



THE HOLY SPIRIT CATHOLIC MULTI-ACADEMY COMPANY

Schools: Our Lady of the Angels Infant School and Nursery, St. Anne's Catholic Primary School, St. Benedict's Catholic Primary School, St. Francis Catholic Primary School, St. Joseph Junior School, St. Thomas More School and Sixth Form College.

Volunteer Policy

Ratified at Directors Meeting on:.....

SignedChair of Directors

Date.....

To be reviewed bi-annually in the Autumn term.

School Volunteer Policy

The Holy Spirit Catholic Multi Academy Company's volunteer policy is part of the school's safeguarding systems.

Introduction

Volunteers at our schools bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Board of Directors therefore, welcomes and encourages volunteers from the local community.

Our volunteers may include:

- ☒ Members of the Academy Committee
- ☒ 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 might include:

- Hearing children read
- Working with small groups of children
- Working with individual children
- Undertaking arts and craft activities with children
- Supporting Saint Francis School staff to run after school clubs
- Working with children on the computer
- 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, e.g. hearing pupils read, usually approaches the, Head teacher, 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.

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) DBS check undertaken
- E) The volunteer will be made aware of the role and responsibilities they will be undertaking
- F) If appropriate 2 References should 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 volunteer 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 which will be constantly monitored by a member of staff at all times.

Our Aims

All adults / Young People who work in our schools, 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-

Confidentiality

All schools have a confidentiality policy. All volunteers will be asked to sign a confidentiality agreement and follow its principles. Volunteers may have access to personal information about some individuals, or other information which may be confidential. Our schools need to be able to trust volunteers with such information. Volunteers who break this confidentiality will be asked to leave. Any concerns that volunteers have about the children they work with/ come into contact with should be shared with the Head or one of the SLT and not with any persons outside school.

Safeguarding

All volunteers have the responsibility to report any concern that they may have regarding Child Protection to the senior designated professional, currently It is not the role for the volunteer to investigate concerns. The Holy Spirit Catholic Multi Academy Safeguarding Policy explains the guidelines and procedures to follow regarding any suspicions. A copy of this policy is available on the schools website or from the school office.

Issues affecting adults in school

All adults in our schools can expect their personal and health issues to remain confidential unless:

- it impinges on their terms of contract;
- it endangers pupils or other members of staff;
- there is a legal obligation to disclose such information;
- it is necessary for legal proceedings;
- despite the duty of confidence the staff member's interest or the wider public interest justifies disclosure.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Deputy / Assistant Head or Head teacher.

Supervision

All volunteers work under the supervision of the class teacher to which they are assigned. Although teachers retain responsibility for children at all times, this does not require volunteers to be in their direct supervision at all times. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/ guidance from the teacher in the event of a query or problem regarding a child's behaviour or understanding of a task.

Health and Safety

The school has a health and safety policy which is given to all volunteers prior to starting. The class teacher / form tutor should ensure that individuals are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). If a volunteer attends a school trip, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher, Assistant Head teacher or Head Teacher.

Equal Opportunities

Our schools all recognise that the activity of volunteering can provide an individual with experience and opportunities for self and career development. In accordance with the Equal opportunity Policy, volunteer placements will therefore be open to individuals irrespective of race, gender, disability, sexuality, age or marital status. Where a prospective volunteer demonstrates hostility to, or a clear lack of support for equal opportunities, she/he will be deemed automatically unsuitable for a volunteer position. All volunteers are required to make a commitment to this policy. A copy can be given on request.

Internet Use Code of Conduct

This code exists to safeguard and promote the proper use of the School's internet and email facilities. Volunteers are responsible for using these facilities in an efficient, effective, ethical and lawful manner. Use of the internet and emails may be monitored at any time for legitimate business reasons.

Absence

Volunteers are expected to telephone and inform school, prior to their start time, so appropriate arrangements can be made if any cover is required.

Working Hours

The hours of volunteer work will be discussed and mutually agreed between the volunteer and the class teacher or the Assistant Head. The volunteer must be committed and adhere to the voluntary placement and allocated working hours. Volunteer hours must not exceed the school opening hours. Volunteers must sign in prior to going to the classroom and they will be issued with a volunteer's lanyard which should be worn at all times whilst on the school site. Fire evacuation procedures can be found in the induction pack and a map indicating the safe route of exit in the event of a fire alarm can be found in each classroom; please make yourself familiar with these.

- There is no smoking allowed anywhere on the school site
- Mobile phones must be turned off whilst in school
- Do not under any circumstances take photographs in school unless agreed with the Head Teacher.

We value having volunteers helping in our school and we want you to feel successful and valued. Please never hesitate to ask if you are not sure about something – or for advice if you feel something you are doing is not working well. We'll do whatever we can to ensure your time with us is rewarding.

Volunteer Code of Conduct

All volunteers are expected to conform to high standards of behaviour and conduct whilst carrying out their duties, they will:

- Respect other volunteers, students, staff and children and make them feel welcomed and valued.
- Be sensitive towards others.
- Be approachable and pleasant.
- Dress and behave in a manner which promotes healthy and safe working practices.
- Maintain the confidentiality of personal information at all times.
- Turn off mobile phones and only use them in a designated area.

All volunteers should be aware how their behaviour can affect both colleagues and children.

Everyone has the responsibility to avoid becoming involved in situations that could bring the School into disrepute.

Complaints Procedure

Any complaints made about a volunteer or by a volunteer will be referred to the Head Teacher/ ~Deputy / Assistant Head teacher for investigation.

This policy will be reviewed bi - annually or in the light of new guidance from either the DfE or the LA.

