

St. Patrick's Catholic Primary School



Volunteer Policy

Date: November 2020

Review: November 2023

We strive for excellence within a caring and diverse community, nurturing the Catholic faith, respecting each other, living, working and growing together as part of God's family.

St Patrick's Mission Statement

Introduction

St. Patrick's Catholic Primary School recognises that there can be situations in which the help of volunteers can make a significant contribution to the work and objectives of the school. We recognise the potential benefits of volunteering for members of the local community. St. Patrick's Catholic Primary School Volunteer Policy, defines the term and sets out the principles, practices and procedures which the school operates in the appointment, management and inclusion of volunteers.

Definition

Volunteers are individuals who provide their experience, knowledge and skills to an organisation, free of charge, with the aim of helping the organisation to achieve its objectives and/or bringing some benefit to the local community. Volunteers are different to students on work placements where the aim is usually for the student to obtain certain work experience or to carry out work or research in certain areas. However, the recruitment procedures outlined in this policy also apply to those students.

Principles

In appointing volunteers St Patrick's Catholic Primary School will adhere to the following principles:

- ❖ volunteers will not be engaged in work which facilitates the loss of the post of an existing employee, nor on any tasks or projects which (within the past two years) were done by paid employees whose posts have since been deleted
- ❖ volunteers will not be used to do the work of paid staff during an industrial dispute

Recruitment of volunteers

Volunteers will be recruited, referees will be contacted through the following process:

Step 1

All prospective volunteers will be asked to complete an application form (Appendix 1). Candidates are asked to provide the details of two referees as part of the measures implemented to ensure the safety of the children and families we work with. Candidates will be provided with a copy of the reference request form (Appendix 2) for information. Ideally, references should be sought from a person with whom the candidate has worked in a voluntary, training or paid capacity. If the candidate has prior experience of working with children then at least one reference should be from their employer at the time. If it is not possible to provide two such references, the second referee can be someone the candidate has had contact with in a professional capacity (e.g. GP, Head Teacher of the candidate's child's school etc.).

Step 2

If the completed application form meets the expected criteria, references will be requested and upon receipt of satisfactory references the candidate will be invited to attend an informal discussion with a member of staff who has undertaken Safer Recruitment training. Volunteers will be provided with sufficient information to allow them to make an informed decision about whether to undertake voluntary work for St. Patrick's Catholic Primary School or not.

At this discussion the suitability of the prospective volunteer and their potential to work as part of the staff team will be determined.

Step 3

If the prospective candidate is felt to be suitable and is still interested in volunteering s/he will be given a pack containing:

- details on how to apply for an enhanced DBS check (Appendix 3)
- volunteer agreement form (Appendix 4)
- Safeguarding Summary Sheet (Appendix 5)
- Staff disqualification by association declaration form (Appendix 6)

The candidate will commence the application process for an enhanced DBS check independently. He/she will return completed paperwork to school together with the ID and documents required for an enhanced DBS check. If the volunteer is a student carrying out a placement at the school then he/she will be asked to meet the cost of this.

The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations.

It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school's privacy notice.

If you've lived or worked outside of the UK in the last 5, the school may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

We will not ask for any criminal records information until we've received the results of a DBS check.

Any convictions listed on a DBS check will be considered on a case-by-case basis.

Step 4

Prior to commencing their placement at St. Patrick's Catholic Primary School, volunteers will be allocated to a named staff member who will manage and supervise the volunteer throughout the duration of her/his placement. The staff member's responsibilities will include ensuring that the volunteer receives:

- a planned induction (Appendix 7) to St Patrick's Catholic Primary School
- Safeguarding training – this forms an important component of the induction process
- regular support and adequate guidance to perform their tasks effectively
- feedback on their contribution

Volunteers and school trips

It is always helpful if parents/carers can accompany classes on school trips. We ask that any parent/carer wishing to help out on a school trip reads and completes a Code of Conduct and Safeguarding Summary form (Appendix 7). By signing this form, a parent/carer agrees to abide by the code of conduct and safeguarding procedures as stated. This form is incorporated into the paperwork parents are asked to complete when a child is first admitted to the school as well as being available as a separate form.

