



Holy Family Catholic School

Volunteer Policy



This policy was reviewed in October 2023.

The next anticipated review date will be October 2025.



Volunteers at Holy Family Catholic School bring with them a range of skills and experience that can enhance the learning opportunities of children at the school. The contribution of volunteers to the work of the school is especially valued and respected and we will support our volunteers to make a significant contribution to school life. This policy sets out the principles, practices and procedures which will be followed in the recruitment, management and supervision of volunteers. A volunteer is someone who gives freely of their time, skills and experience to the school without expectation of financial reward. This policy also covers those who are undertaking work experience in the school.

Our volunteers may include:

- Members of the governing body
- University, college and sixth-form students
- Ex-members of staff
- Parents
- Ex-pupils
- Members of the local community

Volunteering may be a one-off activity (e.g. accompanying a school trip), for a limited time to complete a particular activity (e.g. to help with a sewing project in class) or carried out on a frequent basis (e.g. hearing children read and changing reading books each week). The recruitment, management and supervision of these volunteers depends on the type and frequency of the volunteering.

The types of activities that volunteers are engaged in might include:

- Hearing children read
- Working with small groups of children
- Working with individual children
- Preparing resources
- Undertaking arts and craft activities with children
- Working with children on the computer
- Accompanying school visits

Becoming a volunteer

Anyone wishing to become a regular volunteer should complete the volunteering application form. (See Appendix A.) This can be posted, emailed or delivered in person to the school. If there is a suitable opportunity for the applicant, based on the information provided on the application, he/she will be invited in to school to meet with the Head teacher. Before starting in school and to ensure the safety of our pupils at all times, all regular volunteers will be required to complete a DBS check. * The DBS will be arranged through the Office Manager. The check takes approximately two weeks to process. References will be requested to confirm the applicant's suitability for work in a school.

*Students aged under 16 (work experience) cannot have a DBS check and therefore must **not be left unsupervised when working with children, or when they may come into contact with children, at any time.**



Anyone wishing to volunteer for a one-off event such as a class trip should speak directly to the Head teacher. They will then indicate whether there is an opportunity to help. These volunteers will not require a DBS but they will **not be left unsupervised when working with children, or when they may come into contact with children, at any time.**

Deployment and Supervision

All volunteers work under the supervision of the staff member to whom they are assigned. If the volunteer is a parent of a pupil in school, he/she may not be allocated to the year group that their child is in. Parents will not work within a classroom while their child is in lessons. This is to ensure that children are encouraged to be independent, to reduce potential distraction and to avoid any conflict of interests for the volunteer. Although staff members retain responsibility for children at all times, this does not require volunteers to be in their direct supervision at all times as long as they have had a DBS check. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/ guidance from the staff member in the event of a query or problem regarding a child's behaviour or understanding of a task. If there are any concerns about the tasks assigned by the staff member, volunteers are requested to discuss this immediately. The Head teacher has the authority to withdraw the help of volunteers at any time.

Safeguarding

All volunteers have the responsibility to report any concern that they may have about a child's welfare to child's class teacher or a Designated Safeguarding Lead. Safeguarding information is shared with all volunteers, all regular volunteers will receive safeguarding training and be expected to read Part 1 and Appendix A of the government publication 'Keeping Children Safe in Education 2021'. Holy Family Primary School's Safeguarding Policy explains the guidelines and procedures to follow regarding any suspicions. A copy of this policy is displayed in the staffroom and is also available on our website.

Health and Safety

The school has a health and safety policy which is available on request and is also displayed in the staffroom. The allocated staff member should ensure that volunteers are clear about emergency procedures (e.g. fire evacuation/lockdown) staff members will also give details about any safety aspects associated with a particular task. Volunteers need to exercise due care and attention and report any obvious hazards, accidents, 'near misses' or concerns to an appropriate member of staff.

Confidentiality

All volunteers will be asked to sign a confidentiality agreement and follow its principles. (See Appendix B.) Volunteers may have access to personal information about some individuals, or other information which may be confidential. While in school volunteers are also likely to become aware of issues relating to individual children. Volunteers may see children struggling with work, being upset or demonstrating behaviour that is not in line with the school's values. It is vital that volunteers do not share anything about specific children with friends, family or a child's parent. School staff have the responsibility of informing parents of any concerns about a child. Volunteers working in classrooms do so on the understanding that they support the staff and will not pass opinion outside the school on matters such as discipline or teaching styles. If volunteers ever have any concerns about a child or an adult in the school, they should speak to an appropriate member of school staff as soon as possible. Holy Family Primary School needs to be able to trust its volunteers with such information. Volunteers who break this confidentiality will be required to step down. Any



concerns that volunteers have about the children they work with/come into contact with should be shared with an appropriate member of staff and not with any persons outside school.

Volunteer Code of Conduct

As Holy Family Primary School volunteers, everyone is expected to conform to high standards of behaviour and conduct whilst carrying out their duties. Everyone has the responsibility to avoid becoming involved in situations that could bring the school into disrepute. Volunteers will be expected to follow the Volunteer Code of Conduct and sign a code of conduct agreement. (See Appendix C.)

