



# **Volunteer Policy**

Holy Family Catholic Primary School  
&  
Our Lady and St Joseph Primary School

Our schools have a strong Catholic ethos which underpins everything we do. Knowing we are guided by God, we aspire to live our mission of truth, honesty, justice, and peace for all. Catholic Social Teaching permeates through our curriculum, interactions, and relationships.

This is all manifested through God, Love and Family

**Our vision is to empower children to become architects of a better world.**

**We therefore continuously seek to evolve our holistic understanding and application of learning.**

**We hold a shared belief that this requires knowledge, effort, empathy, passion, and innovation.**

**This is our mission.**

## **VOLUNTEER WORKING IN SCHOOL POLICY**

The partnership schools' volunteer policy is part of our safeguarding systems. The partnership schools are committed to safeguarding all pupils and expect volunteers to share that commitment. All volunteers will have a DBS check

### **INTRODUCTION**

Volunteers bring with them a wide range of skills and experience that can enhance the learning opportunities of pupils. The Boards of Governors therefore welcome and encourage volunteers.

Volunteers may include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students from secondary schools or local colleges on work experience
- University students seeking experience of working in schools
- Local residents
- Friends of the school

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

- Hearing children read
- Working with small groups to assist them in their learning
- Working alongside individual pupils
- Supporting the play and care of children in the EYFS
- Accompanying children on school visits

### **BECOMING A VOLUNTEER**

Anyone wishing to become a volunteer must follow the procedure for recruiting Volunteers as set out below.

#### **PROCESS FOR RECRUITING VOLUNTEERS WHO WILL BE WORKING \*FREQUENTLY OR \*INTENSIVELY**

- Roles for volunteers will be identified by the school
- Candidates will be attracted by means of school communication systems. A prospective volunteer fills in a Volunteer Application Form (Appendix 1). This is then passed to the designated lead person\*\* responsible for organizing volunteers in the school who will follow up the application.
- The candidate attends the school for an informal discussion to ensure they are suitable for the identified role. In the case of students from schools/colleges, this part of the process still applies and a discussion about the work placement takes place to ensure suitability. If deemed suitable the process continues (D onwards).
- An enhanced DBS check is undertaken. 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.
- The volunteer is made aware of the role and responsibilities they will be undertaking. Before starting to help in school, a volunteer must complete the Volunteer Agreement (Appendix 2) which sets out the expectations of volunteers and to confirm that they have received a copy of the agreement.
- Induction – school policies and documentation are explained and issued to include Health & Safety, Safeguarding, Confidentiality, Behaviour Management and Whistleblowing.

**NB.** Volunteer parents are not able to work in the same group as their child, except for nursery and Year R.

### **\*Definition**

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. 'intensive' three or more occasions in a 30-day period, or overnight (between 2am-6am)

**\*\* Designated Lead Person for Volunteers** – is the person at each school who is designated by the HT/Head of School to take the lead on recruitment, induction, and monitoring of volunteers.

### **SCHOOL AIMS**

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

### **CONFIDENTIALITY**

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

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 school about a child or adult must remain confidential.

A copy of the volunteer confidentiality Policy will be given and explained to all volunteers. If confidentiality is broken, this is a serious issue. It will be investigated and if found to be valid, the volunteer's placement will cease immediately. See Complaints Procedure below.

### **SUPERVISION**

All volunteers work under the direct supervision of a teacher or full-time member of staff. They are responsible for the management of the volunteer's work. Teachers always retain the responsibility for pupils, including the pupils' behaviour and the activity they are undertaking.

Volunteers should have clear guidance from their designated supervisor as to how an activity is carried out and what the expected outcome of the activity is. In the event of any query/problem regarding the pupils' understanding of a task, behaviour or their welfare, volunteers must seek further guidance from their designated supervisor.

### **HEALTH & SAFETY**

The Health & Safety Policy is made available to volunteers working in school, they have a responsibility to report any concerns and to follow the policy. The designated lead person for volunteers will ensure that volunteers are clear about emergency procedures (e.g., Fire Alarm Evacuation) and about any safety aspects associated with particular tasks. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated supervisor. Volunteers are covered by the school Health & Safety Statement and Public Liability Insurance.

### **CHILD PROTECTION**

The welfare of all 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 the Volunteer Agreement.
- All volunteers must have been cleared by completing a DBS.
- Any concerns that a volunteer has about a child or child protection issues, should be referred to the designated supervisor or Headteacher immediately.

### **SCHOOL TRIPS**

Volunteers who regularly support in school may be asked to accompany children on school trips. If this is requested, then the Supporting Children on Off-Site Visits Volunteer Agreement (Appendix 3) must be talked through by the trip leader and completed by the volunteer prior to the trip.

**COMPLAINTS PROCEDURE**

Any complaints made about a volunteer will be referred to the Headteacher for investigation. Any complaints 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 if the placement is not working out (e.g., at one of the other Partnership Schools or in a different class)
- Based upon the facts identified in the investigation it may be necessary for the school to cease the volunteer placement
- Provide the volunteer with a copy of the school’s full Complaints Procedure

**ADMINISTRATION**

A master folder containing all the paperwork required for Volunteers will be kept in the school office by the designated SMT member. A secure filing system will be used to store all Volunteer details, forms completed etc.

