

St Augustine's Catholic Primary School

Safeguarding

Volunteers Working in School Policy

The school's volunteer policy is part of the school's safeguarding systems.

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
- Ex-pupils
- Students on work experience
- University students
- Ex-members of staff
- Local residents
- Friends of the school

The types of activities that volunteers are engaged in include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Accompanying school visits

Becoming a volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis, should approach the class teacher, Headteacher, Deputy Headteacher or school secretary directly.

Before starting to help in school, volunteers should go through the 'New Staff and Volunteers Information Folder' with the deputy head teacher. This folder sets out the school's expectations of volunteers and asks volunteers to confirm they have seen and discussed the contents.

Our Mission Statement

All adults who work in our school, whether a paid member of staff or a volunteer, are expected to work and behave in a way that actively promotes our school mission statement as identified below:

We try to follow Jesus by loving each other and caring for God's world.

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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 to the class teacher and NOT with the parents of the child/persons outside of the school. If it is a comment which a child makes which gives rise to concerns then the designated person (Headteacher) or the deputy designated person (Deputy Headteacher) 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 should raise the matter with the Headteacher or Deputy Headteacher. The school also has a whistle blowing policy and this is made available to volunteers working in the school.

Supervision

All volunteers work under the supervision of the Class Teacher of the class to whom they are assigned. 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 Teacher as to how an activity is carried out and what the expected outcome of an activity is. Volunteers are encouraged to seek further guidance from the Teacher in the event of any query or problem regarding children's understanding of the task or behaviour.

Health and Safety

The school has a health and safety policy and this is made available to volunteers working in the school. Class Teachers ensure that volunteers are clear about emergency procedures (e.g. fire alarm procedure) and about any safety aspects associated with a particular task (e.g. using DT equipment/accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher or Headteacher.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Headteacher or Deputy Headteacher for investigation. Any complaints made by a volunteer will be referred to the Head or Assistant Head.

The Headteacher reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again.
- Offer an alternative placement for a volunteer e.g. helping with another activity or in another class.
- Inform the volunteer that the school no longer wishes to use them.

The full complaints procedure is available from the Head.

This policy was reviewed in November 2018 and will be reviewed every 2 years.

**St Augustine's
Catholic Primary School**

Volunteer Agreement

Thank you for offering your services as a volunteer at St Augustine'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.

1. I have received a copy of the School's Volunteer Policy
2. I agree to support the school's mission statement
3. I agree to treat information I learn from being a volunteer in school as confidential
4. I understand that I may be required to undergo a Disclosure and Barring Service (DBS) check to advise the school of my suitability as a volunteer.

Name: _____

Signed: _____

Date: _____