



**St Clare's Catholic Primary School  
Volunteer Policy and documents**

**Written: - September 2024**

**Review date: September 2026**

**Review every 2 years**

## **Introduction**

We positively welcome and encourage volunteers to St Clare's Catholic Primary School and can see the benefits that volunteers can bring to our children by widening the skills and experiences of our staff and enhancing the learning opportunities of our pupils.

## **Procedures & Policies**

All members of staff including volunteers should work alongside our current policies and procedures.

## **Our School Aims and Values**

Our aims are underpinned by some fundamental core values. As a school we are committed to ensuring that every child will become a good citizen. It is the responsibility of all adults to ensure that these values are promoted and adhered to everyday.

## **Categories of Volunteers**

- Volunteers could include any of the following (this list is not exhaustive):
- Members of the Governing Body
- Parents, carers, guardians, elder siblings, or Grandparents of Pupils
- Students on Work Experience or Placement
- University Students
- Ex-members of staff
- Local residents
- Staff family members
- Local interest groups

## **Types of Activities**

Activities volunteers may be engaged in could include any of the following:

- Hearing children read.
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with small groups of children
- Working with children on computers
- Running "Easy Read" with individual pupils
- Preparing resources for a future lesson
- Accompanying school visits
- Escorting children on local walks and to swimming lessons
- Running or assisting with an after-school club
- Social activities such as running a disco.
- Fund raising activities such as running a cake stall or Summer Fair
- Interviewing children on a governor visit
- Helping at lunchtime

Anyone wishing to work as a volunteer who will be in school on a regular basis or a one-off occasion completing a work placement should request a Volunteer Application Pack from Mrs G Pilkington (DHT). This should be completed and returned with the necessary original Identity documents to facilitate a DBS (Disclosure and Barring Service) clearance check and for two references to be sought. Where the volunteering is a placement linked to a course of study the cost of the DBS (if required) will be met by the volunteer (or his/her college) unless a portable DBS has been activated.

A regular day and time will be agreed and the applicant will be expected to sign for and adhere to all relevant documentation, including our Safeguarding and Child Protection Policy and our Confidentiality policy.

An entry will be made on the school's Safeguarding Single Central Record and a file maintained with the confidential details of the volunteer which will be retained by school for 7 years after the volunteer resigns from their volunteering responsibilities.

The exceptions to this are:

- Work Experience Students or University Placements who apply via their educational establishment as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at school. The student will be expected to sign a confidentiality agreement, share their DBS certificate with the business manager and will not be placed in a class with any family connection.
- One-off volunteers i.e. assisting with a school walk, a fund raising event or a school visit will not require a DBS. Care should be taken to ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care.

If there is any doubt as to the level of checks required, a decision should be sought from the Headteacher.

### **Information on the Role of a Volunteer**

All volunteers should have access to this policy. Volunteers should also have access to the following policies in the Volunteer Pack as well as being available from the school's website or from the school office

- Health and Safety Policy
- Adult Safer Code of Conduct
- Data Protection Policy
- Safeguarding & Child Protection Policy
- Safeguarding Guidance for volunteers
- Keeping Pupils Safe in Education Part 1
- Equal Opportunity Policies
- Positive Behaviour Policy
- ICT Acceptable Use Policy (where regular access to the school's computer network is necessary)
- Confidentiality Policy

### **School Values**

All adults who work in school are expected to work and behave in such a way as to promote our school values which are as follows:

### **Volunteers' Expectations from School**

Volunteers in school should expect to:

- be recognised for their valuable contribution to the learning experience for the children they support.
- be assigned worthwhile tasks.
- access to any school policies or procedures that are relevant to their role.
- access any training that is necessary for the success of their activities.

### **School's Expectations from Volunteers**

School expects all volunteers to:

- Adhere to the name protocol for staff.
- Adhere to the school's Health & Safety Policy, Safeguarding Policy, Data Protection Policy, Safer Code of conduct regulations and ICT Acceptable Use (where appropriate).
- Read and work within the Keeping Pupils Safe in Education Part 1
- Work under the supervision and direction of staff.
- Be role models for the children they work with e.g. please think about the language and gestures used.
- Wear appropriate, smart but casual dress (no jeans) in line with the schools Dress Code.
- Refer any behavioural or safeguarding concerns to the class teacher and not to attempt to deal with any such issues themselves.
- Use the staffroom but be reminded of school policies as stated above.
- Commit to a regular window of time to allow teachers to plan activities to include the volunteer.
- Advise school as soon as possible when it is not possible to attend.
- Be familiar with school evacuation procedure and follow staff instruction.
- Annually disclose any information of a criminal nature.

## **Safeguarding**

This school recognises its legal and moral duty to promote the well-being of children, and protect them from harm, and respond to child abuse. We believe that every child regardless of age always has and in all situations, a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged.

