



Archdiocese  
of  
Birmingham



# St Maria Goretti Catholic Academy

## Volunteer Policy

## **Approval and review**

Committee to approve policy	Achievement and Standards Committee
Date of Academy Committee Approval	01/10/2019
Chair of Academy committee	Mr Chadwick
Signature	
Chair of Academy Committee	Mr Chadwick
Policy review period	12 months
Date of policy review	October 2021

### **MISSION STATEMENT**

With respect for God and united in faith  
We place service before self to inspire hearts and minds  
By achieving together through our love and faith, we place  
Christ at the centre of all we do

## **VOLUNTEER WORKING IN SCHOOL POLICY**

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 pupils. The school therefore, welcomes and encourages volunteers from the local community.

Our volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students referred to us by Student Volunteer Services
- Ex-members of staff
- Local residents
- Friends of the school

The types of activities that volunteers engage in, on behalf of the school, include:

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional tutor
- Accompanying school visits

### **Safeguarding**

Stoke on Trent Local Safeguarding Children Board and St Maria Goretti Catholic Academy are committed to safeguarding pupils, young people and vulnerable adults and expect its volunteers to share that commitment.

### **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 pupils read, usually approaches the Class Teacher, Senior member of Staff or Principal.

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

## **Processes**

Process for recruiting Volunteers who will be working in school

- a) The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role
- b) Enhanced DBS check undertaken
- c) The volunteer will be made aware of the role and responsibilities they will be undertaking
- d) If appropriate 2 References should be sought where the volunteer arrangement will continue on a regular basis.
- e) Induction - school policies and documentation explained and issued.
- f) Volunteer records to be kept in a central place within the school

Before starting to help in a school, a volunteer should complete the Volunteer Agreement (Appendix 2), which sets out the school's expectations of its volunteer and to confirm they have received a copy of this Agreement. The school will seek DBS clearance for a volunteer before they are left unsupervised with any pupils. This is not required where a volunteer is engaged in a 'one-off' activity.

## **Our School Aims**

All adults / young people 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 aims and educational purpose.

## **Confidentiality**

**Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the designated supervisor and NOT with the parents of the child/persons.**

**Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Principal or appropriate senior member of staff. Any information gained at the school about a child or adult must remain confidential.**

**In order to protect the confidential nature of the work undertaken by all staff it is expected that any volunteers do not enter the staffroom or school office.**

## **Supervision**

All volunteers work under the supervision of a teacher or full time member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking. Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

## **Health & Safety**

The school has a Health & Safety Policy and this is made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using D T equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/Principal.

## **Child Protection**

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

- All volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement (Appendix 2) and a Code of Conduct for Adults in School.
- All of our volunteers must have been cleared by the Criminal Records Bureau (DBS).
- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required. However, such volunteers, who will be under the constant supervision of school staff.
- Any concerns a volunteer has, about child protection issues, should be referred to the designated safeguarding leader or Head Teacher.
- All volunteers will be vigilant of the potential of staff members and other volunteers to radicalise pupils. Any concerns should be raised with the designated safeguarding lead/head teacher. Further policies and procedures are in place that can address this.

## **Complaints**

Any complaints made about a volunteer will be referred to the Principal or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Principal or designated member of staff 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
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class
- Based upon the facts identified in the investigation it may be necessary for the School to inform the volunteer that the school no longer wishes to use them
- Provide the volunteer with a copy of the school's full Complaints Procedure

## **Monitoring and Review**

This policy will be approved by the Governing Body in 2020 and will be regularly reviewed and updated.

**APPENDIX 1**

**VOLUNTEER APPLICATION FORM – FOR NEW VOLUNTEER**

Name of Volunteer: .....

First name..... Surname.....

Date of Birth:.....

Address: .....  
.....

Postcode.....

Phone: Home.....

Mobile .....

What activities/ areas of the school's work would you like to help with? (If you are a student please include details of your course/placement requirements)  
.....  
.....

Are there any particular age groups/classes you would like to work with? (If you have relatives in school please give details of their year groups/classes).  
.....  
.....

Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a Volunteer in School (please give details – continue overleaf if necessary)?  
.....  
.....

Thank you for taking time to complete this Volunteer Application Form

Please hand it to the School Office, marked for the attention of The Principal. Your offer of help is greatly appreciated and we will be in touch as soon as possible.

## **APPENDIX 2**

### **VOLUNTEER AGREEMENT**

Thank you for offering your services as a volunteer at St Maria Goretti Catholic Academy. Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

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 have received a copy of the school's Code of Conduct for Adults
- I agree to support the School's Aims
- I agree to treat information obtained from being a volunteer in school as strictly confidential
- I understand that an enhanced Criminal Record Bureau (DBS) check will be undertaken
- I have been made aware of who is my designated supervisor e.g. Class Teacher, Phase Leader

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

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

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

## APPENDIX 3



# **Code of Conduct for Adults in School**

- At St. Maria Goretti we recognise and value each individual, made in the likeness of Christ. Staff strive to apply the Gospel values of respect, justice and tolerance in our daily interaction with children, colleagues and visitors to the school. In order to achieve this, we have negotiated and agreed this code of conduct to which we aspire, in order to fulfil our daily mission in maintaining a happy, harmonious and successful learning community.

