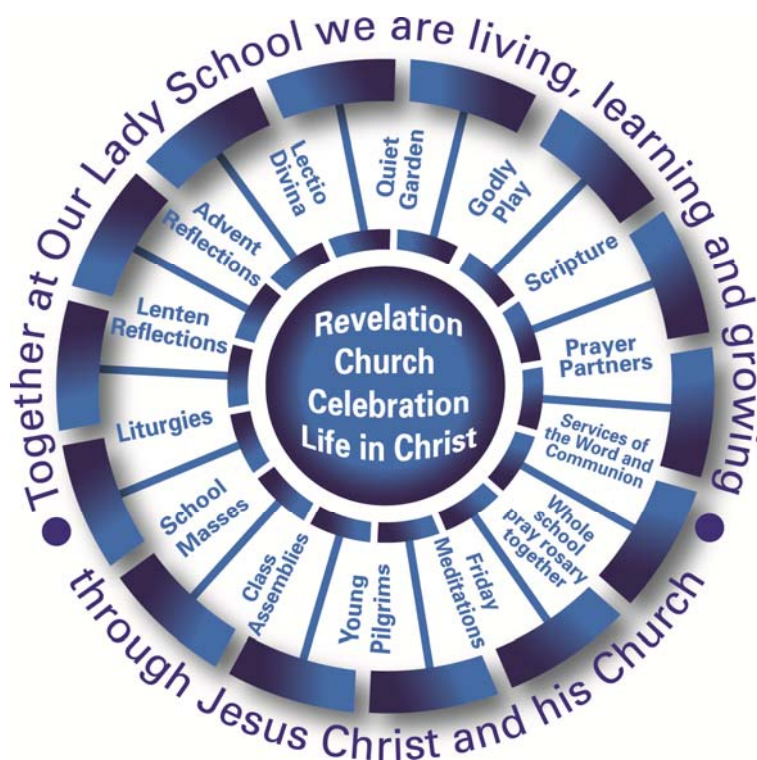




Our Lady Catholic Primary School

Volunteers Working in School Policy



September 2015

The School's volunteer policy is part of the school's safeguarding systems.

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
- Ex-members of staff
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students
- Friends of the school

The types of activities that volunteers are engaged in include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Accompanying school visits
- Library work
- Food technology work

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 class teacher, headteacher or assistant headteachers directly.

Before starting to help in school, volunteers should complete the safeguarding procedures and receive a copy of this policy.

The school will seek DBS clearance for any volunteer before they come into school to protect the staff and children.

Our School Aims

All adults who work in school, whether as a paid member of staff, or a volunteer are expected to work and behave in such a way as to actively promote our school aims and educational purpose as identified below:

- Nourish the diverse talents of our children, widen their horizons, and develop their appetite for learning enabling them to live life to the full.
- Bring to an individual the feeling that they can cope with their environment with a sense of confidence in themselves as a significant, competent person.
- Encourage children to feel capable of handling situations which challenge their intellectual, personal, spiritual and moral values, showing tolerance of others, ultimately to be equipped with adult life and work in a fast changing society.

Our educational purpose is:

- To teach the national curriculum in a manner which excites the interest and commitment of the children and meets their present and future needs.
- To develop attitudes, skills and knowledge which will be relevant to our learners as they prepare to meet the widening expectations of a changing society. We regard personal development as a lifelong learning process.
- To value all children equally whatever their stage of development and offer experiences which give them the maximum sense of success.
- To afford all children equality of opportunity and not be discriminated against on the grounds of class, colour, gender, religion or disability.
- To provide a partnership between schools, parents and the wider community each having contributions to make to the development of the other.

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 the school. If it is a comment which a child makes which gives rise to concerns then the designated person, Susan Brown, Headteacher, or deputy designated persons, Sarah Thorp, Assistant Headteacher, or Clare Davis, Inclusion Manager should be informed directly.

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.

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 and Safety

The school has a Health and Safety policy and this is available 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 the volunteer agreement.
- To ensure the safety of our pupils at all times, our volunteers must have been cleared by the Disclosure & Barring Service (DBS). A certificate is issued to the individual to produce in school.
- Where a volunteer is engaged in a 'one-off' offsite activity e.g. helping supervise a group of children as part of a class visit, no formal checks are carried out on these volunteers. These volunteers, who are under constant supervision of school staff, must read and sign our off site visit agreement.

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.

Monitoring and Review

This policy has been approved by the Governing Body and will be reviewed annually.



2015/16

**OUR LADY CATHOLIC PRIMARY
SCHOOL, HITCHIN**

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at Our Lady 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 to school.

You will receive a copy of it for your records.

- I have received, read and understood the Safeguarding Procedures
- I have read and understood the Child Protection Policy (available on school website and in school entrance)
- I have received a copy of the Volunteers in School policy
- I agree to support the school's aims
- I agree to treat information I learn from being a volunteer in school as confidential
- I understand that I am required to hold a current Disclosure & Barring Service check from Herts County Council except for shared reading

Signed

Name

Date



2015/16

OUR LADY CATHOLIC PRIMARY SCHOOL, HITCHIN

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 sign this agreement and hand it in to school. You will receive a copy of it for your records.

This is part of our school's risk assessment planning and safeguarding arrangements.

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 wellbeing 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 teacher/member of staff if there are issues with first aid, safety and/or behaviour.

Working alongside school staff

School staff expects volunteer helpers to:

- Comply with all of the above whilst being under the direct line management of the 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 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 allowed to give/buy their group treats e.g. ice creams, biscuits, sweets, before, during or after the school trip.
- Volunteer helpers are not permitted to take photographs of children unless agreed before with the teacher and using school camera.

First Aid

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 unless it is your child who requires medicine in which case you will be asked to administer this and be responsible for carrying the medicine. 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 have received, read and understood the Safeguarding Procedures
- I have read and understood the Child Protection Policy (available on school website and in school entrance)
- I have received a copy of the Volunteers in School policy
- I agree to support the school’s aims
- I agree to treat information I learn from being a volunteer in school as confidential
- I understand that I am required to hold a current Disclosure & Barring Service check from Herts County Council except for shared reading

I agree to the terms and conditions as stated in the policy

I will support the children in enjoying the trip and actively contribute to the smooth running of the occasion.

I will treat any information I may hear about children as confidential and will not discuss it out of school.

Signed

Name

Date