schools safeguarding system and policy.**

# Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Governor Body therefore, welcomes and encourages volunteers from the local community.

Our volunteers may include:

* Members of the Governing Body
* Parents of pupils
* Ex-pupils
* Students on work experience
* Ex-members of staff
* Local residents

The recruitment of new volunteers can take up to half a term and intake of new volunteers will be dependent on the candidate and available spaces within school. The Headteacher maintains the right to refuse volunteers and also terminate placements.

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
* Accompanying school visits

# 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 and educational purpose, as identified below -

**School Vision:**

At Holy Cross Catholic Primary School Our school as part of the parish of Our Lady, Holy Cross and St Paul provides a living experience of our Catholic faith through the teachings of the Gospel and the Sacraments. It is our mission to create opportunities which enable each person to recognise a sense of their own worth and that of others.

**Our distinctive aims are;**

To place emphasis on the teaching and learning of the gospel messages through our religious educational syllabus and through the way we relate to each other in our everyday lives.

To foster a living community of prayer and celebration both within the school and in partnership with the Parish to feel that they are part of this community and indeed the worldwide family of God.

To enable children to understand and respect other faiths.

To equip our children with the necessary information and skills to enable them to make the right choices to keep safe and be healthy in the community.

To give special support to those parents and families who may need it. There maybe a variety of reasons why the school offer families extra support

To nurture within our children a sense of aspiration, self-determination and a desire to achieve their academic and personal potential.

To provide a curriculum that supports all children’s social emotional behaviour.

**In partnership with our families we aim**

To provide a foundation for a Christian Catholic way of life in an environment where the Gospel message underpins all that we do.

To provide a curriculum that combines high standards of literacy and numeracy with a broad and balanced curriculum where children are excited and engaged and there is joy in what they are doing.

To provide learning that is focussed on individual pupil’s needs and abilities in order that all children reach their potential.

To build a partnership with parents by giving good information and by embedding the school into the fabric of their community.

To provide to the best of our ability an inclusive school where children with Special Educational needs, gifted and talented children and minority ethnic groups will be given support.

To promote high standards of behaviour by teaching and modelling positive behaviour to our children

# Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one-off event such as a school visit or on a more regular basis, e.g. hearing pupils read, usually approaches the Class Teacher, Head teacher, senior member of Staff or Class Teacher directly. It is the school’s decision to take on volunteers and this will depend on the time of year, the number of volunteers we already have in school and the potential impact on the children.

Volunteers should complete the Volunteer Application Form (appendix 1) with a covering letter requesting interest. (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help.

# Child Protection and Safeguarding

Safeguarding is our priority and we follow the safer recruitment guidelines to ensure that we are school are committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment. The process of recruitment of volunteers mirrors the safer recruitment of paid staff to ensure the most suitable adults for our school. A list of volunteers will be kept in the main admin office- this will be kept up to date and the responsibility of the Office Manager.

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 frequent volunteers must have been cleared by the Disclosure and Barring Service (DBS). A DBS Disclosure will be issued to the individual to present to the designated member of staff in school.

* Volunteers have a clear job description (Appendix 4) and their supervisors will address any concerns in their work
* Volunteers agree to the visitors’ code of practice daily when the sign the visitor’s book at the School Office.

# On-line Safety

Online Safety relates to the teaching and learning of technology and through technology in a responsible and safe environment, focusing on raising awareness of the core messages of safe content, contact and conduct when using it. This can include accessing websites and online content, email, online chat rooms, mobile phones, gaming and games consoles, social networking sites, instant messaging (IM), viruses and spam. Volunteers, like staff are expected to follow the Online Safety Policy which is available from the School office or the school website.

Personal devices including mobile phones and wrist watch phones that connect to the internet should not be used in school during class time. Staff may not make or receive calls during teaching time. Use of phones or phone watches must be limited to non-contact time when no children present. Staff and Volunteers must keep devices in lockers, which will be assigned by the School Office. Staff must only use school owned devices for capturing, recording and storing data or photos of children.

# Frequent or Intensive Volunteers

Activity which is described as ‘frequent’ or ’intensive’ covers the meaning given in the Safeguarding Vulnerable Groups Act 2006.

