



Volunteer Policy

Summer 2023



VOLUNTEER WORKING IN SCHOOL POLICY

Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. Our volunteers may include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- Ex-members of staff
- Local residents / parishioners
- Friends of the school
- Members of the Parent Teacher Association

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
- Preparing for school and parent functions

Child Protection and Safeguarding

Safeguarding is our priority and we following the safer recruitment guidelines to ensure that we are a school committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment. The process of recruitment of volunteers mirrors the safer recruitment of paid staff to ensure the most suitable adults for our school. A list of volunteers will be kept in the main office- this will be kept up to date and the responsibility of the Admin Officer. To ensure the safety of our pupils, we adopt the following procedures:

- All volunteers are given a copy of this Volunteer Policy and asked to sign a Volunteer Agreement (Appendix 1)
- All of our volunteers must have been cleared by the Disclosure and Barring Service (DBS). A DBS Disclosure will be issued to the individual to present to the designated member of staff in school.
- Volunteers have a clear job description (Appendix 3) and their supervisors will address any concerns in their work
- Lanyards must be worn at all times. Green to signify advanced safeguarding procedure have been undertaken. Red to signify that ~~only~~ basic checks have been made - And as a consequence the person must be escorted at all times
- All volunteers must read the Safeguarding Advice for Volunteers and Visitors. Available at the office. (see below)

- Regular volunteers are not placed with their own child's (or relative) class – this promotes independence, confidentiality and professional relationships

For the purpose of this policy the following areas of the Safeguarding Advice for Volunteers and Visitors are of particular importance.

What are my responsibilities as a Volunteer?

All those who come into contact with children through their everyday work whether paid or voluntary have a duty to safeguard and promote the welfare of children.

How do I ensure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect.

Children, especially when they are young, are often spontaneously affectionate and tactile and it is important to discourage this behaviour whilst simultaneously not alienate the child through lack of response or by appearing to reject this. You should always avoid physical contact with pupils, unless you are preventing them from harming themselves or others.

- Do not work alone with a student. Always ensure that you can be visible to others.
- Do not photograph pupils, unless requested to by the class teacher and then only on a school camera.
- Do not use your phone in areas where the students are – you may use your phone in the staffroom or designated offices.
- Never exchange personal contact details with a pupil or arrange to meet them outside of the school environment.
- Never have contact with a pupil on social media.

When meeting a child outside of school – maintain the same approach as in school.

What should I do if I have a concern about a member of the school staff?

You should report such allegations to the Executive Head.

What should I do if my concern is about the Executive Head?

You should report such allegations to the Chair of Governors. The school office will provide contact details for the Chair of Governors if you need them.

On-line Safety

Online Safety relates to the teaching and learning of technology and through technology in a responsible and safe environment, focusing on raising awareness of the core messages of safe content, contact and conduct when using it. This can include accessing websites and online content, email, online chat rooms, mobile phones, gaming and games consoles, social networking sites, instant messaging

(IM), viruses and spam. Volunteers, like staff are expected to follow the Online Safety Policy which is available from the main office or the school website.

Our DSL's lead on Online Safety. Personal devices including mobile phones and wrist watch phones that connect to the internet should not be used in school during class time. Staff may not make or receive calls during teaching time. Use of phones or phone watches must be limited to non-contact time when children are not present. Staff should keep devices out of sight in desks or cupboards when on school property. Staff must only use school owned devices for capturing, recording and storing data or photos of children.

Frequent or Intensive Volunteers

Activity which is described as 'frequent' or 'intensive' covers the meaning given in the Safeguarding Vulnerable Groups Act 2006. 'Frequent' – once a week or more often on an ongoing basis; and 'Intensive' – three or more occasions in a 30 day period, or overnight (between 2am – 6am). Volunteers who are frequent or intensive need a DBS. If a volunteer does not have a DBS they should not under any circumstances be left with a child alone. 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, must read and sign our Off-Site Visit Agreement (Appendix 2).

Volunteers for school visits and visits into school

School visits are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. The class teacher or staff member leading the visit will brief the volunteer regarding the risk assessment, daily schedule and any other important pieces of information. The visit lead, who will be a staff member, has ultimate responsibility for the pupils. Individual/single pupils should never be left with a volunteer unsupervised.

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 pupils understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

Attendance

Volunteers are not able to provide voluntary support in their own child's classroom (with the exception of school trips whereupon your group will not include your own child – Unless direct permission has been given). For the smooth operation of the school and to minimise disruption for pupils, we ask all volunteers to fulfil their commitment as agreed between themselves and the school. This includes consistent attendance.

References

All regular volunteers are asked to provide a character reference as part of their induction.

Parent Teacher Association

All members of the PTA that visit school during the working day will adopt and follow school policies for signing in at the school office and other safeguarding procedures. PTA members are aware that any concerns regarding events they witness or are concerned about should be raised with the school's DSL immediately. It is crucial that PTA members recognise the importance of sharing information confidentially. Please see note above about confidentiality below.

Where possible organisation for PTA events, will take place in a secure environment – away from learning rooms. Where this is not possible, the learning room must be respected. No adult should be alone in the learning room. After school events: Volunteers may only access the classroom with the permission of the class teacher and with the class teacher present.

Movement around school: – will take place during teaching time, not break or lunch time. All PTA volunteers must be accompanied by another adult during the school day.

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 should raise the matter with the teacher in charge or the leadership within the school.

Any information while at the school about a child, adult or staff member must remain confidential and must not be shared. Failure to abide by this principle will led to immediate termination of visitor access.

