

Christ at the Centre

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| **Rejoice**  |  **Respect**  | **Resilience** |

St Philip’s Catholic Primary School

Volunteer Policy 2023 - 24

**Volunteer Policy**

**Introduction**

At St Philip’s we recognise that there are many situations where volunteers can make an appropriate and significant contribution to the work and services of our school. This policy defines the term and sets out the principles, practices and procedures which will be followed in the management and supervision of volunteers. The contribution of volunteers to the work of the school is especially value and respected. We recognise that they bring with them a range of skills and experience that can enhance the learning opportunities, achievement and enjoyment of children at our school.

**Our Volunteers include:**

* Parents and other relatives of pupils
* Members of the Governing Body
* Students on work experience
* Members of the local community (including those from charitable organisations)

**Volunteering Opportunities**

The types of activities that Volunteers support and assist with include:

* Hearing children read
* Working with small groups of children
* Undertaking art and craft activities with children
* Running or assisting with after-school clubs
* Accompanying on educational visits
* Talking to groups of children about their experiences/line of work
* Community projects

**The Benefits of Volunteering**

* For the children: increases in understanding, achievement, self-confidence and self esteem
* For teaching staff: greater opportunity to work with other children, so enabling the class as a whole to learn more effectively and achieve more
* For the volunteer: a great sense of achievement and personal satisfaction, new knowledge and new skills, improved career prospects

**Becoming a Volunteer**

We greatly value and appreciate the time and effort that each of our volunteers generously gives to our school, whether it is on a regular or more ad hoc basis. In order to try to make our volunteers feel welcomed, valued and well informed about our school we aim to provide active and positive support to our volunteers in several ways, including appropriate references for those seeking to build on their volunteering experience in their career.

Before starting to help in school, volunteers will also be invited to complete the Volunteer Agreement which sets out the school’s expectations of volunteers. Prospective volunteers who will be engaged in ‘Regulated Activity\*’ will be required to complete a DBS (Disclosure and Barring Service) check. This will be arranged through the school office before starting in school.

*\*Regulated activity is any activity that takes place in school or on a school trip that involves contact with children frequently, i.e. on 4 or more days in a 30 day period or overnight (in the case of school journeys)*

Anyone wishing to become a volunteer, either for a one off event, such as a school trip or on a more regular basis, such as hearing children read should speak to someone on the Senior Leadership Team.

**Safeguarding**

St Philip’s Catholic Primary School is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment.

Volunteers will be required to sign in and out at the school office on each occasion; they should wear their visitor badge and lanyard at all times whilst working on the school premises.

***Red Lanyard*** – Visitors who do not have full access to the building. Must be escorted around the school. They cannot work individually with children.

***Green Lanyard*** - Visitors who have a DBS and permission to work with children.

All volunteers work under the guidance of the class teacher to which they are assigned. Although teachers retain responsibility for children at all times, this does not require volunteers to be in their direct supervision at all times. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/guidance from the teacher in the event of a query or problem regarding a child’s behaviour or understanding of a task.

**Confidentiality**

Volunteers may have access to personal information (e.g. dates of birth) about some individuals, or other information which may be confidential. Volunteers are expected to keep this information confidential. Any volunteers who break this confidentiality may be asked to leave. Any concerns that volunteers have about the children they work with/come into contact with should be shared with the Headteacher or Deputy Headteacher and not with any persons outside the school.

**Health and Safety**

The school has a health and safety policy which is available on request, on induction a member of the Senior Leadership Team will ensure that individuals are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task. If a volunteer attends a school trip, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher or a member of the Senior Leadership Team.

**Complaints**

Any complaints about a volunteer or by a volunteer will be dealt with in line with the schools complaints procedure.

**The Senior Leadership Team**

   

**Volunteer Code of Conduct and Agreement**

Thank you for offering your services as a volunteer in our school.

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

Please read and sign this volunteer code of conduct and agreement and hand it in to the member of the Senior Leadership Team.

As St Philip’s volunteers, everyone is expected to conform to high standards of behaviour and conduct whilst carrying out their duties.

St Philip’s Catholic Primary School expects that volunteers will follow our school values.

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This will be done by:

* Respect other volunteers, pupils and staff and make them feel welcomed and valued.
* Be sensitive towards others
* Be approachable and pleasant.
* Dress in a manner which promotes healthy and safe working practices.
* Maintain the confidentiality of any personal information at all times.

All volunteers should be aware of how their behaviour can affect both colleagues and children.

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| 1. I have received a copy of the School’s Volunteer Policy, agreement and visitor leaflet and I agree to abide by the regulations.
2. I agree to treat any information obtained from being a volunteer in school as strictly confidential.
3. I understand that an enhanced DBS check will be undertaken.
4. I have been made aware of who is my designated supervisor e.g. Class Teacher or member of Senior Leadership Team
5. I am aware of the school’s safeguarding procedures and who I should go to if I have a concern about the welfare of a child.
6. I have been talked through the fire safety procedures.
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Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Appendix A

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| 1. **VOLUNTEER PERSONAL DETAILS**
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| 1. **Title: (e.g. Mr,Mrs,Ms)**
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| 1. **Forenames:**
 |       |
| 1. **Surname:**
 |       |
| **Volunteer’s Address:** | 1.
 |
| **Post Code:** | 1.
 |
| **Telephone Numbers:** | 1. **Home**:        **Mobile**:
 |
| **Date of Birth:** | 1.
 |
| 1. **National Insurance No:**
 | 1.
 |
| 1. **Next of Kin Name**
 | 1.
 |
| 1. **Next of kin Telephone Number**
 | 1.
 |
| 1. **E-mail Address:**
 |  |
| 1. **Start Date:**
 |  |
| 1. **Previous School details (If Applicable) and date of leaving**
 | 1.
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| **Working Pattern:** |