



### Purpose

This policy sets out the principles, practices and procedures, which St Mary's Catholic Primary School will follow in the appointment, management and supervision of volunteers.

### Introduction

St. Mary's Catholic Primary School welcome the involvement of volunteers in the school for the benefit of the children. Volunteers bring with them a wealth of skills and experiences that can enhance the learning opportunities of the pupils. This policy exists to help all involved to know the parameters of this involvement, to ensure that appropriate volunteers are selected for the task and to ensure the safeguarding of the pupils.

### Recruitment

Anyone wishing to become a volunteer on a regular basis should contact the Head teacher explaining why they wish to volunteer in the school, what help they can offer and when they are available. If a suitable volunteering opportunity can be identified, then the following process will be carried out:

1. The person will be invited to attend the school for an informal discussion with the Head teacher to ensure their suitability for the role and asked to complete a Volunteer Application Form (Appendix 1). The school reserves the right to refuse an approach at any time and not give a reason for this.
2. An Enhanced DBS check will be requested for all volunteers who will be in school.
3. The volunteer will be given an induction pack containing:
  - Volunteers in Schools Policy
  - Safeguarding Policy
  - A Positive Approach to Behaviour Policy
  - Safeguarding leaflet (which outlines procedures to follow in case of fire)
  - Whistleblowing Policy
  - Online Safety Policy (volunteers must sign the Acceptable Use Agreement which forms part of this policy)
4. Volunteers are asked to sign the Volunteer Agreement (as outlined in Appendix 2).
5. The volunteer will be linked to a designated member of staff, who will be responsible to make the volunteer aware of the role and responsibilities that they will be undertaking.

Before starting to volunteer in school, the above steps must be completed. No volunteer may start volunteering without the appropriate checks having been completed. This is not required where a volunteer is engaged in a one-off activity, for example a parent/carer helping on a school trip or coming into class for a specific activity. However, these volunteers must be supervised at all times and never left alone with a child.

### Supervision

All volunteers will work under the supervision of a designated member of staff. The member of staff will retain ultimate responsibility for pupils at all times, including pupils' behaviour and the activity which they are undertaking.

Volunteers should have clear guidance from the designated member of staff as to how an activity is carried out and what is expected outcome is. In the event of any query regarding

a pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice or guidance from the member of staff. Members of staff will be made aware of this policy and their responsibilities within it.

Volunteers have access to the allocated staff room during breaktimes. It is recognised by staff and volunteers that issues relating to pupils are not discussed during this time, to protect both volunteers and pupils in relation to confidentiality. Volunteers are requested not to use the staffroom at other times of the day including lunchtimes, to enable staff members to have the opportunity for professional discussion if required.

## Health and safety

The school has a Health and Safety Policy which is part of the Induction pack for volunteers. The member of staff responsible for the volunteer will ensure that they are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects of particular tasks. Volunteers should exercise due care and attention and report any obvious hazards or concerns to the Head teacher.

## Safeguarding Children

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

- All volunteers are given safeguarding information as part of their induction process.
- All volunteers must be cleared by an Enhanced DBS check.
- Any concerns a volunteer has about Safeguarding issues should be referred to the Head teacher (Designated Safeguarding Lead) or Deputy Designated Safeguarding Lead.
- Volunteers will undertake annual Safeguarding training.
- The school reserves the right to request that a volunteer leaves the school site at any time.

## Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children that they work with/ come into contact with should be voiced with the class teacher and Head teacher where appropriate and not the parents/carers of the child or anyone else in or out of the school. Comments regarding children's behaviour or learning can be highly sensitive and if taken out of context, can cause distress to the parents/carers of a child if they hear about such incidents from a third party rather than directly from the school.

Volunteers who are concerned about anything in the school, which may affect their work, should raise the matter with the Head teacher. Any information gained at the school about a child or adult should remain confidential.

This policy was approved by the Assets Committee

Signed \_\_\_\_\_ Chair of Assets Committee

Date \_\_\_\_\_

**Appendix 2**

**Volunteer Application Form (for new volunteers)**

Thank you for offering to become a volunteer at St Mary’s Catholic Primary School. To assist with the school’s Safeguarding of pupils, please fill out the information below:

Name.....

Address.....

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Phone number.....

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?

Please provide details of two people who can provide references for you:

Reference 1 Name:	Reference 2 Name:
Address:	Address:
Phone number:	Phone number:

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 contact as soon as possible.

**Appendix 2**

**Volunteer Agreement**

Thank you for offering your services as a volunteer at 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 and hand it in at school.

You will receive a copy of it for your records.

- I will follow St Mary's Catholic Primary School's Safeguarding Policy.
- I have been made aware of who the Designated Safeguarding Lead is, with whom I would share any concerns.
- I agree to support the school's aims.
- I have read and understood the Visitor's policy and agree to follow this guidance.
- 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.
- I agree to follow the Online Safety Policy.

Name.....

Signed.....

Date.....