



**ST PAUL'S CATHOLIC PRIMARY SCHOOL**

## **VOLUNTEER POLICY AND GOOD PRACTICE GUIDE**

### **“United Through Jesus in Faith, Love and Learning”**

Date of adoption: The Governing Body of St. Paul's Catholic Primary School ('the School') adopted this policy in May 2017

Date of review: This policy will be reviewed every 3 years with the next review taking place in **May 2020**.

***At St Paul's we recognise our duties under the Equality Act 2010. Everyone has the right to be treated with dignity and respect.***

- **Introduction**

Thank you for volunteering your time and enthusiasm to St Paul's Catholic Primary School and its children and staff. Volunteers have a very important role to play in bringing a range of skills and experience that can enhance and promote the learning opportunities that we offer to our pupils.

Our volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Ex-members of staff
- Students on work experience
- Local residents
- Friends and supporters of the school

The types of activities that volunteers engage in, include:

- Listening to pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils
- Accompanying school visits
- Assisting with extracurricular activities

- **Safeguarding**

St Paul's Catholic Primary School are committed to the Safeguarding of pupils, young people and everyone who works here. We expect volunteers to share this commitment and to follow policies and procedures in relation to this.

- **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. to listen to children read), should approach the Class Teacher, the Headteacher or a senior member of staff.

Volunteers should complete a Volunteer Application Form (Appendix 1) and the Volunteer Agreement (Appendix 2) which sets out the schools expectations of its volunteers and confirms that they have received a copy of this Agreement

- **Process for Recruiting Frequent Volunteers**

- Identify the need and role.
- Attract candidates by means of a local advert / other methods of communication used by the school.
- The candidate(s) attend a meeting at school for an informal discussion to ensure that they are suitable for the role.
- A DBS Enhanced Disclosure is undertaken before the volunteer starts working.
- The volunteer will be made aware of their role and responsibilities within the school (this is not required where a volunteer is participating in a one-off activity).
- Two references should be sought.
- Induction – relevant school policies and documentation should be explained and issued before the volunteer starts working.
- Volunteer records should be kept centrally in the Finance Office.

- **Upholding the School Ethos**

All adults and young people who work within our school, whether as a paid member of staff or as a volunteer, are expected to work and behave in such a way as to promote St Paul's ethos, aims and educational purpose, as identified below:

***'United through Jesus, in Faith, Love and Learning'***

- It is critically important for pupils to see all adults in school as role models. You are not expected to make judgments about pupils' abilities or behaviour. Any personal views you may have about a pupil's ability should not be disclosed to anybody except a member of the school's teaching staff.
- Your help will bring you into close contact with staff and pupils. Much of what you see in school is confidential, so please do not talk about things outside of school.
- Please do everything possible to avoid any physical contact with pupils, even touching.
- You should not get drawn into inappropriate topics of conversations with pupils. If a pupil begins to talk to you about matters which disturb you, please talk to a member of staff, or the Headteacher / Deputy Headteacher.
- Although it can be tempting, please do not seek to use your time in school as an opportunity to discuss personal issues such as your child's educational progress (this can be distracting for teachers during school time).
- All personal belongings (bags, valuables and medications) **must** be kept with you at all times or locked away securely (a member of staff will help you with this).
- Mobile phones should not be used when working with children.
- Mobile phones personal cameras and recording devices **must never** be used to take photographs of pupils whether in school or out on a school trip or other event.
- If you are in doubt about anything, always ask the advice of a member of staff or the Headteacher / Deputy Headteacher.
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***Many of the above standards are there not only for the protection of our children, but also for your own. A serious breach of any of the standards set out above might lead to a volunteer being removed and considered an unsuitable candidate for further voluntary / student placement/involvement. Obviously, we hope and expect that such a situation remains extremely rare.***

- **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 pupils' behaviour and the activity that they are undertaking.

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

- **Health and Safety**

The school has a Health and Safety Policy, which will be made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedure (e.g. fire alarm evacuation) and about any safety aspects associated with particular tasks (e.g. using equipment or accompanying pupils on visits.)

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to their designated supervisor or other senior member of staff. Volunteers are covered by the school's Indemnity and Public Liability Insurance.

- **Complaints**

Any complaints made about a volunteer will be referred to the Headteacher or delegated to a 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 the volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again.
- Offer an alternative placement for the volunteer (e.g. helping with a different 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 they are unable to continue using them.

- **Equality, Diversity and Inclusion**

At St Paul's Catholic School we aim to ensure that no member of the school community experiences harassment, less favourable treatment or discrimination within the learning environment because of their age; any disability they may have; their ethnicity, colour or national origin; their gender; their religion or beliefs.

We value the diversity of individuals within our school and do not discriminate against anyone because of 'differences'. We believe that all our children matter and we value their families too. We give our children every opportunity to achieve their best by taking account of our children's range of life experiences when devising and implementing school policies and procedures.

- **Monitoring and Evaluation**

This policy and guidance will be regularly reviewed by the Governing Body and updated in line with St Paul’s Catholic School Policy Schedule.

- **Finally**

We hope that you will find this guidance helpful and that you will keep it in mind throughout your time in school. We are confident that you will enjoy the experience of working as a volunteer at St Paul’s Catholic School, satisfied in the knowledge that you are making a positive contribution. Thank you.

**Appendix 1 – Volunteer Application Form**

Full Name of Volunteer: .....

Address: .....

.....

.....

Home Telephone: .....

Mobile Telephone: .....

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?

**References**

**Please provide two references. Please let your referees know that we may contact them.**

<b>Referee 1</b>	
Name	
Address	
Phone number	
Email address	
Occupation	
<b>Referee 2</b>	
Name	
Address	

Phone number	
Email address	
Occupation	

Do you have any disabilities or other needs we need to take into account, or adjustments we need to make, to enable you to work as a volunteer in school? (Please give details)

Thank you for taking the time to complete this Volunteer Application Form.

Please hand it to the School Office, marked for the attention of Mrs Oster.

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 St Paul’s Catholic Primary school. Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please sign this Volunteer Agreement and hand it in to the School Office.

I have been accepted as a volunteer at St Paul’s Catholic School and I can confirm the following:

- I understand and accept St Paul’s Volunteer Policy and Good Practice Guide, which applies to my involvement as a volunteer.
- I agree to support St Paul’s aims and educational purpose.
- I agree to adhere to St Paul’s policies and procedures at all times.
- I agree to work within the boundaries of St Paul’s Safeguarding procedures at all times.
- I agree to treat any information obtained from within school with the strictest of confidence.
- I agree to undertaking an enhanced Criminal Records Bureau check.
- I have been informed of who will be my designated supervisor.

Signed: .....

Full Name: .....

Date: .....

Office Use Only:

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<b>Author:</b>	School	<b>Committee Responsible for review:</b>	Admissions & Community
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