

Corpus Christi Catholic Primary School

Volunteers Policy

Joyfully, unique in Jesus' family, we learn to use our special gifts to love, serve and make the world a better place.

| Volunteers Policy | | | |
|----------------------------|--------------------|-----------------------|----------------------|
| Approval | Board of Governors | Chair | Anna Murphy-Sullivan |
| Headteacher | Simon Lennon | Signature | |
| Date of last review | April 2021 | Date of review | March 2025 |
| Date of next review | March 2028 | Maintenance | FBG |

In exceptional circumstances this policy may be subject to change in accordance with the school's risk assessment (approved by SLT and Governors) which will override current policy guidelines.

'Generous persons will prosper: those who refresh others will themselves be refreshed.' Proverbs 11:25

Rationale:

As a school we value the input and support of all stakeholders, in particular that of our parents, carers and those in the wider community. To this end the school welcomes volunteers and those on work-experience to our school. This policy is intended to ensure that all staff and volunteers are aware of the issues surrounding volunteering in a primary school.

Volunteers can be divided into 2 groups, either 'occasional' or 'regular'.

- Occasional can be defined as volunteers or parents who only accompany staff and children on one off outings or trips that do not involve overnight stays, or who only help at specific one-off events e.g. a sports day, school trip. It would be expected that occasional volunteers would be supervised by a 'regulated' member of staff e.g. teacher and that the volunteer would never be left unsupervised.
- Regular volunteers can be defined as those who help 3 or more times in a 30 day period, once a month or more or on an overnight stay. If regular volunteers are unsupervised the school will require an enhanced DBS certificate with barred list check.

Recruitment of regular volunteers:

- Occasional volunteers would usually be parents or carers who come in to help on a one off outing or occasion and would not be recruited as such to the position of volunteer. They would not be required to go through a recruitment process including the taking up of DBS checks. This would be at the Head teacher's discretion and where there are known concerns about a parent or other occasional volunteer it would be at the Head teacher's discretion not to engage this person as an occasional volunteer.
- Regular volunteers would be in a position of trust within the school and even where they are not left unsupervised with children, should always go through a recruitment process. The school should also take into consideration any knowledge they have of the person in their relationship with the school as a parent/carer, grand-parent, previous employee, governor, committee member etc. when deciding if this person will be trustworthy and make a valuable contribution to the school in the capacity of volunteer.

The recruitment process for regular volunteers will include:

- DBS checks for all and a barred list check where volunteers have unsupervised access to children and young people.
- Informal Interview with Deputy Head teacher or nominated senior member of staff to include discussion about previous work or contact with children, safeguarding and advise of the school's safeguarding policy, confidentiality, being in a position of trust, any transferable risks
- 2 references (one of which should, where possible, relate to involvement with children/young people) This should relate to recent paid work or volunteering wherever possible including the last known employer
- Completion of a volunteer recruitment form which includes personal details, background, skills, types of activities they would like to help in, times they are available.

Information for regular volunteers

As part of an induction process volunteers should be given verbal and written information about the school. This would include:

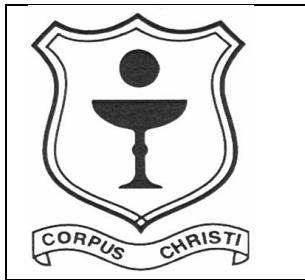
- Child protection and Safeguarding policy, practices and responsibilities
- Keeping Children Safe in Education part 1
- School expectations of volunteers
- What a volunteer can expect from the school
- School mission statement, charism and virtues
- Fire Safety training
- Code of conduct (including staff behaviour codes) to include being an appropriate role model, language, dress, use of mobile phone, alcohol and illegal substances
- Equality, Inclusion and Diversity policy
- School Behaviour policy and Anti bullying policy
- Internet/ On-line Safety Policy and Acceptable User Policy
- DBS requirements, informing that regular volunteering is subject to satisfactory clearance and the expectation that once cleared the volunteer will advise the Head teacher/line manager if their position changes e.g. if they commit an offence

