

St Patrick's Catholic Primary School

Visitors and Volunteers

Policy (Draft)

February 2015

**St. Patrick's Catholic Primary School
Volunteer and Students Policy**

Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children at our school. We welcome and encourage volunteers from the local community.

Our Volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- Sixth formers from selected secondary schools
- University students referred to us by Student Volunteer Services
- Local residents
- Friends of the school
- Reading Volunteers

The types of activities that Volunteers are engaged include:

- Hearing children read in English and in their home language (where the volunteer and the child are bi lingual in the same languages)
- Working with small groups of children
- Working alongside individual children
- Undertaking activities with children
- Assisting at after-school clubs e.g. homework
- Accompanying school visits
- Accompanying children to swimming

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. hearing children read, usually approaches the Headteacher or Deputy Headteacher directly.

Volunteers should complete the Volunteer Information Sheet (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help.

Before starting to help in school, volunteers should complete the Volunteer Agreement (Appendix 2), which sets out the school's expectations of volunteers and asks Volunteers to confirm they have received a copy of this policy.

Our School Mission Statement, its values and our vision

All adults who work in our school, whether a paid member of staff or a volunteer are expected to work and behave in such a way as to actively promote our school mission, to promote its values and to realise the vision for the school.

Mission Statement

At St. Patrick's School we will provide excellence in education inspired by the practice of our Catholic Faith.

We will make our school a safe, happy and caring place where all of us, taking Jesus Christ as our friend and model, can grow in the love of God and of each other, developing self esteem, a love of learning and personal responsibility.

Vision and values

Our current vision for the school shapes all that we do and in particular this policy...

"St Patrick's Catholic Primary School will be a model of educational excellence, consistently within the top 5% of schools in England. The School will have achieved this through the delivery of a creative and rigorous curriculum which inspires and motivates all our children to realise their God-given potential. Children will leave St Patrick's happy with who they are, confident in their abilities, polite and articulate, and ambitious for their future growth."

Statement of Vision and Values July 2014

We value **individuals**, our **community** (and all the diverse communities of which we are a part), practising the **virtues**, **learning** and our **reputation**.

This policy reflects those values.

Safeguarding and Child Protection

The attention of all volunteers will be drawn to key information such as the identity of the designated person responsible for child protection and safeguarding and of what to do in the event of a disclosure.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that Volunteers have about the children they work with / come into contact with should be voiced with the Class Teacher and NOT with the parents of the child / persons outside school. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher or Deputy Headteacher.

Supervision

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the Teacher as to how an activity is carried out / what the expected outcome of an activity is. Volunteers are encouraged to seek further advice / guidance from the Teacher in the event of any query / problem regarding children's understanding of a task or behaviour.

Health & Safety

The school has Health and Safety and Safeguarding Policies and these are made available on request to Volunteers working in the school. Class Teachers ensure that Volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment / accompanying children on visits).

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher / Headteacher.

Child Protection

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

- All Volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement (Appendix 2);
- To ensure the safety of our pupils at all times, all of our Volunteers must complete a Disclosure and Barring Service (DBS) barred list and criminal record check. A certificate is issued to the individual to produce in school;
- Where DBS checks cannot be obtained as in the case of sixth formers, references from their schools will be obtained and volunteers will never be left on their own with children.
- Where a Volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of a class visit, a LIST 99 police check is carried out on these volunteers. These volunteers, who are under constant supervision of school staff and must read and sign our Off-site Visit Agreement (Appendix 3).

Complaints Procedure

Any complaints made about a Volunteer will be referred to the Headteacher / Deputy Headteacher for investigation. Any complaints made by a Volunteer will be referred to the Headteacher / Deputy Headteacher.

The Headteacher 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;
- To offer an alternative placement for a Volunteer, e.g. helping with another activity or in another Class;
- To inform the Volunteer that the school no longer wishes to use them. The full Complaints Procedure is available from the School Office.

Visits by authors, musicians, and other professionals

From time to time visitors such as authors, musicians, athletes and members of other professions visit the school to give concerts, run workshops or speak about their careers at special events for example at prize giving.

We will politely enquire if they have valid DBS checks but if they do not they will always be accompanied by another adult (a member of the school staff) and will never be in contact with children unless a member of staff is present.

Monitoring and Review

Approved by Governors Premises Health and Safety Committee

Date: February 2015

Review Date: February 2016

APPENDIX 1
VOLUNTEER INFORMATION SHEET – FOR NEW VOLUNTEERS

Name of Volunteer:

Other names known by (including maiden names):

Address:

Phone:

What skills / areas would you like to help with in school?

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

Do you have any disabilities / other needs we need to take into account when working as a Volunteer in school? (please give details)

Thank you for taking time to complete this Volunteer Information Sheet.

Please hand it to the Headteacher / Deputy Headteacher
Your offer of help is appreciated and we will be in touch shortly.

APPENDIX 2

VOLUNTEER AGREEMENT

Thank you for offering your services as a Volunteer at St. Patrick's Catholic Primary School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement Sheet and hand it in at school. You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy.
- I agree to support the School's Mission, Vision and Values.
- I agree to treat information I learn from being a Volunteer in School as confidential.

I understand that I am required to undergo a Disclosure and Barring Service (DBS) barred list and criminal records check to advise the school of my suitability as a volunteer.

Signed: _____

Name: _____

Date: _____

If you already have a DBS / CRB Certificate, please hand it to the school and a copy will be made for the school records.

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 appendix, 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 do anything illegal
- 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. A volunteer will never 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 : _____