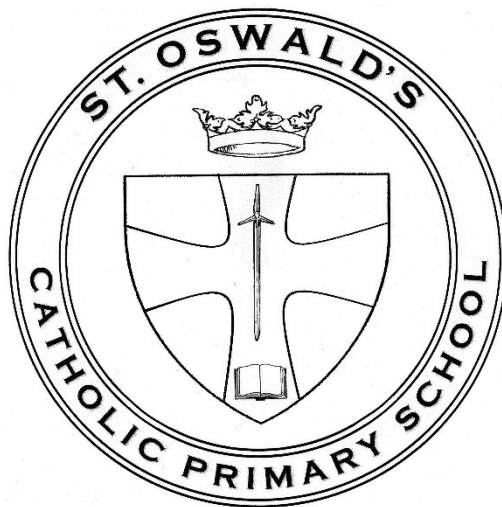
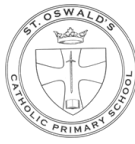


St Oswald's Catholic Primary School



Volunteer Policy 2024-2025

Approved by:	Approval date	Renewal date
Resources Committee	4 th November 2024	Autumn 2025



This Volunteer Policy is set within the context of the whole school aims and mission statement:



*Together with Jesus,
We will Learn and Grow in Faith*

INTRODUCTION

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

Our volunteers include:

- Parents of pupils attending a Teacher Assistant course
- Ex-pupils
- Students on work experience
- University students

The types of activities that volunteers engage in, on behalf of the school, include:

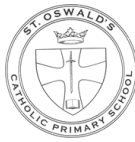
- Hearing pupils read
- Working with small groups of children to assist them in their learning
- Working alongside individual pupils as an additional support
- Accompanying school visits

SAFEGUARDING

St Oswald's is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to show 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 approach the Volunteer coordinator lead (Mrs Hindley). Volunteers will meet with the lead and will 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.



PROCESS FOR RECRUITING VOLUNTEER WHO WILL BE WORKING FREQUENTLY OR INTENSIVELY

- Staff members inviting visitors into school must complete the volunteer Risk Assessment form and forward to Volunteer coordinator (Appendix 1)
- The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role
- Applicable statutory recruitment checks such as Enhanced DBS/Barred list/ID/references, etc will be undertaken
- The volunteer will be made aware of the role and responsibilities they will be undertaking
- Induction: School policies and documentation explained and issued By J Finch. These will include:

The school's Safeguarding and Child Protection Policy

The Staff Code of Conduct including the whistleblowing procedures

The identity of the Designated Safeguarding Lead (DSL)

The Confidentiality Policy

The Health & Safety Policy

The Behaviour Policy

- Volunteer records to be kept in a central place within the School

Before starting to help at St Oswald's, a volunteer should complete the Volunteer Agreement (Appendix 2 and 3) which sets out the school's expectations of its volunteer and confirm they have received a copy of this agreement. The school will seek Enhanced DBS clearance for a volunteer before they are left unsupervised with any pupils. This is not required where a volunteer is engaged in a one-off activity as the volunteer will be accompanied by a member of staff at all times.

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.

CONFIDENTIALITY

Volunteers in the 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 DSL and NOT with the parents/carers of the child.

Volunteers who are concerned about anything in the school which may affect their work should raise the matter with the Headteacher, Deputy Head or Volunteer lead. 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 be given 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 pupils' understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor. Volunteers will collect a visitor's badge upon arrival and sign in electronically on the inventory.

HEALTH & SAFETY

The school has a Health & Safety Policy and this is made available to volunteers working in the school and is displayed on the school website. An appropriate member of staff will ensure that volunteers are clear about the emergency procedures (e.g., Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g., accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated supervisor/Headteacher.

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 3)
- All of our volunteers must agree to an enhanced DBS check.
- Any concerns a volunteer has about child protection issues should be referred to the designated supervisor or the Headteacher.

COMPLAINTS

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 on 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

MONITORING & REVIEW

This policy will be regularly reviewed and updated.



