

St. Mark's Catholic Primary School

Volunteer's Policy



*Proudly and Joyfully, we love, live and learn
as God's children.*

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.

The types of activities that Volunteers are engaged include:

- Hearing children read in English and in their home language (where the volunteer and the child are bi-lingual in the same languages);
- Working with small groups of children;
- Working alongside individual children;
- Undertaking activities with children;
- Accompanying school visits.

Becoming a Volunteer

Anyone wishing to become a volunteer should approach the Headteacher or Deputy Headteacher directly.

Safeguarding

A DSL will meet with volunteers before commencing placement to explain safeguarding and child protection duties in school. Any concerns about the safety of wellbeing of any child or adult in school should be referred to the Designated Person for Safeguarding (posters are visible around school and volunteers will be informed of all DSLs on the first day). Volunteers should never be left to work alone with children and will always be under the supervision of a member of school staff. Volunteers are not permitted to take photographs of children in school and should not have their mobile phone on their person. This should be locked away in the school office and collected on departure. Volunteers who wish to work in school will be asked to complete a Disclosure and Barring Service (DBS) check first before commencing the placement. The office staff can help with completing the required forms. At any point should a DSL or member of staff have any concerns about the conduct of a volunteer, they will be spoken to in the first instance and depending on the nature of the concern, the placement may come to an end. The safety of children is the school's first priority.

Confidentiality

While in school, volunteers need to exercise discretion about any information that is of a confidential nature. For example, we ask that confidentiality is maintained in respect of the children's attainments, attitudes and behaviour. Any matter that is of concern should be discussed immediately with the class teacher or Deputy Headteacher as appropriate. We have well defined procedures for informing parents of what has happened while their children are in school and we will be the first to discuss any issues where we have concerns. Please do not be tempted to relay anything you have seen or heard in a classroom to other families. We need to be assured that you will exercise total discretion in all respects when you are helping in our school.

Health & Safety

The school has Health and Safety and Safeguarding Policies and these are available on the school website. Class Teachers and senior staff will ensure that Volunteers are clear about emergency procedures (e.g. fire alarm evacuation) 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 a DSL in school.

Mobile Phones

As with all school staff, it is inappropriate to use mobile phones during working hours. In case of emergencies, volunteers can be contacted via the office. Mobile phones must be locked away and not kept on the person.

Signing In

Volunteers must sign in and sign out on entry and exit to the school building.

ID Badges

Volunteers must wear an ID badge (issued on arrival at the school office) throughout their visit to school.

No Smoking Policy

St Mark's has a NO SMOKING POLICY for staff and volunteers, both inside school and in the immediate vicinity. If you do smoke you must be prepared not to do while in school, and to smoke only when a reasonable distance from school.

Dress Code

All adults working in school are required to achieve a high standard of appearance, grooming and personal hygiene at all times. Volunteers should wear 'smart' rather than 'casual' clothes, appropriate to the activity being undertaken. The dress code is relaxed on official dress-down days and in extreme weather, but clothes and shoes must meet with health and safety requirements at all times.

Complaints Procedure

Any complaints made about a Volunteer will be referred to the Headteacher / Deputy Headteacher or DSL for investigation. Any complaints made by a Volunteer will be referred to the Headteacher / Deputy Headteacher or Governing Body if appropriate. 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;
- To inform the Volunteer that the school no longer wishes to use them. The full Complaints Procedure is available from the school website.

We hope that volunteers enjoy spending time in our school and benefit from the experience, while offering valuable support to children and staff and enriching the life of the whole school. We are grateful to all those who offer their time and energy to St Mark's Catholic Primary School.

VOLUNTEER AGREEMENT

Thank you for offering your services as a Volunteer at St. Mark'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. You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy and Safeguarding and Child Protection policy. I understand my duty in relation to keeping children safe and what I must do should I have a concern.
- I agree to treat information I learn from being a Volunteer in School as confidential.
- I understand that I am required to undergo a Disclosure and Barring Service (DBS) barred list and criminal records check to advise the school of my suitability as a volunteer.

Signed: _____

Name: _____

Date: _____