



ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

VOLUNTEER POLICY

The governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers' and visitors to share this commitment.

Introduction

Our school benefits from developing well planned, active parental and community links. Participation by adults in the activities of the school on a voluntary basis helps to achieve this. St Joseph's Catholic Primary School believes that volunteers are a welcome resource. Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children without encroaching on the professional teaching responsibilities of the class teacher.

Aim

The aim of this policy is to establish expectations for both staff and volunteers regarding the work undertaken by volunteers and their conduct whilst in school.

Categories of Volunteers

Volunteers could include any of the following (this list is not exhaustive):

- Members of the Governing Body
- Parents, carers, guardians, elder siblings or Grandparents of Pupils
- Students on Work Experience or Placement
- University Students
- Ex-members of staff
- Members of the Parish or local community

Activities

Volunteers may be engaged in and could include any of the following:

- Hearing children read
- Working with small groups or individual children
- Assisting with displays
- Undertaking art and craft activities with small groups of children
- Working with children on computers
- Accompanying school visits
- Escorting children on local walks and to swimming lessons
- Social activities such as running a disco or school fairs
- Helping at lunchtime

Students on work experience from college or on university placement may also be expected to carry out other duties but this would be arranged between the Volunteer Lead and the educational establishment.

Becoming a Volunteer

Anyone wishing to work as a volunteer who will be in school on a regular basis or a one-off occasion completing a work placement will be asked to complete a Volunteer Application Form. An exception to this may be for Work Experience Students or University Placements who apply via their educational establishment.

Safeguarding

Only when a clear enhanced DBS has been received by the school, will the Volunteer Lead (or staff member with delegated responsibility) meet with the potential volunteer and an appropriate placement will be agreed. This will be in a class which has no family connection to the applicant.

A regular day and time will be agreed and the applicant will be expected to sign for and adhere to all relevant documentation and policies.

A file will be kept with the confidential details of the volunteer which will be retained by school for 7 years after the volunteer resigns from their volunteering responsibilities.

The exceptions to this are:

- Work Experience Students or University Placements who apply via their educational establishment as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at St Joseph's Catholic Primary School.

One-off volunteers i.e. assisting with a school walk, a fund raising event or a school visit will not require a DBS. Care should be taken to ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care. If there is any doubt as to the level of checks required, a decision should be sought from the Headteacher.

All adults who work in school are expected to work and behave in such a way as to promote our school values which are as follows: Respect; integrity; perseverance; creativity Volunteers'

All volunteers working regularly in school must undertake a short safeguarding induction with the Volunteer Lead, upon appointment. They will also be provided with a copy of KCSIE part 1 (current edition).

Expectations from School

Our governors have recommended a maximum of 10 hours per week as a Volunteer in school. This is to ensure that the teacher can plan meaningful tasks to enhance the learning of the children. It is also to ensure that the planning of work and the direction of the volunteer does not become too onerous for the teacher in charge of the Volunteer.

Volunteers in school should expect to:

- be recognised for their valuable contribution to the learning experience for the children they support
- be assigned worthwhile tasks
- access to any school policies or procedures that are relevant to their role
- access any training that is necessary for the success of their activities

School's Expectations from Volunteers

School expects all volunteers to:

- Adhere to the name protocol for staff e.g Miss Penn
- Adhere to the information provided within the Volunteer Handbook and Volunteer Risk Assessment.
- Read and work within the Keeping Pupils Safe in Education Part 1
- Work under the supervision and direction of staff.
- Be role models for the children they work with e.g. please think about the language and gestures used.
- Wear appropriate, smart but casual dress (no jeans or leather), no tongue or nose piercings, in line with the schools Dress Code.
- Refer any behavioural or safeguarding concerns to the class teacher and not to attempt to deal with any such issues themselves.
- Advise school as soon as possible when it is not possible to attend.
- Be familiar with school evacuation procedure and follow staff instruction.
- Annually disclose any information of a criminal nature.

Security

All volunteers must sign in and out of school and wear a visitor badge for the duration of their volunteering session.

Complaints Procedure

Any complaints made by a volunteer or about a volunteer will be referred to the Headteacher (or a delegated staff member) for investigation. The Headteacher (or delegated staff member in her absence) reserves the right to take the following action:

- To speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated.
- Offer an alternative placement or activity for a volunteer.
- Inform the volunteer that the placement has been withdrawn.

APPENDIX 1

ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

VOLUNTEER AND STUDENT/WORK EXPERIENCE PLACEMENT FORM

(to be completed on first day of placement and returned to the School Office)

Name:

Address:

Contact Number:

Next of Kin Contact Details (to be contacted in an emergency):

Days/Times you anticipate coming into school:

If your placement is through College, School or University, please provide contact details below:

Name of College, School or University:

Tutor Name:

Tutor Contact Number and/or email:

Dates of Placement (from /to):

Do you have any disabilities / other needs we need to take into account when working in school? *(Please give details)*

I hereby declare that I have received a copy of :

- Volunteer and Visitor Safeguarding Information
- KCSIE Part 1 (N/A for high school work experience)
- Childcare Disqualification (for Early Years volunteers only)

I will read all information within the documents and adhere to all rules at all times. I agree to treat information I learn from being a Volunteer in School as confidential . I understand that the school reserves the right to terminate my placement should I not be meeting the requirements or expectations of the role or should I not respect the confidentiality expectations of the role.

All policies relating to our school can be found on the website – www.sjps.lancs.sch.uk, including the School's Volunteer Policy, Safeguarding and Health and Safety Policy. Please ensure that you visit the website at the start of your placement to familiarise yourself with our policies.

Signed:.....Date:.....

OFFICE USE:

- DBS Risk Assessment done
- Staff declaration in relation to childcare disqualification returned (EYFS)
- DBS check clear and details logged on SCR

The above are not required for school work experience placements

Form to be kept on file

ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

VOLUNTEER AND WORK EXPERIENCE APPLICATION FORM

Our school benefits from developing well planned, active parental and community links. Participation by adults in the activities of the school on a voluntary basis helps to achieve this. St Joseph's Catholic Primary School believes that volunteers are a welcome resource. Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children without encroaching on the professional teaching responsibilities of the class teacher.

Volunteering at school is rewarding – you can gain first hand, valuable experience which may be of benefit to you in the future. If you have time and skills you feel you can offer the school as a volunteer please fill out this form and return it to the school office or email it to Mrs Barraclough (our Volunteer co-ordinator):

barraclough.s@sjps.lancs.sch.uk

All volunteers will be required to complete an application and have clearance from the Disclosure and Barring Service (DBS) before they can commence Volunteering.

Name:

Email address:

Contact telephone number:

Date of birth:

Do you have any connection to St Joseph's Catholic Primary School? If so, please let us know in what respect:

Why are you interested in volunteering at St Joseph's Catholic Primary School?

Please tell us what sort of volunteering you will be able to offer or are looking for:

What days and times would you be able to commit to us and for how long? e.g. half a term, a whole term, a school year etc. Our governors have recommended a maximum of 10 hours per week as a Volunteer in school.

Thank you for applying, you will hear from us soon. If we need any further details, then we will be in contact.

Approved by	Quality of Education Committee
Date	15/05/24
Review	May 2026