### **Be a positive role-model for students, colleagues, parents and visitors**

- Listen to and value each individual.
- Acknowledge the feelings and anxieties of others.
- Wear smart, appropriate clothing (*see dress code for guidance*)
- Maintain confidentiality at all times, including off-site.
- All complaints should be dealt with in the appropriate manner, either in private or within a formal meeting. Avoid public displays of negative attitudes or behaviour.
- Maintain a positive outlook and approach; praise and encourage children for their efforts, behaviour, and achievements.
- All staff are expected to remain vigilant about the safety and well-being of all pupils in and around school. Any concern about any child must be reported to the designated safeguarding leader, or her deputy.
- Report any inappropriate attitude or behaviour, in accordance with the 'whistle-blowing' policy in order to maintain consistency of practice in keeping children safe and preserving their positive well-being and relationships with staff.
- Staff should address colleagues formally and professionally within the public domain.

### **Respect the right of every child to privacy.**

- **Never** discuss individual or groups of children in view or hearing of other pupils or adults. Show discretion and sensitivity.
- It is school policy that any incidents involving students, or family, of members of staff are dealt with by other colleagues.

### **Communication and Social Networking**

Staff are not permitted to use social networking sites or online blogs to make comments on any issues related to the academy, its activities, its pupils, parents, partners, colleagues, or governance. Any member of staff with knowledge of inappropriate use of social networking by pupils, or has any concern regarding the safety or vulnerability of any pupil using the internet – either in or outside of school- must report it to the designated safeguarding officers.

Parents are encouraged to discuss any concerns or complaints with school staff. In discussing issues or concerns with staff in school, it is expected that parents and visitors follow the school ethos of respecting the dignity of other adults and children. Use of social network sites to make public or personal comments about the school, or staff, or the disclosure of personal information about individuals is strongly discouraged.

**The school operates zero tolerance regarding any form of negative behaviour including: racial abuse; sexual harassment, prejudice, extremism, radicalisation, threatening behaviour or aggression towards members of staff, or any other persons on the premises. Such incidents will be reported to the chair of the Academy Committee, resulting in the issue of a ban from the school premises, or in more serious instances, referred to Staffordshire Police.**

Work  
Experience/  
Volunteer/  
Placement  
Handbook  
Placement co-ordinator:

## **INDUCTION**

This handbook is for reference purposes and to support you as a volunteer or pupil on work experience during your time at St Maria Goretti Catholic Academy. We look forward to working with you.

- Prior to starting your work experience, the school/college will contact the School to arrange for Student placements
- The student is to apply by letter to the school and complete the pre-placement questionnaire
- A letter of confirmation will then be sent to you and your school/college
- Students may be advised to attend a pre-placement briefing with the designated staff member)
- Preferences for age groups and specialism's will be discussed at the pre-placement briefing or can be submitted onto the pre-placement questionnaire as additional information
- At the end of the first day ALL students must meet with the designated member of staff to discuss your first day
- It is the responsibility of the student to inform the class teacher of the details of the work experience journal
- At the end of the placement the designated staff member will discuss with you any matters arising or support for the future

## **DRESS CODE:**

- Smart work wear: no thin strappy tops or short skirts / shorts
- No excessive jewelry or body piercings on show
- Suitable footwear- trainers only to be worn for PE sessions with the pupils
- Personal belongings- mobile phones must remain off/silent and only used on lunch breaks
- No jeans or strappy bare midriff tops
- Tattoos must be covered up at all times.

## **START/END OF DAY:**

- Students should arrive by 8:30am and report to the main office (sign in the visitor's book)
- Students to remain at school until at least 4pm with their allocated staff member
- At the end of the day please sign out at the main office

## **PARENTS WITH CHILDREN IN SCHOOL**

- When dropping off or collecting your child you must do so by the usual entrance to your children's classroom and not through internal doors/ corridors.
- Please ensure that your behaviour within school remains professional and that if you have any queries, concerns or questions about your child whilst on your placement, contact the school office and arrange to notify the teacher or arrange a discussion with them at a suitable time.

## **CONDUCT:**

- Please refer to our Code Of Conduct for Adults in School (Appendix 3)

## **ROLES AND RESPONSIBILITIES:**

- Students are expected to uphold the Catholic ethos of the school
- Students are expected to participate in lessons under the supervision/direction of the class teacher, whether that be individual or small group work
- Students are encouraged to take an active role during their placement
- Students are expected to complete their 'journals' independently and ask for support/signatures where appropriate from the designated member of staff

- You are not insured or permitted to undertake playground duty whilst on volunteer or school/ college placements, you may accompany the teacher on duty if you so wish, however, please ask for their permission first. This remains at their discretion.