**MONITORING & REVIEW**

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

APPENDIX 1

**VOLUNTEER APPLICATION FORM**

Name - .....

DoB - .....

Address .....

.....

.....Post Code.....

Are you a parent of a child in school? Yes No

Child/children’s names and class(es)  
.....  
.....

Phone: Home.....Mobile.....

Please tell us the days & times you are available to volunteer.

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

Do you have any skills/hobbies/interests/relevant qualifications that may be useful?

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

Do you have any disabilities, medical conditions, or other needs that we need to take into account or make adjustments for to enable you to work as a volunteer in school?

Thank you for completing this Volunteer Application Form.  
Please hand it in to the school office, marked for the attention of The Lead Person for Volunteers.  
Your offer to help is greatly appreciated and we will be in touch as soon as possible.  
Please take time to read our Volunteer Policy in the meantime.

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 enjoy your experience.

Please read and sign this agreement and hand it in to the school office in an envelope marked

**For the attention of the lead person for volunteers.**

You will receive a copy of it for your own records

- I have received a copy of the School's Volunteer policy.
- I agree to support the School's Aims
- I agree to treat any information obtained from being a Volunteer in School as strictly confidential and will not discuss it out of school
- I understand that an enhanced DBS check will be undertaken prior to me starting work in the school.
- I understand that I will be briefed in Safeguarding, Health and Safety and any other policies that may apply and I will adhere to these.
- I understand the consequences if at any point I breach the Volunteer Agreement, or the placement is not deemed to be working effectively.
- I have been made aware that my designated supervisor is –

Name of supervisor.....

Signed - .....

Name - .....

Date - .....

### Emergency Contacts

Please give the name and number of someone who we can contact in an emergency if needed and the name of your doctor, surgery, and phone number.

Emergency Contact name	Telephone number	Relationship to Volunteer
Doctor Name	Telephone number	Surgery address

### APPENDIX 3

#### Supporting Off-Site Visits Volunteer Agreement

School trips are an integral part of learning and afford many pupils opportunities which are outside of their usual experiences.

Please read this agreement, sign it and return it. We will copy it for your own records.

Role of the Volunteer Helper

- To be responsible and look after, in equal measure, all pupils allocated to your group, under the instruction of the leader of the trip.
- To stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the trip.
- To promote polite, respectful, and courteous behaviour towards each other and members of the public.
- 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 trip leader/class teacher/member of staff if there are issues with Safeguarding, first aid, safety and/or behaviour.

#### Working alongside school staff

School staff expect volunteer helpers to.

- Comply with all 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 explain the area of interest.
- Follow guidance from 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.

- Volunteers are not allowed to smoke, drink alcohol, use bad language, use mobile phones or engage in any illegal practices whilst undertaking their volunteer duties.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteers are not allowed to give/buy their group treats eg. ice creams, biscuits, sweets, before, during or after the school trip.

**First Aid**

You will not be responsible for any First Aid. This needs to be undertaken by a qualified First Aider from the school. 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.

All medicines and first aid boxes will be carried by a member of school staff.

**Emergencies**

You are expected to inform a member of staff as soon as possible if any emergency occurs.

You should have an emergency list of staff contacts given to you at the start of the trip. If you 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.

Safeguarding and Health & Safety issues need to be relayed to the designated trip leader and then to the Headteacher or SMT immediately.

- I have read the Volunteer Policy and the Supporting Off-Site Visits Volunteer Agreement.
- I agree to the terms stated in the policy.
- I will support the pupils in enjoying the trip and actively contribute to the smooth running of the event.
- I agree to treat any information obtained from being a Volunteer on a school trip as strictly confidential and will not discuss it out of school.
- I have been made aware that my designated supervisor for this trip is –

Name of supervisor.....

Signed - .....

Name - .....

Date - .....

**Emergency Contacts**

Please give the name and number of someone who we can contact in an emergency if needed and the name of your doctor, surgery and phone number.

Emergency Contact name	Telephone number	Relationship to Volunteer
Doctor Name	Telephone number	Surgery address



## VOLUNTEER PROCESS QUICK CHECKLIST

<b><i>ACTIVITY</i></b>	<b><i>COMPLETED</i></b>
Role identified for Volunteer	
Volunteer Application form completed	
Volunteer Policy given	
Informal discussion with prospective Volunteer. Decision about candidate reached.	
DBS carried out	
Role and responsibilities discussed	
Volunteer Agreement discussed and signed	
H & S Policy discussed, and copy given	
Safeguarding Policy discussed and copy given	
Confidentiality Policy discussed and copy given	
Behaviour Policy discussed and copy given	
Whistleblowing Policy discussed and copy given	
Discussion about appropriate clothing and presentation held	

**Date Policy approved by Governing body: Spring 2022**  
**Policy Review date: Spring 2023**