APPENDIX 1 VOLUNTEER Risk Assessment

Volunteer Risk Assessment

It is assumed the volunteer will work within the school and have opportunity for contact with children.

Name of Volunteer		
Start Date		
Risk Assessment completed by		Name:
		Position:
1.	The volunteer has provided appropriate documents so that their identity can be verified?	Yes Only proceed to Q2 if you have been able to verify their identity.
2.	I have read and understand the definition of regulated activity in 'Keeping Children Safe in Education'.	Yes Proceed to Q3.
3.	<p>Is the volunteer working in regulated activity?</p> <p><i>This means the volunteer will work within the school frequently with opportunity for contact with children and will not be supervised.</i></p> <p><i>Regulated activity also includes 'one off' occasions where a volunteer provides personal care or works as a volunteer outside of school hours (2am- 6am).</i></p>	<p>Yes An Enhanced DBS certificate <u>with</u> a children's barred list is required.</p> <p>No Go to Q4 and consider if an Enhanced DBS certificate without a children's barred list should be considered.</p>
4.	<p>Should an enhanced DBS certificate without a children's barred list be considered because <u>any</u> of these factors apply to the supervised volunteer?</p> <ul style="list-style-type: none"> i. The volunteer has frequent opportunity for contact with children ii. The volunteer will have contact with young children iii. The volunteer will have contact with vulnerable children iv. The school is not provided with any formal or informal information about the volunteer from any stakeholder v. The school is unable to obtain references (from other work with children) and cannot confirm the volunteer's suitability to work with children 	<p>Yes Based upon the risk assessment the school should undertake an Enhanced DBS certificate without a children's barred list for this supervised volunteer who will have opportunity for contact with children.</p> <p>No Whilst this risk assessment has concluded that you are not required to undertake an Enhanced DBS certificate you may still undertake one if the volunteer has opportunity for contact with children.</p>
<p>Decision:</p> <p>A. An Enhanced DBS Certificate with children's barred list check is required.</p> <p>A. An Enhanced DBS Certificate without children's barred list check is required.</p> <p>B. No DBS Checks will be undertaken because there is low risk and none of the factors 4i-4v apply and the volunteer will be supervised.</p>		
Are further overseas checks required for your volunteer? Yes / No		
Signed:		
Date:		



APPENDIX 2 VOLUNTEER APPLICATION FORM FOR NEW VOLUNTEER

Name of Volunteer:

Date of Birth:Address:

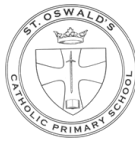
.....Post Code:

Home Phone No:Mobile:

What activities/areas of the school's work would you like to help with? (If you are a student please include details of your course/placement requirements.)

Are there any particular age groups/classes you would like to work with? (if you have relatives in the school, please give details of their year group/class.)

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 and continue overleaf if necessary.)



APPENDIX 3 VOLUNTEER AGREEMENT

The wellbeing of our pupils and staff is at the centre of our vision at St Oswald's School. As a volunteer helper, I agree to adhere to the following procedures and expectations when helping at school with reading, class activities, preparing resources, accompanying pupils on an outing and at all times when I have direct contact with pupils and staff.

- I am aware of the school's smart dress code and will dress appropriately
- I will collect a visitor's badge upon arrival and sign the inventory when entering and leaving the premises
- I respect the need for confidentiality when working with pupils. I agree not to discuss or disclose any information about pupils' levels or their needs and behaviour with anyone other than the class teacher or the Headteacher in or out of school
- I understand that this confidentiality agreement also applies to my working with staff and our behaviour towards each other. I also agree to respect staff's privacy as I expect the school to respect mine
- I will be a role model at all time, following the school's expectations as set out in the Curriculum Policy and the Behaviour Policy
- I fully understand that if at any time I am in breach of this agreement I will not be permitted to continue as a volunteer helper in the school
- I agree to an Enhanced DBS/Barred List check and other statutory applicable safeguarding checks on request.

Signed..... Date.....

PRINT NAME.....