Equal opportunities

St. Patrick's Catholic Primary School recognises that volunteering can provide a person with experiences and opportunities for self and career development. In accordance with the school's Single Equality Scheme and Policy, volunteer placements will therefore be open to individuals irrespective of race, gender, disability, sexuality, age or marital status. Where, during the informal discussion (see above) a prospective volunteer demonstrates hostility to or a clear lack of support for the Single Equality Scheme and Policy, s/he will be deemed automatically to be unsuitable for a volunteer position at the school. Volunteers will be trained and supported to uphold the school's Single Equality Scheme and Policy and any breach of this during the course of their placement would result in their placement being withdrawn.

Insurance

Volunteers will be covered by the same level of insurance as paid workers.

Code of Conduct

Volunteers are required to adhere to the staff Code of Conduct and expectations included in the Staff Handbook.

Health & Safety

All volunteers must familiarise themselves with the procedures in operation at St. Patrick's Catholic Primary School in particular the Safeguarding Policy and the Health and Safety Policy. They must not engage in any activity that is likely to adversely affect the well-being of themselves, or anyone else.

Complaints

Any complaints made about temporary staff or volunteer will be guided by the principles outlined in the school's Disciplinary Policy. Similarly, if a temporary staff member or volunteer have any concerns they too should refer to this policy.

St Patrick's Catholic Primary School's Commitment to Volunteers

- We will ensure that volunteers are protected from exploitation by paid workers or by service users, and that meaningful roles that add value to the project and their personal development are identified. Volunteers do not act as a substitute or replacement to paid work.
- St. Patrick's Catholic Primary School will provide volunteers with accurate information about the project/work and the contribution they can make. Volunteers can expect a safe and pleasant working environment with appropriate support.

- We will ensure volunteers have the opportunity to attend relevant meetings, training sessions and workshops. This will include induction into relevant school policies including Health and Safety, Single Equality Scheme and Safeguarding and also outline the process for the reporting of any concerns or incidents.
- Volunteers can expect constructive feedback regarding their contribution to the work of St. Patrick's Catholic Primary School. Their contribution will be recognised, appreciated and valued.

Volunteers Commitment to St Patrick's Catholic Primary School

- We expect volunteers to support the aims and objectives of St Patrick's Catholic Primary School and follow procedures that are designed to achieve those objectives.
- The rights of people that volunteers come into contact with whilst working within the project will be respected. Volunteers will not discriminate in any way against any service users and will respect the need for confidentiality regarding any information relating to services users.
- A manageable workload will be agreed and volunteers will complete only these tasks. Volunteers will agree to ask for support when and where it is needed.
- We will also expect volunteers to provide feedback to the Head teacher, Inclusion Manager or Deputy Head teacher regarding their experiences working at St. Patrick's Catholic Primary School.

Appendices to this policy:

- Appendix 1 Application form
- Appendix 2 Reference request form
- Appendix 3 How to apply for a DBS check
- Appendix 4 Temporary Staff and Volunteer agreement form
- Appendix 5 Safeguarding summary sheet
- Appendix 6 Temporary staff and volunteer induction checklist
- Appendix 7 Code of Conduct and Safeguarding Summary form for parents wishing to support on school trips



ST PATRICK'S CATHOLIC PRIMARY SCHOOL
VOLUNTEER APPLICATION FORM

Please complete this form in BLOCK CAPITALS. All information will be treated as confidential. If you need more space attach additional sheets and write your name on the top. If you need any help filling in this form, or would like more information about any of the questions, please contact: Hellen Allen on 020 8509 4321.

Personal Details:

Your details:	
Name	Surname
Mr/Miss/Mrs/Ms/Other (please state)	Date of birth
Address	
	Postcode
Home Telephone:	Mobile Telephone:
E-mail:	
What is the best day or time to contact you?	
Would you prefer to be contacted by email or phone?	