‘Frequent’–once a week or more often on an ongoing basis; and ‘Intensive’– three or more occasions in a 30- day period, or overnight (between 2am – 6am).

Volunteers who are frequent or intensive need a DBS. If a volunteer does not have a DBS they should not under any circumstances be left with a child alone.

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 Agreement (Appendix 3).

# Volunteers for school visits

School visits are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. The class teacher or staff member leading the visit will brief the volunteer regarding the risk assessment, daily schedule and any other important pieces of information. The visit lead, who will be a staff member, has ultimate responsibility for the pupils. Pupils should never be left with a volunteer unsupervised.

# Process for recruiting Volunteer who will be working frequently or intensively

1. Volunteers will be directed to the school office and will be given the volunteer policy.

They will be asked to complete Appendix 1 with a supporting covering letter and return.

1. A responsible officer will Identify the need and role for volunteers

1. Candidates will be attracted by means of a local advert/school communications system

1. The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role

1. Enhanced DBS check undertaken

1. The volunteer will be made aware of the role and responsibilities they will be undertaking
2. Induction- school and corporate policies and documentation explained and issued. These to include Health and Safety, Behaviour Management Policies and Whistleblowing Policy

1. Volunteer records to be kept in a central place within the school

Before starting to help in a school, a volunteer should complete the Volunteer Agreement (Appendix 2), which sets out the school’s expectations of its volunteers and to confirm they have received a copy of this Agreement. The school will seek DBS clearance for a volunteer before they come into school, to make an informed decision when accepting volunteers to work with children. This is not required where a volunteer is engaged in a ‘one-off’ activity.

# Work Experience/ Placement Students

We are happy to take students on placement if we have suitable experiences available. Secondary schools, colleges and universities wanting students to be placed with us need to formally make contact with the Head Teacher or Deputy Head Teacher outlining the aims of the placement and duration.

If the placement is as part of a teaching course (BA/ Bed. or PGCE) the Deputy Head Teacher will deal with further correspondents/ details. If the placement is just for work experiences purposes the school/ college is asked to provide the reference for the student and the student is requested to complete the volunteer’s paperwork. Holy Cross Catholic Primary School retains the authority to refuse or terminate a placement.

# 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 Head teacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

# 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 pupils understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

# Health and 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 visits).Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/School Business Manager. Volunteers are covered by LBN Health & Safety Statement and indemnity and Public Liability Insurance.

# Complaints Procedure

Any complaints made about a volunteer the person concerned must follow the school’s complaints policy which is found on the school website.

**Monitoring and Review**

This policy has been approved by the Governing Body and will be regularly reviewed and updated.

**APPENDIX 1**

# VOLUNTEER APPLICATION FORM –FOR NEW VOLUNTEER

Name of Volunteer: ……………………**………**……………………

Date of Birth: ……………………………………

Address: ……………………………………………………………………………………………………………………………….… ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Home phone:………………………………. Mobile: ………………………………….

What activities/areas of the school’s work would you like to help with?

Are there any particular age groups/classes you would like to work with?

Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a Volunteer in School? (Please give details)

Thank you for taking time to complete this Volunteer Application Form

Please hand it to the School Office, marked for the attention of the Head teacher. Your offer of help is greatly appreciated and we will be in touch as soon as possible.

**APPENDIX 2**

# VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at Holy Cross Catholic Primary School.

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 will follow the Holy Cross Catholic Primary School Child Protection and Safeguarding Policy

* I have received a copy of the School’s Volunteer Policy

* I agree to support the School’s Aims

* I will follow the Visitors Code of Conduct

* I agree to treat information obtained from being a Volunteer in School as **Strictly** **Confidential**

* I understand that an enhanced Disclosure and Barring Service (DBS) check will be undertaken

* If you already have a DBS Certificate, please hand it to the school, the number will be recorded and checks made with the issuing body. A new enhanced DBS check must be undertaken.

* I have been made aware of who is my designated supervisor e.g. Class Teacher, Year Teacher, Head of Department

* I agree to follow the Online Safety Policy

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# APPENDIX 3

**Off-Site Visits Volunteer Agreement**

School visits are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper; you will have an important role to play in the success and safety of this school visits.

