

St. Stephen's Catholic Primary School and Nursery, a Voluntary Academy

Volunteers Policy 2017 - 18

Learning, living and loving one another in God's name

We welcome volunteers into our school; they may be parents of children at school, members of the local community or individuals interested in pursuing a career with children. Volunteers at our school bring with them a wealth of skills and experience that can enhance the learning opportunities of the children. However, it is important that we keep track of who is working in our school, where they are placed and for how long they will be with us. For this reason all requests from volunteers should be directed initially to the Headteacher.

Aims and Values

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment.

Confidentiality

Any concerns that volunteers may have about the children they come into contact with should only be discussed with the class teacher. Volunteers concerned about what another adult in the school says or does, should raise the matter directly with the Headteacher or Deputy Headteacher.

Supervision

All volunteers are under the supervision of a class teacher. Teachers retain responsibility for the children at all times. Visitors and volunteers should have clear guidance from the teacher as to how an activity involving children may be carried out and what the expected outcomes of any activity are. Volunteers are encouraged to speak to the teacher if they have a query about any aspect of a child's understanding or behaviour.

Health & Safety

The school has a Health and Safety Policy which is available on the school website. Class teachers ensure that volunteers are made aware of any emergency procedures (e.g. what to do in the case of a fire alarm) and about any safety issues associated with a particular task (e.g. during a practical task). Volunteers are asked to exercise due care and attention and report any obvious hazards or concerns to the class teacher.

Safeguarding Children

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 this policy.
- All volunteers are given a copy of our Volunteers Agreement to read and sign.
- All volunteers will receive basic online child protection training.
- All volunteers are given a copy of Keeping Children Safe in Education.
- All volunteers are given a copy of Safer Working Practice.
- Volunteers must wear an identification badge whilst on the premises.
- All volunteers must sign at the visitors' book.
- The school reserves the right to ask for a character reference if necessary.

- All volunteers who work with children to have provide evidence of their identity and complete a satisfactory DBS check before they can volunteer in school. Results of this check will be held on the Single Central Register whilst they are a volunteer in school.

Complaints Procedure

Any complaints about a volunteer will be referred to the head or deputy head teacher. Any complaints made by a volunteer will also be referred to the Headteacher or Deputy Headteacher.

Monitoring and review

This policy has been approved by the Academy Council and will be reviewed bi-annually or in the light of new guidance.

Signed by: J Sheehan

Position: Chair of Academy Council

Date: 3rd October 2017

Review Date: October 2019

Signed by: T Pye

Position: Headteacher

Date: 3rd October 2017

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Volunteers Agreement

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Thank you for visiting or offering your services as a volunteer at St. Stephen's Catholic Primary School and Nursery. Your help is greatly appreciated and we hope that you will gain much from your experience here. Please read and sign this Agreement and hand it in to the school office. You will receive a copy of it for your records.

- I have received and read the Volunteer Policy.
- I agree to support the school's Aims and Values.
- I agree to treat information I learn from being in the school as confidential.
- I have received and read "Keeping Children Safe in Education".
- I have received and read "Safer Working Practice".
- I have received information on how to undertake basic online child protection training.
- I agree to undertake a DBS check

Signed: _____

Name: _____

Date: _____