Employment history:

Employer's name, address and nature of business	Job title (Full time/part time)	Dates employed (from/to)	Reason for leaving

Qualifications:

Qualifications and Awarding body	Date Award made

Do you have any previous experience of volunteering with children? If so please describe the nature of the work undertaken when this took place:

Why would you like to volunteer with us? Include what you hope to gain from volunteering:

Please tell us about your relevant skills, experience and training. Include any experience you may have as a parent or carer:

I am able to commit to hours per week during the school year to work in school under the direction of a class teacher (parent volunteers/community volunteers/adult reading volunteers)

I am a student and am required to complete a mandatory placement of days, beginning on (student teachers and teaching assistants)

I am available on the following day(s)

Medical:

Do you consider yourself to have a disability: Yes/No

Do you have any medical conditions which may affect any of your proposed activities as a volunteer?

Yes/No

If yes, please give details of any medical condition or disability that may affect you volunteering. Are there any special arrangements that you require.

(This will not stop you volunteering but will mean that we are able to support you).

References:

In order to ensure the safety of the children and families we work with, please provide the names and contact details of two referees. Ideally, each referee should be a line manager where you have worked in a voluntary, training or paid capacity. If you have prior experience of working with children then at least one reference should be from your employer at the time. If it is not possible to provide two such references, the second referee can be someone you have had contact with in a professional capacity (e.g. GP, Head Teacher of your child's school etc).

Reference 1	Reference 2
Relationship:	Relationship:
Name:	Name:
Address:	Address:
Daytime Telephone:	Daytime Telephone:
Evening Telephone:	Evening Telephone:
E-mail:	E-mail:

How did you find out about volunteering at St Patrick's Catholic Primary School?

Emergency Contact:

Please give the details of an emergency contact (someone we can contact quickly should you be taken ill or involved in an accident):

Name:
Address:
Daytime Telephone:
Mobile Telephone:
Relationship to you:

Thank you for completing this form.

Appendix 2 – Reference request form

ST PATRICK'S CATHOLIC PRIMARY SCHOOL

Longfield Avenue

Walthamstow

London E17 7DP



Headteacher: Mr Ruslan Protsiv

Candidate name:		Referee name:	
Current Role:			
Please answer each question:			
1	The capacity in which you know the applicant and over what period of time.		
2	Confirmation that you are satisfied with the applicant's suitability to work with children, and if not, specific details of your reasons and concerns.		
3	Details of any disciplinary procedures where the applicant has been subject to, involving issues related to the safety and welfare of children or young people, including any in which the disciplinary sanction is either current or has expired and the outcome of those.		
4	Details of allegations or concerns that have been raised about the applicant that relate to the safety and welfare of children or young people and the outcome of those concerns.		
5	Personal attributes - Integrity, presence and professionalism – please comment		
6	Please give as much information as possible to show the applicant's suitability for the post (if necessary, please use an extra sheet)		

Signature of Referee:

Date:

Appendix 3 – How to apply for a DBS check

To access the DBS service online, please follow the instructions below:

Logon to the internet address: <https://disclosure.capitarvs.co.uk/cheqs/rbLogin.do>

Organisational Reference: STPATS

Password: School2014

Click Enter

Please now read the statement on Fair Processing. Tick to confirm you have read and understood the statement. Next complete the application form as requested.

Submit details

Once you have submitted the form, the school's Office Manager will complete the evidence section. Please bring in with you two of the following: passport, birth certificate or driving licence (photo-card and paper). Proof of address is also required (no older than three months or council tax statement which can be up to 1 year old).

You can find out what evidence you need on the website.



Temporary Staff and Volunteer Agreement

Temporary staff and 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 all who come to visit our school.

We ask that all temporary staff and volunteers read the information included in this document. A signature is then required to confirm that the temporary member of staff or volunteer has read the information and agrees to abide by the guidelines included.

Confidentiality

All adults in school are bound by a code of confidentiality. Any concerns that temporary staff or volunteers may have about the children they come into contact with should be voiced with the relevant staff member and NOT with the parents of the child or any other 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.

