



St. Alban & St. Stephen Catholic Primary School & Nursery

Policy for Volunteers & Visitors

Approved by:	Full Governing Body	Date: March 2022
Last reviewed on:	February 2022	
Next review due by:	March 2025	

Introduction

Volunteers at St. Alban & St. Stephen Catholic Primary School bring with them a range of skills and experience that can enhance the learning opportunities of the children at our school. We welcome and encourage volunteers from the local community.

Our volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students
- Friends of the school
- Specialist teachers from other schools

The types of activities that volunteers are engaged in under supervision include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children in the classroom
- Working with children on the computers
- Accompanying school visits and trips
- Organising school fund raising events

Becoming a volunteer

Volunteers will be advised that completion of the legal requirements / application process can vary but may take up to 3 months.

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 children read or a fixed term placement, usually approaches the Volunteer Coordinator Clare Moore or Bernie Murphy, Assistant Headteacher or Tess Hackett, Assistant Headteacher.

Where volunteers are part of the PTA and are in the school for the purpose of setting up or running **one-off events** to support fundraising for the school (such as school parties, school shop, trampoline bounce and the school fairs) are not regarded as undertaking regulated activities. However, PTA volunteers who regularly help out will be considered for an enhanced DBS check without a barred list check and included on the Single Central Register.

Regular volunteers will be required to complete the Volunteer Application form (**Appendix 1**) which includes their contact details, type of activities they would like to help with, and the times they are available to help. If volunteering requested is a regulated activity (i.e. unsupervised regular activity) then an enhanced DBS application **MUST** be completed (or evidenced if placement is through a school, college or university).

Please Note:-

For all volunteers if in regulated activity, as part of the application process the school will require either confirmation from the school, college, university or organisation that Safer Recruitment practice guidelines have been followed or the names and addresses of 2 referees.

Prior to placement volunteers / students will be required to attend a short informal interview with volunteer coordinator.

Before starting to help in school, volunteers should complete the Volunteer Confidentiality Contract (**Appendix 2**), which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

The Department for Education (DfE) recommends that schools do not check volunteers who are continuing with their old duties, unless there is cause for concern.

For new volunteers, or those taking on new duties that lead to unsupervised contact with children, it is recommended that schools should consider obtaining an enhanced DBS disclosure with a barred check, where the volunteering is regular and involves unsupervised contact with children.

The DfE use the term regular to mean: four times in a month or more or once a week or more, or overnight (between 2am and 6am).

If a volunteer is not engaging in regulated activity, the school undertakes a risk assessment and use their professional judgement and experience when deciding whether to seek an enhanced DBS the Headteacher will consider the following:

- The duration, frequency and nature of contact with children.
- What the school knows about the volunteer, including formal or informal information offered by staff, parents or other volunteers.
- Whether the volunteer is well known to others in the school or community who are likely to be aware of behaviour that could give cause for concern.
- Whether the volunteer has other employment, or undertakes voluntary activities where referees would advise suitability.
- Any other relevant information about the volunteer or the work they are likely to do.

Schools are not allowed to check supervised volunteers against the barred list and there is no duty for an Enhanced DBS check to be obtained for them, although schools may choose to request one as they judge necessary.

Induction

ALL Visitors, volunteers and Students are required to have an induction prior to placement. This induction will be an opportunity for volunteers to raise any questions they may have and will also provide a further opportunity for the volunteer coordinator to confirm the clear guidelines set out in this policy and the schools expectations.

Supervision

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the Teacher as to how an activity is carried out/ what the expected outcome of an activity is. Volunteers are encouraged to seek further advice / guidance from the Teacher in the event of any query / problem regarding children's understanding of a task or behaviour.

All Volunteers may also have regular meetings with members of the Senior Leadership Team

Confidentiality

Volunteers in school are bound by a confidentiality contract (**See Appendix 2**). Any concerns that Volunteers have about the children they work with / come into contact with should be voiced with the Class Teacher and NOT with the parents of the child / persons outside school. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher or Designated Child Protection Officer and complete a **Record of Concern form**)

Health & Safety

The school has a Health & Safety Policy and this is made available on request to Volunteers working in the school. Class Teachers ensure that volunteers are clear about emergency procedures (e.g fire alarm evacuation – displayed in each classroom) and about any safety aspects associated with a particular task (e.g. using DT equipment / PE lessons / accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher / Headteacher.

Child Protection / Safeguarding

The Children's Act 2004 (Section 11) places a duty on key people and bodies to make arrangements to ensure that when carrying out their functions they take account of the need to safeguard and promote the welfare of children.

St Alban & St. Stephen is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment."

