



# Volunteer working in school policy

## **VOLUNTEER 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 pupils. The Governing Body, therefore, welcomes and encourages volunteers from the local community.

Our volunteers may include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students referred to us by Student Volunteer Services
- Ex-members of staff
- Local residents
- Friends of the school

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

### **Safeguarding**

Stockport Metropolitan Borough Council and St Simon's Catholic Primary School are committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment.

### **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, e.g. hearing pupils read, usually approaches the Class Teacher, Headteacher, Senior member of Staff or Class Teacher directly.

Volunteers should complete the *Volunteer Application Form* (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help. These forms are returned to the Headteacher.

### **Definition**

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).

### **Process for recruiting Volunteer who will be working frequently or intensively**

A) Identify the need and role

B) Attract candidates by means of a local advert/school communications system

C) The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role

D) Enhanced CRB check undertaken

E) The volunteer will be made aware of the role and responsibilities they will be undertaking

F) If appropriate, two references may be sought where the volunteer arrangement will continue on a regular basis.

G) Induction- school and corporate policies and documentation explained and issued. These to include Health and Safety, Behaviour Management Policies, Code of Conduct and Whistleblowing Policy

H) Volunteer records to be kept in a central place within the school

Before starting to help in a school, a volunteer should complete the *Volunteer Agreement* (Appendix 2), which sets out the school's expectations of its volunteers and to confirm they have received a copy of this Agreement. The school will seek DBS

clearance for a volunteer **before** they come into school, to make an informed decision when accepting volunteers to work with children. This is not required where a volunteer is engaged in a 'one-off' activity.

### **Our School Aims**

All adults / Young People 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 aims and educational purpose, as identified below-

*“Whatever we do, we do it for the Glory of God”*

In line with our Mission Statement, which strongly states our belief that Christ is at the heart of all that we do. As well as **STRIVING** to be the very best that we can be, we aim:

- to invite all who come through our doors to experience the warmth and love of Christ
- to ensure that St Simon's Catholic Primary School is a happy, vibrant, welcoming community where people matter
- to nurture and celebrate the unique worth of each child so that all children are empowered to fulfil their potential wherever their God given talents may lie
- to prepare children to enjoy life to the full in this wonderful, exciting world by introducing them to as many different, challenging and enjoyable experiences as possible
- to develop our children into spiritually aware, articulate, literate and numerate people so that they can access all that life has to offer
- to seek excellence in all that we do and have high academic standards as well as rigorous, consistent expectations of good behaviour
- to be fully inclusive and strive for the highest standards in teaching and learning
- to encourage all members of our school community to own the education of our young as a joint venture among parents, parish and school
- to recognise and value the good work and commitment of all who contribute to the daily working of our school

## **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, which may affect their work should raise the matter with the Headteacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

## **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 pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

## **Health & Safety**

The school has a Health & Safety Policy and this is made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using D T equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/Headteacher. Volunteers are covered by Stockport MBC's Health & Safety Statement and indemnity and Public Liability Insurance.

## **Child Protection**

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

- All volunteers are given a copy of the Volunteer Policy and asked to sign a *Volunteer Agreement* (Appendix 2)

- All of our volunteers must have been cleared by the DBS. A DBS Disclosure will be issued to the individual to present to the designated member of staff in school.
- 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 3).
- Any concerns a volunteer has, about child protection issues, should be referred to the designated safeguarding lead, which is the Head Teacher at St Simon's.

### **Complaints Procedure**

Any complaints made about a volunteer will be referred to the Headteacher or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Headteacher or designated member of staff 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
- Based upon the facts identified in the investigation it may be necessary for the School to inform the volunteer that the school no longer wishes to use them
- Provide the volunteer with a copy of the school's full Complaints Procedure

### **Monitoring and Review**

This policy was approved by the Governing Body on 13.2.19 and will be reviewed in the Spring Term of 2022.

## APPENDIX 1

### VOLUNTEER APPLICATION FORM – FOR NEW VOLUNTEER

Name of Volunteer: First Name.....

Surname.....

Address: .....

.....

Phone: Home..... Mobile .....

What activities/ areas of the school's work would you like to help with?

Are there any particular age groups/classes with whom you would like to work?

Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a Volunteer in School?  
(please give details)

Thank you for taking time to complete this Volunteer Application Form.

Please hand it to the School Office, marked for the attention of the Headteacher.

Your offer of help is greatly appreciated and we will be in touch as soon as possible.

Referee 1

Name:
Address:
Mobile No:
Email address:
Relationship:

Referee 2

Name:
Address:
Moblile:
Email address:
Relationship:

Approved by the Full Governing Board on 30/1/25.  
To be reviewed in Spring 2028.

## **APPENDIX 2**

### **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 have received a copy of the School's Volunteer Policy
- I agree to support the School's Aims
- 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
- I have been made aware of who is my designated supervisor e.g. Class Teacher, Headteacher, Deputy Headteacher, School Business Manager.
- I have read and understood the Department for Education document, Keeping children safe in education: information for all school and college staff.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_



## **APPENDIX 3**

### **Off-site Visits Volunteer Agreement**

School trips 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 trip.

Please read and return this appendix, and sign and return the helper's slip.

This is part of our school's risk assessment planning and safeguarding arrangements.

### **Role of the Volunteer Helper**

- 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.
- Stay with your 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. We all go as ambassadors of our school!
- 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.
- Contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour.

### **Working alongside school staff**

- 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 are not allowed to bring additional children e.g. siblings or children in the care of the volunteer on the school trip.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties.
- Volunteer helpers are not permitted to have their phones with them inside the classroom or when working directly with children.
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets – before, during or after the school trip.