

St Joseph's Catholic Primary School

Inspiring everyone to **REACH** through Faith, Hope, Love

At St Joseph's, we strive for academic excellence through encouraging resilience, empathy, aspiration and challenge. We have high expectations for ALL so that we can be 'The best we can be.' With Faith, Hope and Love at the heart of our school family, our children feel safe, secure and supported.



Policy for Volunteers working with children

St Joseph's is committed to Safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment

The school's volunteer policy is part of the school's safeguarding system and should be read in conjunction with the school's Safeguarding Policy and Policy for the Use of ICT and Agreement.

Author:	Natalie Jones
Link Governor:	Nicola Connolly
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Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children at our school. We welcome and encourage volunteers from the local community.

Our Volunteers include:

- ✓ Members of the Governing Body
- ✓ Parents of pupils
- ✓ Students on work experience
- ✓ University teacher training students
- ✓ Local residents
- ✓ Friends of St Joseph's

The types of activities that Volunteers are engaged include:

- ✓ Hearing children read
- ✓ Working with small groups of children
- ✓ Working alongside individual children
- ✓ Running after-school clubs e.g. dance, art, sports etc.
- ✓ School discos
- ✓ Accompanying school visits
- ✓ Completing admin tasks for class teachers
- ✓ Making classroom resources

Becoming a Volunteer

Before starting to help in school, volunteers should complete the Volunteer Agreement (Appendix 1), which sets out the school's expectations of volunteers and asks Volunteers to confirm they have received a copy of this policy. The school will seek Disclosure and Barring Service (DBS) clearance for volunteers who will regularly attend school before they are permitted to work in school to protect the staff and children.

Our School Vision

All adults who work in our school, whether a paid member of staff or a volunteer are expected to work and behave in such a way as to actively promote our school vision. We aim to provide an atmosphere of trust, care and equality, in which children, parents, staff, governors and wider community will be welcomed, accepted and included. We aim to offer a curriculum which hopes to develop the full potential of each child. We believe in close parental involvement, seeing parents as equal enablers in the development of their child to reach the highest, academic, emotional and social standards. This vision is underpinned by the following aims and values.

Aims of working together at St Joseph's

- ✓ To work together as a community to provide a safe, happy and secure environment for all children and staff.
- ✓ To maximise the performance and progress of each child appropriate to their need, alongside additional resources in school.
- ✓ To advance the basic literacy and numeracy skills of every child as well as developing their creative and physical potential through relevant activities and highly effective teaching. We actively encourage support from volunteers who have a particular skill which could be offered as an after school club.

- ✓ Promote active partnerships with parents and the wider community.
- ✓ To maintain high standards of behaviour through self-discipline, tolerance and mutual respect towards all adults and staff working in school.

Confidentiality

Volunteers in school must follow confidentiality procedures in school at all times. Any concerns that Volunteers have about the children they work with / come into contact with should be discussed with the Class Teacher and NOT with the parents of the child / persons outside school. If it is a comment which a child makes which gives rise to concerns, then the Designated Safeguarding Lead Mrs Howells, Acting Head Teacher or Miss Jones (Year 2 Teacher and Deputy 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. Volunteers who are concerned about anything another adult in the school does or says must discuss this further with a named Designated Safeguarding Lead or Deputy Safeguarding Lead.

Supervision

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Class Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking. Volunteers should have clear guidance from the Class Teacher as to how an activity is carried out / what the expected outcome of an activity is. Volunteers are encouraged to seek further advice / guidance from the Class Teacher in the event of any query / problem regarding children's understanding of a task or behaviour.

Health & Safety

The school has a Health & Safety Policy in place and this is made available on request to Volunteers working in the school. Class Teachers ensure that Volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and it is the responsibility of the Volunteer to make themselves aware of the Health & Safety Policy in place which is available on the school website.

GDPR

The school is fully committed to compliance with the requirements of the EU General Data Protection Regulation (GDPR) and requires all volunteers to be fully aware of the requirements this places upon them. Volunteers should therefore familiarise themselves with these requirements by reading the GDPR information leaflet the school has available for them. This is available from the school office. The school's full Data Protection Policy is also available on the school website.

Child Protection

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

- To ensure the safety of our pupils at all times, all of our Volunteers, who have regular contact with pupils, must have been cleared by the Disclosure and Barring Service (DBS). A certificate is issued to the individual to produce in school.
- All visitors entering the school must wear a visitor's badge so that all staff and children know that they have been signed into school by a member of staff.
- Volunteers are not left alone with any child at any time during their visit to St Joseph's.

Safeguarding

Designated Safeguarding Lead – Mrs Howells, Acting Head Teacher
Deputy Designated Safeguarding Lead – Miss Jones, Year 2 Teacher

Monitoring and Review

This Policy has been approved by the Governing Body and will be reviewed every three years and updated in the light of new guidance published.



Thank you for offering your services as a Volunteer at St Joseph's Catholic Primary School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement Sheet and hand it in at school.

- ✓ I have received a copy of the School's Volunteer Policy.
- ✓ I agree to support the School's Aims and Catholic Values.
- ✓ I agree to treat information I learn from being a Volunteer in school as confidential.
- ✓ I understand that I will be required to undergo a Disclosure and Barring Service check to advise the school of my suitability as a volunteer.

Signed: _____

Name: _____

Date: _____