The welfare of our children is paramount. We have embraced Safer Recruitment practice guidelines provided by Hertfordshire. To ensure the safety of our children, we adopt the following procedures:

- At all times, all our unsupervised regular volunteers must have been cleared by the Disclosure Barring Service (DBS). A certificate is issued to the individual, and if applied for through the school; clearance will be advised through the HR provider
- All volunteers are given a copy of the Volunteers Policy and asked to sign a Confidentiality Contract.
- Where our volunteer is engaged in a supervised irregular (*normally a parent or carer*) activity e.g. helping supervise a group of children as part of a class visit or trip, Play and Stay /reading sessions or other ad-hoc class activities, NO formal checks are carried out on these volunteers. *HOWEVER* these volunteers, who are under supervision of school staff, will not be allowed to carry out such duties as escorting children to the toilet or leading a small group of children without a member of the school's staff . All volunteers engaged in off-site activities /trips must read and sign our Volunteer Helper Agreement (**Appendix 3**).

Our School Vision

All adults who work in our school, whether as a paid member of staff or a volunteer are expected to work and behave in such a way as to actively promote our school vision.

‘Learning and Growing with God by our side’

Complaints Procedure

Any complaints made about a volunteer will be referred to the Headteacher/ Volunteer coordinator for investigation. Any complaints made by a volunteer will be referred to the Headteacher/Volunteer Coordinator.

The Headteacher reserves the right to take the following action:

- To speak with the volunteer about a breach of the Volunteer confidentiality contract 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;
- Inform the Volunteer that the school no longer wishes to support the placement.

Contractors

Children should not be allowed in areas where contractors are working, not least for health and safety reasons, so these workers should have no contact with children. However, it may be impossible to control this and there may be occasions when contractors do come into contact with children (such as when entering or leaving the site).

Therefore, St Alban & St Stephen Catholic Primary School ensures arrangements are in place to make sure that any contract staff that come into contact with children meet the frequency criteria and are unsupervised. The school will ensure that they are checked by the contractor in the same way as school employees.

Schools may sometimes have difficulty obtaining written confirmation from the contractor that they have satisfactorily completed the relevant checks. If the contractor then has contact with children, they should not be left unattended, and they should be supervised at all times whilst on the school site. These contractors should still sign in and sign out when visiting the premises.

Cleaning, Catering & Premises contractors

Cleaning, Catering & Premises contractors who come into contact with children, meet the frequency criteria and are unsupervised. St Alban & St Stephen Catholic Primary School & Nursery ensures that they are checked by the contractor in the same way as school employees (i.e. with a DBS disclosure), and such requirements form part of the contract. The outcomes of such checks must be notified to the school and details are kept on the Single Central Register.

The contractor is also responsible for ensuring that the same procedures are followed by any sub-contractor. The contractor must provide the local authority/school with a list of its employees and those of any sub-contractor at least 20 days before they start work on site.

Supply /Agency staff

Before taking on a member of supply staff provided by the supply agency, the school receives written confirmation from the supply agency that it has satisfactorily completed the relevant checks. The school does not carry out or see the checks itself, except where there is information contained in the DBS disclosure. However, identity checks must be carried out by the school to confirm that the individual arriving at the school is the individual that the agency intends to refer to them.

Where supply staff are employed directly by the school, the school completes all relevant checks as for other employed staff.

Exceptions

An exception to this is where visitors /contractor are on site for the purpose of a meeting scheduled with a member of staff. As this is a one-to-one meeting and will involve no unsupervised contact with children therefore no further checks are needed.

APPENDIX 1 VOLUNTEER APPLICATION FORM

Name:	Gender M <input type="checkbox"/> F <input type="checkbox"/>
Date of Birth:	Home Address:
Telephone:	
Email	

Have you any experience of working as a volunteer and / or with children Yes / No
If yes, where and when did you gain this experience?

Are you available to commit yourself to this voluntary work for at least one term (average, 13 weeks)? Yes / No

Why would you like to be a volunteer at St. Alban & St Stephen Catholic Primary School?

How much time each week do you feel able to volunteer for?

When can you volunteer?

	Monday	Tuesday	Wednesday	Thursday	Friday
am					
pm					

What age-group would you prefer to work with? Please tick your preference/s.

☐ EY/Reception (3-5years)
 ☐ Infants (5-7 years)
 ☐ Juniors (7-11 years)

Would you feel able to help with any of the following in a classroom setting? Please tick your preference

☐ Literacy (Reading, Writing)
 ☐ Computing
 ☐ All-round support
☐ Numeracy (Maths)
 ☐ Music
 ☐ Drama
 ☐ Other

Would you prefer to work with one child or a small group? Please tick your preference.