Agreed procedure - School Placement (typically for 1-2 weeks)

- School placement volunteers apply for a place via the school office in conjunction with their Secondary School/College
- On the first day of placement School placement volunteers are given an induction to include safeguarding. **(see Appendix 1)**
- School placement volunteers are required to have a DBS (disclosure and barring service) check
- The lead will liaise with the teaching staff to decide where is best to deploy the student
- All volunteers must sign in and out of the school building as procedure.
- Staff will feedback on the volunteers performance and raise any concerns directly with SLT. Volunteers will raise any concerns with the class teacher with whom they are working or directly with SLT, if appropriate.
- The DHT will liaise with the school the student is attending and report on punctuality and performance and any other areas as requested.

Agreed procedure-school trip volunteers

- Please refer to Educational Visits Policy for information on the roles and responsibilities of parent/volunteer helper on visits and journeys.



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Appendix 1

Induction Information for regular volunteers in school

Name of volunteer.....

| Area for discussion | Initial |
|---|-------------------------|
| <p>Corpus Christi Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.</p> <p>If you have any concerns about the welfare of a child please raise this directly with a safeguarding officer:</p> <ul style="list-style-type: none"> Mr Simon Lennon (Overall safeguarding lead) Mrs Eithne Boyce (DSL) Miss Stewart (DDSL) Ms Sam Clarke (DSO), Mrs Jenna Lucas (DSO) and Mrs Kerry Macfarlane (DSO) | DSL |
| <p>Safeguarding policies given (shared folder)</p> <ul style="list-style-type: none"> ● Anti-Bullying ● Looked After Children ● Online Safety ● Child Protection and Safeguarding ● Whistleblowing ● Children Missing Education ● Behaviour Management ● Equality, Diversity and Inclusion Policy | DSL |
| <p>Safeguarding Documents</p> <ul style="list-style-type: none"> ● Keeping Children Safe in Education (updated every September) ● The Prevent Duty (June 2015) ● What to do if you are worried a child is being abused (March 2015) ● Multi-Agency Practice Guidelines (2014) <ul style="list-style-type: none"> ○ Chapter 2: Understanding issues around FGM ○ Chapter 9: Guidelines for schools, colleges and universities ● Guidance for Safer Working Practices for those working with children and young people in education settings | DSL |
| <p>Fire and Safety (premises walk)</p> <ul style="list-style-type: none"> ● Fire procedures, health and safety, lockdown and C.O.S.H.H | Premises Manager |
| Safeguarding verbal Induction provided by DSL | DSL |

| | |
|---|-------------------------|
| <ul style="list-style-type: none"> ● How to report a concern ● Introduction session to My Concern (volunteers report to initially class teacher, then member of the safeguarding team) | |
| <p>Expectations</p> <ul style="list-style-type: none"> ● Disciplinary procedures ● Dress Code: Please dress appropriately. No denim or high heels ● Code of Conduct ● Data Protection ● Sickness /Absence ● Near Misses / Reporting fire and safety risks | Business Manager |
| <p>Catholic Life</p> <ul style="list-style-type: none"> ● All stakeholders are committed to the mission statement ● All stakeholders promote the school's gospel virtues ● All stakeholders understand the charism of this school ● All are responsible for creating a nurturing and caring Christ centered environment ● Catholic Approach to the curriculum ● Expectation of being sympathetic to the faith ● Worship and prayer life - involvement of all stakeholders. | RE Lead |
| <p>Be aware and proactive with the children who have medical needs.</p> <p>The majority of our TAs are first aid trained.</p> <p>If there is an accident, please inform the nearest first aider.</p> | |

By signing you are confirming that you have received induction on all of the above and that you have read, understood and agree to follow the policies and documents listed.

Signed by volunteer..... Date.....

Signed by Induction Lead..... Date.....