We agree that we have a primary responsibility for the care, welfare and safety of the pupils in our charge, and we will carry out this duty through our teaching and learning, extra-curricular activities, pastoral care and extended school activities. In order to achieve this, all members of staff (including volunteers and governors) in this school, in whatever capacity, will at all times act proactively in child welfare matters especially where there is a possibility that a child may be at risk of significant harm.

All volunteers working regularly in school must undertake a short safeguarding induction to include health and safety before commencing their voluntary role and undertake basic Safeguarding and Child Protection Training, Prevent Training and Health and Safety overview.

## **Security**

All volunteers must sign in and out of school and wear a visitor badge for the duration of their volunteering session. We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children; for this reason, any volunteers in the school, in whatever capacity, will undergo the same robust safeguarding checks as paid staff.

Where a parent or other volunteer helps on a one-off basis, he/she will only work under the direct supervision of a member of staff and at no time have one to one contact with children. However, if a parent or other volunteer is to be in school regularly or over a longer period then they will be checked to ensure their suitability to work with children, we will use DBS Checks.

## **Complaints Procedure**

Any complaints made by a volunteer or about a volunteer will be referred to the Headteacher (or a delegated staff member) for investigation.

The Headteacher (or delegated staff member in her absence) reserves the right to take the following action:

- To speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated.
- Offer an alternative placement or activity for a volunteer.
- Inform the volunteer that the placement has been withdrawn.

# Volunteer Application Form

## Registration Form for Voluntary Helpers at St Clare's Catholic Primary School

You will appreciate that the School must be particularly careful to enquire into the background of individuals who have access to pupils at the school. The school keeps a record of all persons who conduct voluntary work at the school. You are asked, therefore to complete the details below and return it to the school. In accordance with Keeping Children Safe in Education , we ask Volunteers to give names and addresses of two 'professional' referees. Please provide these below. If, as a voluntary helper, you have regular unsupervised contact with the pupils then it will be necessary for a Disclosure and Barring check, including a Barred List check, to be made on you.

Title: - (Mrs/Miss/Ms/Mr)

Forename: - \_\_\_\_\_

Surname: - \_\_\_\_\_

Previous Name(s) \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No: - \_\_\_\_\_

Have you lived abroad anytime in the last 5 years?      Yes      No

If "yes" please give details overleaf.

Relevant Experience: e.g. Education, Training, Employment or Voluntary Work.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Referees:

Two professional referees who can comment on your suitability to work with children are required

#### First Referee

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

Full Address: \_\_\_\_\_

Tel No: \_\_\_\_\_

Job Title: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

**Second Referee**

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

Full Address: \_\_\_\_\_

Tel No: \_\_\_\_\_

Job Title: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

I consent to a Disclosure and Barring and Barred List check being made on me if I will have regular unsupervised contact with pupils and this form being held by the school as a record that appropriate checks have been carried out.

DBS check: \_\_\_\_\_

*Disqualification and Disqualification by Association*

I confirm that I am not disqualified from working with children in Early or Later Years settings (up to age 8) and, to the best of my knowledge, no one who lives or works in the same household as me is disqualified. I understand and accept that I must inform the headteacher immediately if I become disqualified or if I become aware that anyone who lives or works in my household becomes disqualified.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

## Confidentiality Agreement

Whilst in school, it is possible that you may come in to contact with confidential/sensitive information. This may be concerning people with whom you have dealings outside of the school setting such as; parents, children, staff and other individuals representing the school. Please remember that any information that you are privy to whilst at this school is confidential and must remain so. This includes personal and social media interactions.

If you have concerns regarding a breach of sensitive information or indeed, feel there is a matter which needs to be brought to the attention of the Headteacher, please contact the school office as soon as possible.

Below is a form acknowledging your agreement of the above statement. Please ensure that this form is returned as soon as possible. The school views any breach of confidentiality as a very serious matter and will take appropriate action in the event of any such breach.

### Confidentiality Statement – St Clare’s Catholic Primary School

I have read, acknowledged and agree to abide by the above confidentiality statement.

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

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

Signature: \_\_\_\_\_

## OFF-SITE VISITS VOLUNTEER AGREEMENT

School trips are an integral part of learning at our school and afford many children 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 trip.

Please read and return this form, and sign and return the helper's slip. This is part of our school's risk assessment planning.

### Role of the Volunteer Helper

- to be responsible and look after, in equal measure, all of the children in your group
- to stay with your allocated group of children, ensuring that their well-being 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

### Working alongside school staff

School staff expect volunteer helpers to:

- comply with all of the above whilst being under the direct line management of school staff show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest follow guidance from the school staff

### What is not permitted

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice-creams, biscuits, sweets -before, during or after the school trip.
- Volunteers are not allowed to touch or reprimand children but should speak to a school staff member if there are any difficulties. If you need to move a child or gain a child's attention we always use their name and under no circumstances are we to come into physical contact with a child.

### First Aid

For each class on the school visit, there will be at least one qualified first aider. 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. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid box(es) 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 occasion.

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