

Our Lady and St Chad Catholic Academy

Volunteer/Visitor Policy and Information

The Academy Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

Policy adopted: 2nd October 2017

Review date: 2nd October 2018

Introduction

Our school benefits from developing well planned, active parental and community links. Participation by adults in the activities of the school on a voluntary basis helps to achieve this. The school believes that volunteers are a welcome resource for helping to raise children's achievement by supporting the work of teaching staff in delivering the curriculum to all pupils.

Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children at OLSC without encroaching on the professional teaching responsibilities of the class teacher.

Aim

The aim of this policy is to establish expectations for both staff and volunteers regarding the work undertaken by volunteers and their conduct whilst in school.

Categories of Volunteers/Visitors

Volunteers could include any of the following (this list is not exhaustive):

- Members of the Academy Committee / Board of Directors
- 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

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
- Preparing resources for a future lesson
- Accompanying school visits
- Escorting children on local walks
- 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
- Supporting own child within class in special circumstances

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Becoming a Volunteer

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 the school office. This should be completed and returned with the necessary original Identity documents to facilitate a DBS (Disclosure and Barring Service) clearance check if required. 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).

The Principal (or staff member with delegated responsibility) will interview the potential volunteer and an appropriate placement will be agreed. This will be in a class which has no family connection to the applicant, unless the support is for their own particular child for an agreed reason. A regular day and time will be agreed and the applicant will be expected to sign all relevant documentation (appendix to this 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 OLSC. The student will be expected to sign a confidentiality agreement 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 Principal.

Information on the Role of a Volunteer

All volunteers should have access to this policy. Volunteers should also have access to the following policies which are all available from the school's website.

- Health and Safety Policy
- Speak Up Policy Whistle Blowing
- Overarching Code of Conduct (relevant to all adults working within school – including confidentiality)
- Data Protection Policy
- Safeguarding & Child Protection Policy and guidance
- Equal Opportunity Policies
- Behaviour and Anti-bullying Policies
- Social Networking Policy

School Values

All adults who work in school are expected to work and behave in such a way as to promote our Catholic school values within our Mission Statement.

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
- have access to any school policies or procedures that are relevant to their role

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- 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 Overarching Staff Conduct Policy, Health & Safety Policy, Safeguarding Policy, Data Protection Policy, Confidentiality Policy and Social Networking Policy.
- Work under the supervision and direction of staff.
- Be role models for the children they work with.
- Wear appropriate, smart but practical dress (no jeans).
- Refer any behavioural concerns to the class teacher or safeguarding concerns to the designated safeguarding lead 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.

Security

All volunteers must sign in and out of the visitors' book and wear a visitor badge for the duration of their volunteering session.

Parking

There is no parking available for volunteers unless you are a blue badge holder,

Complaints Procedure

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

The Principal (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.

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Name of Volunteer:

Date of Birth:

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)*

For Office use only:

Interview

References

DBS

Year group

Commitment

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IN SCHOOL VOLUNTEER AGREEMENT

Thank you for offering your services as a Volunteer at Our Lady and St Chad Catholic Academy.

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 Statement.
- I agree to treat information I learn from being a Volunteer in School as confidential.
- I agree to adhere to the name protocol for staff.
- I agree to adhere to the school's Overarching Staff Conduct Policy, Health & Safety Policy, Safeguarding Policy, Data Protection Policy, Confidentiality Policy and Social Media policy.
- I agree to work under the supervision and direction of staff.
- I agree to be a role model for the children I work with.
- I agree to wear appropriate, smart but practical dress (no jeans/trainers).
- I agree to refer any behavioural concerns to the class teacher or safeguarding concerns to the designated safeguarding lead and not to attempt to deal with any such issues myself.
- If I use the staffroom but be reminded of school policies as stated above.
- I agree to commit to a regular window of time to allow teachers to plan activities to include me.
- I agree to advise school as soon as possible when it is not possible to attend.
- I agree to be familiar with school evacuation procedure and follow staff instruction.
- I understand that if necessary, I will undergo a DBS check to advise the school of my suitability as a volunteer.

Signed: _____

Name: _____

Date: _____

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OFF-SITE VISITS VOLUNTEER AGREEMENT

School visits 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.

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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 : _____