

Bishop Vaughan Catholic School

## Volunteer and Visitor Policy

Volunteer and Visitor Policy



## **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.

Our volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students
- Local Community members
- Friends of the school

The types of activities that volunteers could be engaged in include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art & craft activities with children
- Running after-school clubs e.g. cricket, football
- Supporting children with ICT
- Accompanying school visits
- Addressing areas of development highlighted in the School Improvement Plan
- Supporting pupils who need have been identified by the Inclusion Team as needing additional support where appropriate
- Providing positive role models

## **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, usually approaches a member of the Senior Leadership Team directly. Volunteers should complete the Volunteer Information Sheet (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help.

Before starting to help in school, volunteers should complete the Volunteer Agreement (Appendix 2), which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy. Volunteers will also be asked to complete a DBS with the School before they can volunteer or start their placement with the Schools Business Manager/Finance Manager.

## **Confidentiality**

Any concerns that volunteers have about the children they work with / come into contact with should be voiced to the Class Teacher and not with the child / parents of the child, discussed with 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 regarding adults in the school should raise the matter with a member of the Senior Leadership Team.

### **Supervision**

All volunteers work under the supervision of the Class Teacher/Member of staff within the class to which they are assigned. Teachers retain responsibility for pupils 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.

### **Health & Safety**

The school has a Health & Safety Policy and this is available on request to volunteers within the school. Class Teachers 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 / Senior Leadership Team.

### **Child Protection**

The welfare of the pupils is paramount. To ensure the safety of our children, we adopt the following procedures:

- All regular volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement
- To ensure the safety of our pupils at all times, all of our regular volunteers must have been cleared by the Disclosure and Barring Service (DBS). A certificate is issued to the individual to produce in school.
- Volunteers must be supervised at all times by a member of staff.
- Volunteers are not employed members of staff and must check with a teacher if they are unsure of anything relating to the pupils.
- Volunteers should be made aware of the phase leader of the section they are volunteering in. The Safeguarding Officer is Mr Carl Walker, Assistant Headteacher.

### **Complaints Procedure**

Any complaints made about a volunteer will be referred to the Senior Leadership Team to consider and investigate if necessary. Any complaints made by a volunteer will be referred to the Senior Leadership Team. The Senior Leadership Team reserves the right to take the following action:

- To speak with a volunteer about any concerns that occur 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 if school needs require.
- Inform the volunteer that the volunteer placement has come to an end.

If a volunteer wishes to make a complaint the full Complaints Procedure is set out in the Complaints Policy listed on the School Website.

School trips are an integral part of learning at a school and sometimes volunteers accompany staff and pupils. If this is the case and you attend a School Visit you will be paired with a member of staff and you will be briefed accordingly by the person leading the visit. This will include direction for any issues relating to Child Protection/Health and Safety and First Aid.

### **Data Protection/GDPR/Privacy Notice**

In accordance with the General Data Protection Regulations (GDPR) which came into force on 25 May 2018, Bishop Vaughan's Privacy Notice details the above information which can be found on the Bishop Vaughan Website under the sub-heading Policies.

### **Monitoring and Review**

This Policy has been approved by the Governing Body and will be reviewed bi-annually.

Policy written May 2021

Adopted by Governing Body June 2021

Review date: May 2023

## APPENDIX 1

### FORM 1 - Volunteer Application Details

<b>First Name:</b>			
<b>Surname:</b>			
<b>Age:</b>		<b>Date of Birth:</b>	
<b>E mail:</b>			
<b>Home Address and telephone number</b>			
<b>Any medical conditions/allergies- please list if applicable</b>			
<b>Next of Kin details: Name and telephone number (to contact in case of emergency)</b>			
<b>Reasons for Seeking Volunteer Placement:</b>			
Please provide below a brief description why you would like to pursue a volunteering placement:			
<b>Signature of Applicant:</b>		<b>Date:</b>	

## **APPENDIX 2**

### **FORM 2 - Volunteer Agreement**

Volunteers are an important and valued part of Bishop Vaughan Catholic School. The School appreciates and values you volunteering with us and will do the best we can to make your volunteer placement with us enjoyable and rewarding. The Volunteer Agreement describes what you can expect from us, and what we hope you will contribute to us. We hope that you enjoy volunteering with us and feel a full part of our team.

### **THE VOLUNTEER**

#### **The volunteer agrees to:**

- Follow the School's procedures and standards, including those for child protection and safeguarding, health and safety and equal opportunities, in relation to its employees, volunteers and clients
- maintain the confidentiality of information received during the course of my volunteer placement, including that of the organisation and of its clients, and ensure that this is not disclosed to any third party
- treat all individuals I encounter as a volunteer fairly and not discriminate on the basis of gender, age, disability, family circumstances, marital status, sexual orientation, colour, nationality or ethnic origin, trade union activity, religion or belief
- I agree to an Enhanced DBS/Barred List check and other statutory applicable safeguarding checks on request.

#### **Bishop Vaughan School agrees to:**

##### **General**

- support you in undertaking your volunteer placement and do our best to help you develop your volunteering role with us
- respect the skills and experience which you bring to your volunteer placement
- keep you informed of any possible changes to your volunteer placement

##### **Equal Opportunities**

- ensure that you are dealt with in accordance with the School's *Equal Opportunities Policy*
- treat all volunteers fairly and not discriminate on the basis of gender, age, disability, family circumstances, marital status, sexual orientation, colour, nationality, or ethnic origin, trade union activity or religion.

##### **Health and safety**

- ensure that you have a safe place in which you can undertake your volunteer placement
- Inform you of any key information in relation to child protection, safeguarding and health and safety
- provide any necessary personal protective equipment necessary for you to undertake your volunteer placement.

### **Induction, training and support**

- allocate you a named *Volunteer Co-ordinator* who will be your main contact for any concerns you may have in relation to your volunteering placement.
- provide you with information relating to our School and your volunteering role
- provide you with the support of a nominated employee in the School to provide day to day guidance and advice to help you carry out your volunteer placement and tasks effectively.

### **Insurance**

- Provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us. Please note that volunteers' personal possessions are not insured against loss or damage

### **Dealing with Concerns**

- try to resolve fairly any problems, difficulties you may have while you volunteer with us
- In the event of an unresolved problem, to apply the procedure outlined in the school's *Complaints Policy*
- If at any time you are unhappy or experience problems about aspects of your voluntary work with us, please contact one of Senior Leadership Team.

### **VOLUNTEER'S ACCEPTANCE**

I have read the above and the conditions of the volunteer placement above;

NAME OF VOLUNTEER:

SIGNATURE:

DATE:

**This agreement is binding in honour only; it is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created now or at any time in the future.**