Please read and return this appendix, and sign and return the helpers slip. This is part of our school’s risk assessment planning and safeguarding.

Role of the Volunteer Helper

* To be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the Leader of the school trip

* To stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the school trip

* To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!

* To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip.

* To contact your child’s class teacher/member of staff if there are issues with first aid, safety and/or behaviour.

* To follow the schools E-Safety policy on the use of mobile phone procedures.

Working alongside school staff

School staff expect volunteer helpers to:

* Comply with all of the above whilst being under the direct supervision of school staff.

* Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help to explain the areas of interest

* Follow guidance from the school staff

What is not permitted

* Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of the volunteer on the school trip

* Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties

* Volunteer helpers are not permitted to take photographs of pupils

* Volunteer helpers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets –before, during or after the school trip

# First Aid

You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless you are the Parent/ Carer of the child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and first aid boxes) will be carried by staff.

# Emergencies

You are expected to inform a member of staff as soon as possible.

If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

I have read the Volunteer Policy

I agree to the terms and conditions as stated in the policy

I will support the young people in enjoying the trip and actively contribute to the smooth running of the event.

I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Designation:

**Appendix 4**

**Holy Cross Catholic Primary School**

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**Title of Job:** Volunteer Teaching Assistant

# Last Revised: November 2018

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**JOB DESCRIPTION**

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**PERSON REPORTS TO:** Member of School Leadership Team, with work directed by class teachers

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**PURPOSE OF JOB:** To support the education and welfare of pupils as directed by class teachers, having due regard to the school’s aims, objectives, schemes of work and policies, and relevant national requirements.

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# DUTIES AND RESPONSIBILITIES

1. To help promote and reinforce pupils’ self-esteem.

1. To help create and maintain a purposeful, orderly and supportive environment for pupils’ learning, ensuring that pupils are able to use equipment and materials provided.

1. In the presence of the teacher, present agreed learning tasks in a clear and stimulating manner to help maintain pupils’ interest and motivation; to work with pupils individually and collectively by contributing to decisions about the most appropriate learning goals and strategies.

1. Outside the classroom, to work with groups of pupils. The number of pupils included will reflect the nature of the task, the pupils concerned, the location involved and the length of time to be supervised. At all times a named teacher will have ultimate responsibility and be available to be called to give support and take appropriate decisions. Volunteers will always be supervised.

1. To work alongside other adults, including teachers, trainee teachers, and other support staff.

1. To maintain confidentiality at all times with regard to both supported pupils and the wider school.

1. Other appropriate duties relevant to the purpose of the post, as reasonably required by the teacher/head teacher.

# Safeguarding

Volunteers are required to undergo safeguarding training and have the same responsibility as staff in relation to child protection and safeguarding, this will be arranged on the first day as part of the induction process.

## Visitors Code of Conduct

All visitors and school volunteers must:

1. Everyone who is part of the school community must adhere to the Code of Conduct and Safeguarding Policies which are available on the web site or from the school office.

1. Use appropriate language and behaviour with children.

1. Please sign in and out of the premises and wear a visitors badge at all times.

1. Report any breakages or accidents to the main office.

1. If you feel any way uncomfortable about the behaviour of a child please discuss this with a designated safeguarding lead.

1. Never give a pupil a lift in your vehicle unless you have appropriate insurance, parental consent and a member of staff present.

1. Mobile phones should be turned off when on site and stored in lockers in the staff room. A locker will be allocated by the School Office. In an emergency please use the phone in the school office.

1. All photography and filming within school is prohibited unless permission is granted from the Headteacher, Deputy or Inclusion Manager.
2. If a child attempts to make contact with you through a social networking site, screen print the page, inform the school immediately and do not respond.

1. All visitors should be aware that Holy Cross Catholic Primary School has a Whistleblowing, Child Protection and Safeguarding, Online Policies- these are available on the school web site or at the school office.

1. Clothing should be respectful of pupils, staff and the working environment and community.

**In signing the visitors’ book you are agreeing to the above code of conduct.**

Holy Cross Catholic Primary School

Record of Voluntary Work

Name of Volunteer:

Duration and number of days per week of Voluntary Placement:

Class Teacher: Year Group:

Class Teacher Comments

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Signed: Class Teacher

Date: