

*Excellence Together, Learning through Faith.*



**St Mary's C of E VA Primary School**

As a Church School we seek to ensure that the ethos and principles of Christianity underpin the experiences of the children in our care.

“St Mary's is an inclusive school and respects and values the diversity of the Community”.

**ST MARY'S C OF E PRIMARY SCHOOL - VOLUNTEER WORKING IN SCHOOL POLICY**

Signed: .....Date: .....



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## 1. Introduction

The Volunteer policy will be placed on the school website and reviewed every 3 years. It will be accompanied by a parent-friendly guide. Volunteers make a vital contribution to the school. Therefore, the school will:

- Use every means, including media campaigns, to encourage parents and people from the local community to become volunteers:
- Train, develop and support volunteers.

## 2. Definition

A volunteer is anyone helping within the school setting or on an off-site trip but not employed as a member of staff.

Volunteers carry out a range of activities e.g.

- hearing pupils read;
- working with small groups of pupils to assist them in their learning;
- working in support of the class teacher;
- preparing materials;
- collating or mounting children's work;
- cooking with a small group of pupils;
- accompanying school off site visits;
- clubs run during break and lunchtime.

Parents will not normally carry out activities in the same class as their child, other than extra curricular clubs and school trips.

## 3. Procedure for becoming a volunteer

The prospective volunteers will:

- Speak to the class teacher:
- Complete the Volunteer Application Form (Appendix 1):
- Complete a Disclosure and Barring Service (DBS) check and bring the original certificate to the school office plus provide two references
- Sign up to have an annual DBS
- Read the following documents on the school website -
  - Volunteer policy;
  - Child Protection Policy;
  - Safeguarding Children Quick Reference Guide for New School Staff or Volunteers;
  - The School Behaviour Policy;
  - Health and Safety Policy;
  - Complaints Policy;
  - Whistle Blowing Policy;
  - Mobile Phone Policy;
- Attend an induction training session during their initial term;
- Sign a Volunteer Agreement (Appendix 2).

The school will:

- Identify volunteer needs and roles;
- Attract candidates by local adverts and the school communications system;
- Invite candidate/s to an informal discussion to ensure the applicant is suitable for the role;
- Undertake a DBS check
- Inform the volunteer of the role and responsibilities they will be undertaking;
- Carry out volunteer training, which will include -
  - Child Protection / Safeguarding Policy

- Health & Safety Policy
- Behaviour Policy
- Complaints Policy
- Whistle Blowing Policy
- Mobile Phone Policy

All available on the school website under 'Volunteers'

- Provide the volunteer with the Volunteer Policy and the Volunteer Agreement (Appendix 2),
- Store a signed copy of the Volunteer Agreement
- Store volunteer records in a central place within the school

## 4. Supervisor's responsibilities

Teachers retain ultimate responsibility for pupils at all times.

A teacher or member of staff will:

- Keep a timetable of when volunteers are due to attend;
- Plan activities for volunteers including learning outcomes;
- Explain the activity and expected outcomes;
- Directly supervise volunteers;
- Not leave volunteers unattended with a child.

## 5. Volunteer's responsibilities

Volunteers will:

- Inform their supervisor in advance when they are coming into school;
- Telephone or email the school office if they are unable to come in as planned;
- Avoid physical contact with a child;
- Ensure that doors are ajar and they can be seen by other adults at all times;
- Ask their supervisor if they are concerned about a pupil's behaviour, welfare or understanding of a task;
- Update their supervisor at the end of a session;
- Keep confidential information about individual children or staff.

## 6. Working off-site

School trips are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences.

Teachers will:

- Provide volunteers with a list of pupils who are directly in their care;
- Check that volunteers understand all safety procedures.

Volunteers will:

- Read and sign our Off-Site Visit Agreement (Appendix 3)
- If transporting children, check that:
  - They are covered for third party liability with their insurers;
  - The correct car seats are in place.

## 7. Safeguarding

### Volunteers will:

- Safeguard pupils, young people and vulnerable adults;
- Sign in and collect a badge when entering the building;
- Sign out when leaving;
- Not let visitors in through the front door (only office staff can do this);
- Keep their personal belongings with them;
- If concerned that a child may be experiencing physical, emotional or sexual harm or neglect -
  - Immediately inform their supervisor;
  - Write down exactly what they saw or heard;
  - As soon as possible inform the Head teacher (or deputy head if the head is absent).

Any complaints about a volunteer will be referred to the Headteacher for investigation in line with the St Mary's Complaints Policy.

## 8. Health & Safety

### Supervisors will:

- Check that volunteers are clear about emergency procedures
- Explain particular safety aspects e.g. using equipment or accompanying pupils on visits

### Volunteers will:

- Report any hazards to their supervisor;
- If a child is ill or injured -
  - immediately inform their supervisor;
  - If necessary, send two children the red triangle located in the room to find the nearest member of staff;
- In the event of a fire alarm, lead the children to the bottom playground assembly point.

Volunteers are covered by St Marys School's Health & Safety Statement and Public Liability Insurance.

## Appendix 1 - Application Form for New Volunteers

Application Form for New Volunteers			
First name		Surname	
Address			
Home phone		Mobile	
Email			
Next of kin		Mobile	
Do you have any disabilities / additional needs or are there any adjustments the school need to make, in order to allow you to work as a volunteer in the school? <span style="float: right;">Yes / No</span>			
Please give details:			
What activities / areas of the school's work would you like to help with?			
Are there any particular age groups / classes you would like to work with?			
Prior to attending the school please read the following policies on the volunteers' section of the school website:			
<ul style="list-style-type: none"> <li>- Child Protection / Safeguarding;</li> <li>- Health &amp; Safety;</li> <li>- Behaviour;</li> <li>- Complaints;</li> <li>- Whistle Blowing;</li> <li>- Mobile Phone.</li> </ul>			
<p><b>Thank you for taking time to complete this Volunteer Application Form. Your offer of help is greatly appreciated and we will be in touch as soon as possible</b></p>			

## Appendix 2 - Volunteer Agreement

<b>Volunteer Agreement</b>	
Your name	
<b>Please read and sign this Volunteer Agreement Sheet and hand it in at the school office. You will receive a copy of it for your records.</b>	
<b>By signing this Volunteer Agreement Sheet, I confirm that:</b>	
I will support the school's aims shown on the school website;	
I have received and read a copy of the School's Volunteer Policy;	
I have received and read a copy of the "Safeguarding Children Quick Reference Guide for New School Staff or Volunteers"	
I know who the Designated Safeguarding Person is for St Mary's School;	
I have read the following policies, available on the volunteers' section of the website:	
Child Protection / Safeguarding;	
Health & Safety;	
Behaviour;	
Complaints;	
Whistle Blowing;	
Mobile Phone;	
I will treat information obtained from being a volunteer in school as <b>strictly confidential</b> ;	
I will apply for an enhanced DBS check and supply the school with the original certificate;	
I have been told who my designated supervisor will be e.g. the class teacher.	
<b>I will comply with all the conditions in this agreement.</b>	
<b>Signed</b>	<b>Date</b>
Thank you for offering your services as a volunteer at St Mary's School. Your offer of help is greatly appreciated and we hope that you will find your time as a volunteer rewarding.	

## Appendix 3 - Off-Site Visits Volunteer Agreement

<b>Off-Site Visits Volunteer Agreement</b>	
Your name	
<b>Please read and sign this agreement and hand it in at the school office. You will receive a copy for your records.</b>	
<b>I confirm that I will:</b>	
I will support the young people in enjoying the trip and actively contribute to the smooth running of the event.	
Be responsible for and look after, in equal measure, all of the pupils in my group under the instruction of the Leader of the school trip.	
Stay with my allocated group of pupils ensuring that their wellbeing and safety is maintained for the total duration of the school trip.	
Promote polite, respectful and courteous behaviour towards each other and members of the general public.	
Ensure that my group keeps up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers during the trip.	
Contact a member of staff if there are issues with first aid, safety and/or behaviour.	
Show a commitment to my group and the focus of the visit	
Help pupils to read signs/labels/information	
Explain areas of interest. , asking questions that encourage pupils to think about the task	
Follow guidance from school staff.	
In the event of an emergency, immediately inform a member of staff personally or by phone	
I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.	
<b>I confirm that I will not:</b>	
Bring additional children e.g. siblings	
Smoke, drink alcohol or engage in any illegal practices whilst undertaking my volunteer duties.	
Take photographs of pupils without the clearance of the class teacher first.	
Give/buy my group treats (e.g. ice creams, biscuits, sweets) before, during or after the school trip, without the teacher's permission.	
Administer medicine unless you are the parent/carer of the child who requires medicine	
<b>I will comply with all the conditions in this agreement.</b>	
<b>Signed</b>	<b>Date</b>
Thank you for offering your services as a volunteer at St Mary's School. You will have an important role to play in the success and safety of this school trip.	