



St Anne's School and Sixth Form College

Policy for Volunteers

Published September 2013, reviewed September 2018

1. INTRODUCTION

This policy has been produced under guidance from the Local Authority. Employees are responsible for following the standards of conduct laid down in this policy and should understand how this relates to the school ethos, safeguarding and health and safety policies.

St. Anne's welcomes volunteers, into the school and residence. We believe that we can offer valuable learning experiences and receive valuable assistance from them.

Volunteering is defined as an activity that involves spending time, unpaid, doing something that aims to benefit the environment or individuals or groups other than (or in addition to) close relatives.

Volunteering is an aspect of citizenship with volunteers committing their time and energy freely for the benefit of pupils at St. Anne's. Volunteers come into St Anne's either from local agencies or after making direct contact with the school or residence.

2. FUNDAMENTAL PRINCIPLES

We offer an induction package to support volunteers and make every effort to ensure their time at St. Anne's is enjoyable and informative.

We have put the following measures in place to ensure the safety of our pupils: -

- Security gates onto the site; use the intercom to gain access
- The school, sixth form and residence buildings require fob access to enter.
- Only paid staff are in receipt of fobs.
- Other visitors are required to ring the doorbell to be admitted into the building by a member of staff.
- All volunteers sign in /out of school and residence and therefore wear a visitor's badge or other identification at all times.

3. SCHOOL RESPONSIBILITIES

St. Anne's ensures it will put the following in place, before and during a placement:

- We require all volunteers to hold a disclosure certificate – DBS (formally known as a

- CRB) this will be arranged by us, prior to the placement starting
- All volunteers are covered by the LA public liability and personal accident insurance.
 - Risk assessments are in place for individual children and young people, activities, specific equipment and off site visits.
 - Volunteers are never left unsupervised at any times with pupils.
 - Volunteers will not be involved in the personal care / toileting of pupils – except assisting staff with pupils being changed for hydrotherapy / swimming
 - Volunteers will not assist in the moving & handling of pupils, except if they have been trained to use the hoist.
 - In school we also have some parent helpers who regularly assist with sessions for swimming or one-off trips, again parent helpers are never left unsupervised with pupils and can only assist with hoisting if it is appropriate and they have been trained to do so.
 - Visitors to St Anne's will be shown around by a designated senior member of staff and they will, at all times, be escorted out of the building by a member of staff.

4. MONITORING

In school the Assistant Heads are the persons responsible for all aspects of volunteer placements. In residence it is the responsibility of the Child Care Manager.

5. USEFUL CONTACT NUMBERS

The school office (staffed from 8.30am to 4.30pm) answerphone at other times.

Telephone 01482 667379

Residence telephone (24 hours) 01482 666217

Fax: 01482 334691

Email: stannesschool.sixthform@eastriding.gov.uk