Housekeeping

- **Keep** an accurate record of your attendance by signing in on the school's Inventory system each day that you volunteer. Upon signing in, you will be issued with a lanyard which you should wear at all times whilst on the school site.
- **Ensure that you use the internet and other school ICT resources in an efficient, ethical and lawful manner. (Use of internet and emails are monitored in line with the school's online safety policy.)**
- **Alert the appropriate** school staff immediately if any pupil has an accident or a 'near miss' whilst working with you or if you have any safeguarding concerns about a pupil.
- **Do not use mobile telephones on site.**
- Do not exchange emails, texts or social media information with any pupils.
- Do not photograph pupils unless requested to by a member of staff and always use a school device for this purpose.
- Please make yourself familiar with the emergency evacuation procedures and the lockdown procedures. These are displayed in each classroom along with a map indicating the safe route of exit in the event of a continuous alarm.
- Please do not administer first aid to children whilst you are volunteering. If approached by a pupil with an ailment or injury, please support them to find a qualified first-aider.

Equal Opportunities

Holy Family Primary School recognises that the activity of volunteering can provide an individual with useful experience and opportunities for self and career development. In accordance with the Equalities Act 2010, 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.

Complaints Procedure

Any complaints made about a volunteer or by a volunteer will be referred to the Head Teacher/ Deputy Head teacher for investigation. Please see the school's Complaints Policy and Procedure which is available on the school website.

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 Policy: Appendix A

Volunteer Application Form

Name:	
Date of birth:	
Address:	
Contact telephone number:	
Email address:	

Have you read the school's Volunteer Policy?	Yes	No
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Are you willing to complete a DBS check?	Yes	No
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Do you have children who attend the school?	Yes	No
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If yes, please give their names and classes:

Name of child:	Class:

Additional Information:

Why would you like to be a volunteer at Holy Family Primary School?	
Is there a specific activity you have volunteered for?	
Which year groups would you be interested in volunteering in?	
Do you have any specific skills or strengths that would benefit the children?	



What days and times would you be able to volunteer?	
Have you had any previous experience or placements?	

References

Please give the details of two referees. Ideally one referee should be someone from where you have been in paid employment or a volunteer. A referee can be a friend, colleague or neighbour but not a family member or partner. Referees must be at least 18 years old and should, ideally, have known you for at least 2 years. Each referee should be willing to provide you with a reference and know that we may be contacting them.

Reference 1	
Name:	
Relationship to you:	
Address:	
Email:	
Contact number:	
Reference 2	
Name:	
Relationship to you:	
Address:	
Email:	
Contact number:	

I hereby certify that all the information given on this form is correct and that all questions related to me have been accurately and fully answered.

Name:	
Signature:	
Date:	



Volunteer Policy: Appendix B

Confidentiality Agreement

All members of staff, visitors and volunteers who are likely to have access to confidential information are required to sign the following statement relating to confidentiality.

I recognise that I am in a position whereby, at certain times, I may have access to confidential information concerning individual stakeholders.

I understand that confidential information means all information obtained whether orally, in writing or by any other means.

I understand that personal information regarding pupils or school staff is confidential and I agree not to share personal information, which allows any individual to be identified, with anyone other than school staff. Personal information regarding pupils or school staff should only be shared with adults in school on a 'need to know' basis.

I agree not to post or share information online through any means, including all areas of social media (e.g. Facebook, Twitter), which relates to any individual stakeholder or brings Holy Family Primary School into disrepute.

I agree to refer all requests for information by an outside agency or the media to the headteacher.

I understand that the headteacher is responsible for taking action if a member of staff, visitor or volunteer is identified as having disclosed confidential information regarding school practices or personal information regarding a pupil or a member of the school staff.

I agree to the statements within the confidentiality agreement.

Name:	
Signature:	
Date:	



Volunteer Policy: Appendix C

Volunteer Code of Conduct

Embrace the school's vision and promote this while working with children. (The school vision being "As brothers and sisters at Holy Family, we strive to create an environment where we take pride in our learning, be the best we can be and make a difference in all we do. We will achieve this by having high expectations and developing a culture of ambition, challenge and achievement")

- Follow all Health and Safety procedures and adhere to Safeguarding policies and procedures, ensuring that the safety and wellbeing of pupils is paramount at all times.
- Understand that your role is a supportive one. The teacher and school staff hold ultimate responsibility and their instructions must be followed unless you feel this will put a child at immediate risk. You must not be left in charge of a classroom. (This does not apply to students on a placement as part of Teacher Training.) Volunteers will not work with children unsupervised.
- Maintain confidentiality at all times. Do not discuss any pupil with anyone except appropriate school staff in line with the confidentiality agreement signed at the start of your placement.
- Use good judgment and avoid any compromising situations. Never be left alone with one student out of view of other people even if you have had a DBS check.
- Follow the school's behaviour policy and seek advice if you are unsure how to deal with the behaviour of any pupils. Physical discipline is absolutely prohibited.
- Take pride in being professional: be prompt and consistent in your attendance, dress appropriately and maintain high standards of behaviour around school. As a volunteer in our school, you are a role model to the children. Please notify the school as soon as possible if you must be late or absent.
- Represent the school positively at all times. Don't make negative comments about the school, its personnel, or the students to other volunteers or individuals outside the school. If you have a genuine grievance or concern, please speak to the appropriate member of staff immediately.
- Undertake due care and attention when using social networking sites. The use of such sites should not involve communication regarding your volunteering at the school. Use of social media should not bring the school into disrepute and/or bring into question your suitability to work with children.

Declaration:

I have read and understood the Volunteer Code of Conduct and agree to adhere to it at all times.

Name:	
Signature:	
Date:	