☐ One child
 ☐ Small group
 ☐ No preference

Are there any particular activities you enjoy and would you like to share with the children? (for example: sports, arts and crafts, languages spoken)

EQUAL OPPORTUNITIES

St. Alban & St. Stephen Catholic Primary School & Nursery is committed to Equal Opportunities. To help us, please describe your ethnic origin by circling the appropriate code below. This information is optional, confidential and will only be used for monitoring purposes.

I would describe my ethnic origin as:					
WB	British	MB	White & Black African	OA	Other Asian background
WI	Irish	MA	White & Asian	BC	Caribbean
GK	Greek / Greek Cypriot	MO	Other mixed background	BA	African
TK	Turkish / Turkish Cypriot	IN	Indian	OB	Other Black background
OW	Other White background	PK	Pakistani	CH	Chinese
MC	White and Black Caribbean	BN	Bangladeshi	GO	Other background

Do you have any disability or special need of which you would like us to take account?

If yes, please specify.

REFERENCES

Your placement as a volunteer in the school is subject to satisfactory references. Please give the name, address, phone number and email address of two referees who have known you for a **minimum of two years** in a **professional capacity if possible** (e.g. employer, tutor, colleague, etc.) who can vouch for your integrity and reliability.

Name:	Name:
Address:	Address:
Tel:	Tel:
Email	Email:

In what capacity do you know these referees?

The Children's Act 2004 (Section 11) places a duty on key people and bodies to make arrangements to ensure that when carrying out their functions they take account of the need to safeguard and promote the welfare of children. "St. Alban & St. Stephen is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment."

CONSENT

Please note that your consent will be required for a DBS police check (your signature below confirms this consent). I confirm that the information I have given above is correct. I give permission for my referees to be contacted and understand that St. Alban & St. Stephen reserves the right to reject a volunteers application at any stage of the recruitment process and remove a volunteer from the programme without providing a reason if necessary.

Signed: Date:
.....

APPENDIX 2

CONFIDENTIALITY CONTRACT

As a Volunteer at St. Alban & St. Stephen Catholic Primary School & Nursery, I understand that class, pupil and parent details, staff room conversations or school matters are confidential and not to be shared or discussed with parents or members of the general public.

If I have any concerns I will initially raise them with the Volunteer coordinator or the Class Teacher then the Headteacher if necessary.

I understand that the Class Teacher is in charge of all activities and the discipline in the class. If I am asked to work with a group of children outside the classroom however, or in a discrete group in class, I can verbally discipline a child. I will not under any circumstances use physical force.

I understand that before I start working in school, the school will initiate an enhanced DBS check on me in the interest of the safety of the children in the school in accordance of the Children's Act 2004 (section 11).

Should a situation arise that indicates that I have divulged any confidential information to a parent or members of the public the matter will be investigated and my placement may be withdrawn.

I understand that my personal details and details of the DBS check will be held on the school's single central record for inspection by authorised personnel only.

Name:

Date:

Signed:

Volunteer Co coordinator

St. Alban & St. Stephen Catholic Primary School & Nursery

Volunteer Helper

School trips are an integral part of learning at St. Alban & St. Stephen Catholic Primary School & Nursery and afford many children 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 the school trip. Please read and return this form signed to the Class Teacher. This is part of our school's risk assessment planning.

Role of the volunteer helper

- To be responsible and look after, in equal measure in conjunction with school staff, all the children in your group.
- To stay with your allocated staff member / group of children, ensuring that their well-being and safety is maintained for the total duration of the school trip.
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school.
- To ensure that the group you are with keep up with the body of the school visit party, (i.e. when walking, entering or exiting from transportation or following speakers for the trip).
- To contact your / child's Class Teacher / school member of staff if there are issues with first aid, safety and / or behaviour.

Working alongside School Staff

School staff expect volunteer helpers to:

- Comply with all the above while being under the direct line management of school staff.
- Show commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs / labels/ information, asking questions that encourage children to think.
- Follow guidance from the school staff.

What is not permitted

- No additional siblings are permitted on the school trip.
- Do not re-organise children groups on school visits.
- Do not smoke, drink alcohol or engage in any illegal practices.
- Do not take photographs or film the children.
- Do not give / buy group treats e.g., pencils, rubbers, ice-creams, biscuits, sweets – before, during or after the school trip.
- Do not escort children to the toilet or lead a small group of children without a member of the school's staff being present.
- Do not use mobile phones to make /take calls or texts while with a group.

First Aid

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication / additional needs. If medication needs to be administered, this will be done by a trained member of staff. Children requiring inhalers may carry their own. All first aid box(es) will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible if you become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school directly on 01727 866668.

- I have read the Volunteer Policy
- I agree to the terms and conditions as stated in the policy
- I will support the children in enjoying the trip and actively contribute to the smooth running of the occasion.

Parent Volunteer Name: _____

Signed: _____ Date: _____