Supervision

All temporary staff and volunteers must sign in at Reception and wear their Visitor badge in a prominent position. Volunteers work under the supervision of the Class Teacher of the class to which they are assigned, or relevant staff member. Staff members 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, or other relevant member of staff, as to how an activity is carried out and what the expected outcome is. Volunteers are encouraged to seek further advice from the Teacher in the event of any query regarding children's understanding of a task or behaviour.

Health & Safety

The school has a Health & Safety Policy which is published on the school website. Class Teachers or relevant staff members 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). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher/Phase Leader/Head Teacher. The lead contact will ensure that temporary members of staff are aware of emergency procedures.

Safeguarding

The welfare and safeguarding of our children is paramount. Temporary members of staff or volunteers who are concerned about anything a child says or does, or anything another adult in the school does or says, should raise the matter with a Designated Safeguarding Lead. A copy of the Safeguarding policy is available from the school website and is displayed in the staffroom. To ensure the safety of our children, we adopt the following procedures:

- All temporary staff and volunteers are asked to sign this 'Temporary Staff & Volunteer Agreement'
- To ensure the safety of our pupils at all times, all temporary staff and volunteers must have been cleared by the Disclosure and Barring Service (DBS).
- Where a Volunteer is engaged in a 'one-off' activity, a DBS barred check is carried out on these volunteers. These volunteers, who are under constant supervision of school staff and must read and sign our 'Temporary Staff and Volunteer Agreement'.

Complaints Procedure

Any complaints made about temporary staff or volunteer will be referred to the Head Teacher/Deputy Head Teacher for investigation. Any complaints made by temporary staff or volunteer will be referred to the Head Teacher/Deputy Head Teacher.

The Head Teacher reserves the right to take the following action:

- To speak with the temporary member of staff or volunteer about a breach of the 'Temporary Staff & 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 in another class
- Inform the temporary member of staff or volunteer that the school no longer wishes to use them (The full Complaints Procedure is available from the School Office).

Code of Conduct

Temporary staff and volunteers are required to adhere to the staff Code of Conduct.

Dress code

Temporary staff and volunteers are required to dress in a professional manner. We request that jeans and trainers are not worn unless they are necessary for the activity being undertaken e.g. trips, PE.

The chewing of gum is not permitted.

Mobile phones

In line with school policy mobile phones are not to be used on the school premises.

TEMPORARY STAFF & VOLUNTEER AGREEMENT

Thank you for offering your services as a temporary member of staff or volunteer at St Patrick's Catholic 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 'Temporary Staff and Volunteer Agreement' and hand it in at school. You will receive a copy of it for your records.

- I have read the 'Temporary Staff and Volunteer Guidelines' I understand and agree to follow these guidelines.
- I agree to treat as confidential any information I obtain whilst being a temporary member of staff or volunteer at St Patrick's Catholic Primary School
- I understand that I am required to undergo a Disclosure and Barring Service (DBS) check to advise the school of my suitability as a volunteer.
- I agree to abide by the staff Code of Conduct.
- I agree to abide by the safeguarding policy within school. I will report any concerns I have to the designated safeguarding officers.

Signed: _____

Date: _____

Print name _____



SAFEGUARDING SUMMARY SHEET

This summary sheet is for all staff, volunteers and visitors in the school

As an adult working or visiting St Patrick’s Catholic Primary School you have a duty of care towards all children. This means that you should act at all times in a way that is consistent with their safety and welfare. If you have a concern about a child, particularly if you think he/she may be suffering or at risk of suffering, it is your responsibility to share the information promptly with a member of the designated Safeguarding Team listed below:

Mrs Tracey Mullett, Deputy Headteacher (Upstairs Office Ext 224)-	Mrs Sue Guerrini, Inclusion Manager (Upstairs Office Ext 224)
Miss Hellen Allen, Services Manager (located in the main School Office Ext 228)	Mrs Tracey Hoare, Welfare and Admin Officer (located in Medical Room 223)
Miss Margaret Fahey, Leading Practitioner (Class 5F 211)	Mr Haydn Walsh, School Business Manager (located in the School Office Ext 201)
Mr Ruslan Protsiv, Headteacher (located at the main entrance of the school Ext 202)	

The following is not an exhaustive list but you might become concerned as a result of:

- Seeing a physical injury which you believe to be non-accidental
- Observing something in the appearance of a child which leads you to think his/her needs are being neglected
- Witnessing behaviour which give rise to concern
- A child telling you that they have been subject to some form of abuse

In any of these circumstances you should write down what you observed or heard as soon as possible on a record form found in the staffroom, date and sign the account and give it to a member of the Safeguarding Team immediately. The Safeguarding Team are highly trained and will know what to do next.