### **STUDENT ABSENCES:**

- Both St Maria Goretti Catholic Academy and the students' school/college should be notified ASAP
- Failure to notify the school on a regular basis may mean that your placement is ended.

### **SCHOOL DETAILS:**

- TELEPHONE: 01782 234737 Please ask the school secretary to inform the appropriate member of staff: class teacher and school placement coordinator.

### **HEALTH AND SAFETY:**

- Fire bell: Please ensure that you know where the nearest fire exit is
- Hot drinks should not be carried around classrooms or in corridors
- In the event of an accident pupil/student please refer to the nearest First Aider
- Medicines are to be kept at home or in a safe place (out of the reach of children)
- Please ensure that you sign in our visitor's book on entry/exit to the school. (each day)
- Please ensure that you have given emergency contact details to our business manager.

### **BREAK FACILITIES:**

- Students/volunteers may use the facilities in the community kitchen (times to be arranged with the class teacher)

### **ADDITIONAL INFORMATION:**

- Towards the end of the placement students will meet with the designated staff member
- See also School Prospectus
- Adults are expected to model positive attitudes and behaviour at all times by observing the school's 'Code Of Conduct for Adults in School', which applies to any adult in the school, inclusive of work experience students.
- The school operates a zero tolerance of bullying or racist comments.
- Additional information can be sought from the office manager e.g. OFSTED report, policies

### **SAFEGUARDING**

The school follows a very strict safeguarding policy. All adults will be List 99 checked and when necessary DBS checks completed prior to their admission into the school. You will need at least three forms of identification for this.

All placement visitors to the school will be made aware of our safeguarding procedures.

Whilst working with and around the children if you are concerned by anything that you witness please speak to the class teacher and schools designated safeguarding officer immediately.

## **It is the responsibility of the student/volunteer to read and follow school policy.**

### **Code of Conduct for Adults in School**

At St Maria Goretti we recognise and value each individual, made in the likeness of God, and strive to apply the Gospel values of respect, justice and tolerance in our daily interaction with children, colleagues and visitors to the school.

In order to achieve this, we have negotiated and agreed this code of conduct to which we aspire, in order to fulfil our daily mission in maintaining a happy, harmonious and successful learning community.

- **Be a positive role-model for children, colleagues and parents.**
  - Wear smart, appropriate dress which reflects professional role and responsibilities
  - Listen to and value each individual.
  - Acknowledge the feelings and anxieties of others.
  - Listen and respect the opinions of others during meetings and discussions.
  - Maintain confidentiality at all times, including out of school hours.
  - Never enter into discussion about individual children in public. Observe school protocol and refer any concerns to the appropriate member of staff.
  - All complaints should be dealt with in the appropriate manner, either in private or within a formal meeting. Avoid public displays of negative attitudes or behaviour, particularly in front of children.
  - Praise and encourage children for their behaviour, efforts and achievements.
  - Discussions about school matters should be conducted appropriately, in private, never in front of children or other adults.
  - The school operates a 'whistle-blowing' policy to ensure consistency of practice in behaviour management, safeguarding all pupils, and preserving the positive well-being of staff.
  - All adults are expected to maintain confidentiality and demonstrate sensitivity and respect for others at all times.
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- **Respect the right of every child to privacy.**
  - Avoid discussion of individual children within the staff room.
  - **Never** discuss individual children or groups of children in view or hearing of other pupils or adults. Show discretion and sensitivity.
  - It is school policy that any incidents involving children or members of staff are dealt with by colleagues.
  - Staff should address colleagues formally and professionally within the public domain.

### **Communication with Parents**

Parents can be assured that school staff will listen courteously, investigate and address any issues promptly, or refer the matter to the Principal. In discussing issues or concerns with staff in school, it is expected that parents are in agreement with the school ethos of respecting the dignity of other adults and children. **The school operates zero tolerance regarding any form of negative behaviour towards school staff, other adults or children.** Serious matters involving confrontation, threatening behaviour or intimidation towards others on the school premises may result in the involvement of the school governors, who reserve the right to ban those responsible from the school premises.

**The school follows requests from the Local Authority to record and forward all incidents of racism, occurring on the school premises.**

**Any incidents involving threatening behaviour or aggression towards members of staff are formally recorded and forwarded to the Local Authority and Chair of Academy Representatives.**

**CONFIDENTIAL CONTACT DETAILS**

	PLEASE TICK
STAFF	
VOLUNTEER	
WORK EXPERIENCE	
STUDENT PLACEMENT	

Name			
Address			
Telephone Number	Home Mobile Email		
Date of birth			
Car Reg.		Make/Model/Colour	
Name of Doctor			
Address of Doctor			
Medical Conditions			
Please give below the name and address of your next of kin or person who can be contacted in the event of an emergency in school hours			
Name of emergency contact			
Emergency Contact telephone numbers	Home Mobile Work		
Relationship			