



IMMACULATE HEART OF MARY CATHOLIC PRIMARY SCHOOL
VOLUNTEERS IN SCHOOL POLICY

ISSUE DATE: SEPTEMBER 2018

REVIEW DATE : SEPTEMBER 2019

ELECTRONIC SIGNATURE *A. M. Phillips*

HEADTEACHER

ELECTRONIC SIGNATURE

CHAIR OF GOVERNORS

VOLUNTEERS IN SCHOOL POLICY

PARENT VOLUNTEERS

We recognise our parents to be the first and main educators of their children. We enter into a partnership with them when their child becomes a pupil at our school. We recognise and acknowledge how vital this partnership is in the education of our children. Links between home and school start before the child enters Reception.

We aim to promote this partnership, so that the education and development of each child is shared, understood and enhanced.

OTHER VOLUNTEERS

Volunteers at our school bring a range of skills and experience that can enhance the learning opportunities of pupils. We welcome and encourage volunteers from the local community these include:

- Members of the Governing Body
- High School Students on work experience
- University Students
- Ex-members of staff
- Local Residents
- Friends of the School

APPLICATION

Anyone wishing to become a volunteer on a regular basis will be asked to complete a DBS (Disclosure & Barring Service) application form. When a certificate from the DBS Service is received by the applicant it must be shown to the Headteacher within 7 days. The Headteacher will ensure confidentiality at all times and use his discretion if the DBS Certificate notes criminal activity. The school will meet the cost of the initial application; however the volunteer will be responsible for the cost of annual renewal.

Anyone wishing to become a volunteer for short, fixed term period for example, to gain an insight or some experience of working in a primary school before attending University, will be asked to complete an agreement form and provide two referees.

All volunteers must read and sign the Volunteer Agreement which sets out the school's expectations of Volunteers and asks volunteers to confirm they have received a copy of this policy.

The above does not apply for a 'one off' event such as a school trip. The class teacher will complete a brief interview with the applicant and undertake a relevant Risk Assessment

VISITORS

Please refer to the 'Visitors to the School Policy' available on the school website. A welcome leaflet is available to all visitors and can be collected at the school office.

THE TYPES OF ACTIVITIES IN WHICH VOLUNTEERS ARE ENGAGED INCLUDE:

- Listening and talking with children
- Sharing Books
- Baking
- Working on a computer
- Using reading and number games
- Accompanying on visits
- Art and Craft activities
- Assisting in the preparation of classroom resources

A member of staff will be responsible for the supervision of the Volunteer whilst in school and all helpers will be required to sign in/out and wear a visitor's badge.

CONFIDENTIALITY

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 Class Teacher and NOT with the parents of the child/persons outside the school.

Comments regarding the 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. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher, Mrs Phillips, or Deputy Headteachers, Mrs Hill or Miss Hargreaves

CHILD PROTECTION

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

- A copy of the Child Protection Policy is available to view on the school website
- To ensure the safety of our pupils at all times, all volunteers must have followed the Application process as detailed above.
- Volunteers are able to access and attend any relevant school training sessions in their own time.

COMPLAINTS PROCEDURE

Any complaints made about a Volunteer will be referred to the Headteacher / Deputy Headteachers for investigation. Any complaints made by a Volunteer will be referred to the Headteacher/ Deputy Headteachers.

The Headteacher reserves the right to take the following action:

- To speak with a Volunteer about a breach of Volunteer Agreement and seek reassurance that this will not happen again;
- Inform the Volunteer that the school no longer wishes to use them.

VOLUNTEER AGREEMENT

Thank you for offering your services as a Volunteer at Immaculate Heart of Mary Catholic Primary School. Your offer of help is greatly appreciated and we hope that you will both gain from and enjoy your experience here.

Please read and sign this Volunteer Agreement Form and return it to the Headteacher. You will receive a copy for your records.

- ✚ I have read a copy of the school's Volunteer Policy
- ✚ I agree to support the school's Mission Statement as detailed on the school website
- ✚ I agree to treat all information I learn from being a Volunteer in school as confidential
- ✚ I agree to work only as directed by school staff
- ✚ I understand that I am required to undergo a Disclosure and Barring Service Check (where appropriate) to advise the school as to my suitability as a Volunteer
- ✚ I agree to abide by all school Health & safety, Child Protection/Safeguarding policies together with guidelines and risk assessments and understand that I have responsibility for my own and others Health and Safety while volunteering in school
- ✚ Where relevant, I have provided the Headteacher with details of two referees (see below)

Signed _____

Print Name _____

Date _____

Headteacher's signature _____

Date _____

Name of two referees if appropriate:

Name of Referee	Contact Details	Relationship to Referee
1.		
2.		