



# St Michael's CE Primary Volunteer Policy

*'Learning together through love, friendship, forgiveness and faith.'*

This policy should be read in conjunction with the following policies:

- Safeguarding
- Educational Visits Policy and Procedures
- Health and Safety Policy

## **Introduction**

At St Michael's we encourage volunteers to help both inside and outside the classroom. We acknowledge that volunteers bring a range of knowledge and skills with them into the school and we aim to utilise these to support our children. Our volunteers include; a pupil's family members, governors, local residents and other people looking to gain school experience.

## **Safeguarding**

St Michael's CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The safety of our children is paramount. To this end, all regular volunteers are DBS (Disclosure and Barring Service) checked to ensure they are suitable to work with our children. Until these checks are complete, volunteers will not be allowed any unsupervised access to children and will be asked to wear a red identity lanyard to enable others to recognise that they are, as yet, unchecked.

An initial induction with the Assistant Head will address safeguarding issues and give brief safeguarding training. During the induction with the Assistant Head it will be explained that a volunteer must not use a mobile phone within the presence of children within the school. Volunteers will not be given access to the internet on school computers unless closely supervised by a member of staff. A volunteer must never be on their own with a child where they cannot be seen by a member of staff. This also forms part of the 'Volunteer Guidelines' given to each volunteer annually.

## **Becoming a volunteer**

Anyone wishing to be a volunteer, either for a one off event such as a school visit or on a more regular basis e.g. hearing children read, should approach either the class teacher or the Head in the first instance. A meeting is then arranged between the Assistant Head and the volunteer where the volunteering being offered is regular to make clear the expectations of volunteers at St Michael's CE Primary School, to establish the type of tasks the volunteer may undertake and to arrange mutually convenient times.

Every regular volunteer at St Michael's is subject to a DBS check before they start volunteering. Volunteer guidelines are given out to every volunteer at St Michael's when they start and again each September as a reminder. Alongside this, volunteers are asked to sign the Volunteers agreement (Appendix A).

## **Volunteers under the age of 18**

If a volunteer is under the age of 18 then their parent is responsible for them and should also be in the school either volunteering or working. This excludes students who are on placements with college courses or those on work experience who will be covered by the school's public liability and liability insurance along with the work experience scheme from the school which the student attends.

### **Volunteering on a Trip**

Parent Volunteers are often required for trips. It is essential that volunteers going on school visits are shown the Offsite Volunteers Agreement to read through and agree to beforehand (Appendix B). Volunteers for one off trips do not need to be DBS checked unless they are on their own with a group of children at any point, in which case a DBS check would be needed. Class teachers need to be aware of which volunteers on their trips are DBS checked.

### **Governors**

School governors are the largest volunteer force in the country, giving their time freely and generously to help schools achieve the highest standards. Governors play an important role in setting the school's strategic direction and ensuring that staff are accountable to the wider community for pupil achievement. Working as members of corporate governing bodies their main role is to promote high educational standards for all the pupils in their school. All governors at St Michael's are DBS checked when they start in their role.

### **Confidentiality**

All volunteers are bound by a code of confidentiality. Comments regarding children's behaviour or learning can be highly sensitive and made inappropriately, can cause distress. Any concerns that volunteers may have about children that they work with/come in contact with should be voiced with the Class Teacher or Head. Volunteers should never discuss any child outside of the school, either with the parents/carers of the child or with another adult or child.

Any concerns about staff behaviour should be referred directly to the Headteacher, or in her absence, an Assistant Head.

### **Supervision**

All volunteers work under the supervision of the class teacher in the first instance. Teachers retain responsibility for all children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the teacher about any activity they are carrying out. Volunteers are expected to seek advice/clarification from the class teacher in the event of any query/problem regarding children's understanding of the task or their behaviour.

This policy will be every 3 years

**Governor Responsible: Safeguarding**

**Policy written: May 2021**

**Next Review Date: Spring 2023**

## Appendix A

### VOLUNTEER AGREEMENT

Thank you for offering your services to act as a volunteer at St Michael's CE 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 and hand it into the School Office. You will receive a copy for your records.

- ☐ I have received a copy of the Volunteer policy.
- ☐ I agree to support the school's vision, values and ethos.
- ☐ I agree to keep confidential any information that I learn from being a Volunteer.
- ☐ I agree to not use my mobile phone within school when in the presence of children.
- ☐ I understand that I am required to undergo a Disclosure and Barring Service (DBS) check to advise the school as to my suitability as a volunteer.
- ☐ I have declared to the Headteacher ANY convictions, cautions and bind-overs I may have, regardless of how long ago they occurred, including those regarded as 'spent'. I am not on the Children's Barred List (previously List 99 and PoCA list) and have never been disqualified from working with children or been subject to any sanctions imposed by a regulatory body.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Volunteer)

Name: (please print) \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Headteacher)