If a child discloses to you, you should:

- Listen carefully without interruption, particularly if they are freely recalling significant events
- Only ask sufficient and open questions to clarify what you have heard. You might not need to ask anything but, if you do it is important that you do not ‘lead’ the child in any way
- Make it clear you are obliged to pass the information on, but only to those who need to know
- Tell a member of the Safeguarding Team without delay
- Write an account **after** the conversation and as soon as you are able, using the child’s own words. Please remember to sign and date it and pass it to the Safeguarding Team immediately

If a child has disclosed to you, you **MUST NOT**:

- Promise to keep it confidential
- Ask the child to repeat the disclosure to anyone else in the school
- Press the child for revelations or ask leading questions
- Attempt detailed physical examination
- Inform parents

You are not expected to make a judgement about whether the child is telling the truth. If the behaviour of another adult in the school gives rise to concern you should report it to the Headteacher immediately

REMEMBER – share any concerns, don’t keep them to yourself.



Induction Checklist for Volunteers and Students on Placement

At St Patrick's we recognise that the induction of new staff is vital to the ethos of the school. We operate as a team offering support and encouragement to each other and this should start from a new member of staff's first introduction to us.

Name: _____

Start Date: _____

Day 1 or Prior	Date	Induction Mentor Initials	New Employee Initials
Employee greeted and introduced to team			
Tour of building conducted			
Fire exits and evacuation procedures			
First aid and accident book			
Safeguarding – Safeguarding training			
Safeguarding – Safeguarding policy received			
Safeguarding – Keeping Children Safe in Education – Parts 1 and 5 (2018) received			
Safeguarding – Safeguarding policy and Keeping Children Safe in Education – Parts 1 and 5 (2018) read			
Staff Code of Conduct received			
Principles of positive handling			
School security			
Door codes			
Mission statement			
Dress code			
Smoking			
School staffing structure (including lead contact/mentor)			
Acceptable Use Policy received and signed			
Access given to relevant school policies			
Location of equipment and resources			
Procedure for reporting sick/staff absence			
Use of telephone/mobiles/fax and photocopier			
Website and school e-mail			
Temporary computer log-on			
During First Half-Term			
Evaluation of induction process			
Trips and visits			
Familiar with trips and visits protocol			

I hereby acknowledge completion of the above Induction Process.

Signed: _____

Date: _____



Code of Conduct and Safeguarding Summary

Guidance for parents & carers who support on school trips and visits

We are very grateful to parents/carers who support St Patrick’s Catholic Primary School when attending trips and events outside of school. There are, however, certain procedures that must be adhered to for the safety and protection of children, parents and staff. The following must be maintained in the interest of all:

- ❖ Mobile phones must be switched off and not used at any period during the time with the children
- ❖ Parents/carers must not escort any child or children to the toilet
- ❖ Parents/carers will not be solely left in charge of a group without a member of the school staff being present
- ❖ No photographs of children will be taken unless asked specifically by a member of the school staff team after checking that the parent has given permission for photos to be taken. Only the school camera can be used
- ❖ Parents/carers will not be expected to administer any medicines or first aid. This will be the responsibility of the member of staff. In the event of an accident, the member of staff will take the appropriate action required



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Mr Ruslan Protsiv, Headteacher	

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Code of Conduct and Safeguarding Summary

Reply Slip

I confirm that I have read the Code of Conduct and Safeguarding Summary for volunteering in school and understand what is expected of me.

Signature of Volunteer:

Please Print Name: Date: