

Our Lady of Victories Catholic Primary School



Volunteer Policy

We are committed to developing a diverse community of excellence driven by the values of love, forgiveness, trust and acceptance. With Christ at the centre of all learning we will inspire every individual to have the confidence to develop their unique potential and be a responsible, effective member of society. We offer a school that is: safe, creative and exciting. Together we will achieve in God's love.

"Achieving Together In God's Love"

A Blessed Christopher Wharton Academy Trust School

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Introduction

When children enter Our Lady of Victories Catholic Primary, teachers and parents must become partners in facilitating children's learning. One of the most important things we can do for children is to allow them to see parents and teachers working together. This helps children realise that there is a bond between home, community and school. Parents and other caregivers who work in the school come to understand their child's education better.

School volunteers serve under the direction of school staff to meet the needs of students. There are many opportunities for you to become involved our school. Contact the office, or your child's classroom teacher.

Some children are not ready to have their parents in the classroom with them. In the classroom, parents have a different role; they are assisting the teacher. However, some children are unable to accept their parents in any role other than parent. In these cases, it is better for the parent to volunteer in another area of the school.

Confidentiality

Confidentiality is of the utmost importance in your association with teachers and students. 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 teacher or executive headteacher and NOT with the parents of the child / persons outside of the school. You are in a unique position when you volunteer in the classroom to have information that is not to be shared. You may not discuss a child even with that child's parents.

If it is a comment which a child makes which gives rise to concerns, then the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead 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.

Child protection

While you are in the classroom children may say things to you or you may receive a comment or notice a change in behaviour or mark that cause you concern. If this happens then you must inform the school's Designated Safeguarding Leads Mr Paul Booth, John Devlin, Ruth Los, Catherine Western. If they are not available or your concern means the child may be in significant harm, then follow the flow chart that is situated in the staff room, also see Appendix A.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter immediately with the executive headteacher.

Concerns around the executive headteacher should be raised immediately with the Chair of Governors.

Health and Safety

The school has a Health & Safety Policy, and this is made available on request to volunteers. Teachers ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a specific task. Volunteers are expected to exercise due care and attention and report any obvious hazards or concerns to the teacher or executive headteacher.

Volunteers during school hours

When you are volunteering at Our Lady of Victories Catholic Primary, you are demonstrating your support for education. Please understand that in academic settings it is important to be able to give your full attention to the task at hand. For this reason, do not bring any children with you when you are volunteering during school hours.

Volunteers outside school hours

Parents who volunteer outside school hours may at times find it necessary to bring siblings to school. At these times, those children must be under the parent's direct supervision at all times. The parent must remain responsible for their children's safety and keep the children with them at all times.

Language/Behaviour/Dress

Remember teachers, staff and volunteers are role models for the children around us. "Little eyes" are watching, listening and learning appropriate behaviour from our actions.

Inappropriate language, dress or discussions are not allowed on the school premises or on fieldtrips.

Classroom disruptions

Please conduct all private conversations outside of the classroom. Teachers need the attention of the students to direct the instruction. Extraneous conversations distract from the task at hand. Remember that conversations in the hallways may act as a distraction as well.

Mobile phones

Mobile phones are to be turned off and held securely whilst in the classrooms. If you need to be reached by external contacts whilst in school, this should be via the school office. Please let the school office know you are expecting a call and the office manager will contact you.

Smoking

The whole of the school premises is strictly a non-smoking site, this includes vaping and the use of electronic cigarettes.

Discipline

Volunteers must not discipline or use corporal punishment on students. Discipline is solely the responsibility of teaching staff. Teaching staff are professionals whose responsibility it is to plan the course of study and see that it is implemented. The volunteer role always works under the direction of school staff to HELP, not replace, the teaching professionals.

Students treat volunteers with respect

At Our Lady of Victories Catholic Primary we believe all adults should be respectful to children and children are always expected to be respectful in return. If on any occasion you are treated disrespectfully, tell the teacher or the executive headteacher as soon as possible. Children should call you Mr., Ms. or Mrs., but should not address you by your first name.

Complaints

Any complaints made about a volunteer will be referred to the executive headteacher for investigation. Any complaints made by a volunteer should be referred to the executive headteacher.

The executive headteacher reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Agreement
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class
- Inform the volunteer that the school no longer wishes to use them

This policy has been approved by the Governing Body and will be reviewed annually and updated in the light of new guidance from the DFE.

Child Protection Procedures Flow Chart December 2017

On discovery or suspicion of child abuse

If in doubt – ACT



Inform your Named Person for Child Protection

Mr Paul Booth, John Devlin, Ruth Los, Catherine Western

Who should then take following steps



Where it is clear that a Child Protection Referral is needed contact Children's Initial Contact Point without delay **Tel No 01274 437500**

Out of hrs Emergency Duty Team **Tel No 01274 431010**

Named Persons may also seek advice from the Education Social Work Service

Tel 01274 439651



If you are asked to monitor the situation, make sure you are clear what you are expected to monitor, for how long and how and to whom you should feedback information to.



Remember always make and keep a written record of all events and action taken, date and sign each entry to this record. Keep records confidential and secure and separate from the child's curriculum file.



Ensure immediate completion and dispatch of the Common Child Protection Referral form. This form can be accessed [here](#)

Retain a copy in school. Send copies to:

- Children's Social Care
- Suzanne Ellis Lead Officer, Education Safeguarding, Margaret McMillan Tower, Princes Way, Bradford BD1 1NN

USEFUL TELEPHONE NUMBERS

Children's Social Care Initial Contact Point: 01274 437500

Emergency Duty Team: 01274 431010

Education Social Work Service: 01274 439651

Police: Javelin House, Child Protection Unit: 01274 376061

Our Lady of Victories Volunteer Agreement

Thank you for offering your services as a volunteer at Our Lady of Victories Catholic Primary.

Your offer of help and support is greatly appreciated, and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement and hand it in at the school office, you will receive a copy of it for your records.

- I have received a copy of the schools' Volunteer Policy
- I have received a copy of Keeping Children Safe in Education, Part 1, Annex A and C, What to do if you're worried a child is being abused and the schools' Child Protection and Safeguarding Policy
- I agree to and support the schools' commitment to safeguarding and promoting the welfare of the children in school
- I agree to treat information I learn from being a volunteer as strictly confidential
- I understand that I am required to undergo a criminal record check and agree to advise the school of any changes which may affect my suitability to work in school

Signed: _____

Name: _____

Date: _____