Appendix 1

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at school. 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 will follow the Our Lady of Fatima CMAT Child Protection and Safeguarding Policy
- I have received and read the School's Volunteer Policy
- I agree to support the School's Mission Statement
- I agree to treat information obtained from being a Volunteer in School as 'Strictly Confidential'
- I understand that an enhanced Disclosure and Barring Service (DBS) check will be undertaken.
- If you already have a DBS Certificate, please hand it to the school, the number will be recorded and checks made with the issuing body. A new enhanced DBS check must be undertaken.
- I have been made aware of who is my designated supervisor e.g. Head of School, Class Teacher, Year Teacher,
- I agree to follow the Online Safety Policy
- I agree to only enter a classroom when a staff member is present

Signed: _____ Date _____

Name: _____

Appendix 2

Off-Site Visits Volunteer Agreement

School visits are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper; you will have an important role to play in the success and safety of this school visits. Please read and return this appendix, and sign and return the helpers slip. This is part of our school's risk assessment planning and safeguarding.

Role of the Volunteer Helper

- To be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the Leader of the school trip
- To stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the school trip
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school.
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip.
- To contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour.
- To follow the schools Online-Safety policy on the use of mobile phone procedures. Working alongside school staff School staff expect volunteer helpers to
- Comply with all of the above whilst being under the direct supervision of school staff.
- Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help to explain the areas of interest
- Follow guidance from the school staff

What is not permitted:

Volunteer helpers **must not**

- bring additional children e.g. siblings or children in the care of the volunteer on the school trip
- undertake any illegal practices whilst undertaking their volunteer duties
- take photographs of pupils, unless requested to by the class teacher and then only on a school camera
- give/buy their group treats e.g. ice creams, biscuits, sweets –before, during or after the school trip
- Volunteer helpers are not allowed to be alone with a student. Always ensure that you can be visible to others.
- Use their phone in areas where the students are

Volunteer helpers must always avoid physical contact with pupils, unless you are preventing them from harming themselves or others. For younger children hand holding is may be necessary.

First Aid

You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless you are the Parent/ Carer of the child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine. All other medicines and first aid boxes will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible. If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

I have read the Volunteer Policy I agree to the terms and conditions as stated in the policy I will support the young people in enjoying the trip and actively contribute to the smooth running of the event. I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

Signed:

Date:

Appendix 3

Job: Volunteer Teaching Assistant Section:

JOB DESCRIPTION

PERSON REPORTS TO: Member of school management or Senior Teaching Assistant, with work directed by class teachers

PURPOSE OF JOB: To support the education and welfare of pupils as directed by class teachers, having due regard to the school's aims, objectives, schemes of work and policies, and relevant national requirements. To share in the corporate responsibility for the well-being and discipline of all pupils.

DUTIES AND RESPONSIBILITIES

1. To take every opportunity to develop pupils' language, reading, numeracy and related skills as directed by class teachers.
2. To assist in monitoring and recording the progress of individual pupils in accordance with school procedures, and reporting to class teachers.
3. To give oral feedback to pupils on their attainment in order to promote further progress.
4. To work with teachers to identify and respond appropriately to pupils' individual needs, assisting pupils in areas of specific difficulty.
5. To assist the teacher in setting appropriate learning and behaviour expectations of pupils and supporting pupils appropriately to achieve these.
6. To help promote and reinforce pupils' self-esteem, encouraging inclusion of pupils with special educational needs.
8. In the presence of the teacher, present agreed learning tasks in a clear and stimulating manner to help maintain pupils' interest and motivation; to work with pupils individually and collectively by contributing to decisions about the most appropriate learning goals and strategies.
9. Outside the classroom, to work with groups of pupils. The number of pupils included will reflect the nature of the task, the pupils concerned, the location involved and the length of time to be supervised. At all times a named teacher will have ultimate responsibility and be available to be called to give support and take appropriate decisions. Volunteers will always be supervised.
11. To use a range of supporting techniques, including computers and other resources, and consider in consultation with the teacher when and how to deploy them.
12. To produce and maintain classroom resources, displays and classroom layout in consultation with the teacher.
13. To help train pupils in the individual and collaborative study skills necessary for learning.

14. To work alongside other adults, including teachers, trainee teachers, and other support staff.

16. To maintain confidentiality at all times with regard to both supported pupils and the wider school.

17. Other appropriate duties relevant to the purpose of the post, as reasonably required by the teacher/head teacher. Safeguarding Volunteers are required to undergo safeguarding training and have the same responsibility as staff in relation to child protection and safeguarding, this will be arranged on the first day as part of the induction process.

Appendix 4

Visitors' Code of Conduct

All visitors and school volunteers must:

1. Everyone who is part of the school community must adhere to the Equalities Policy which is available on the web site or from the main office.
2. Use appropriate language and behaviour with children.
3. Please sign in and out of the premises and wear visitors lanyard at all times.
4. Report any breakages or accidents to the main office.
5. If you feel any way uncomfortable about the behaviour of a child please discuss this with the child protection lead.
7. Never give a pupil a lift in your vehicle unless you have appropriate insurance, parental consent and a member of staff present.
8. Mobile phones should be turned off when on site. In an emergency please use the phone in the main office.
9. All photography and filming within school is prohibited unless permission is granted from the Head of School.
10. If a child attempts to make contact with you through a social networking site, screen print the page, inform the school immediately and do not respond.
11. All visitors should be aware that the Trust has a Whistleblowing, Child Protection and Safeguarding, Online Policies- these are available on the school web site or at the main office.
12. Clothing should be respectful of pupils, staff and the working environment and community.
13. Professionals should bring photographic ID and proof of DBS, we request that all professionals make appointments so that their visit is organised and purposeful and does not interfere with the classroom learning.

In signing in you are agreeing to the above code of conduct