

St Mary's Catholic High School, Leyland

Volunteer/Work Experience Policy



Created: January 2015

Review by: Spring 2019



We welcome a variety of adults into school on a voluntary basis. These may be parents, grandparents, other adults looking for placements to gain experience before starting a course in education, student teachers, work experience students from Sixth Form College or elsewhere from the school community. All these adults have a particular talent, expertise or interest which is linked to a subject or school-based topic.

In general, adults will approach someone in school and express an interest in helping. Staff are requested to direct the adult to the Business Manager to request an information pack and DBS Disclosure form.

It is the responsibility of the teacher to keep the Headteacher informed of adults who have offered to help in school and to check that the adult has the appropriate DBS clearance.

All volunteers are encouraged to become familiar with school routines and practice. They are asked to discuss any concerns or uncertainties with the teacher.

Teachers should always discuss the plans for teaching and learning with the volunteer giving clear instructions for their role in helping individuals or groups of children. Mutual respect should be emphasised between pupils and adults. The teacher or teaching assistant will be available at all times to assist, explain and support the helpers in their tasks.

Clearance and Security Procedures: It is illegal for anyone who is barred from working with children to apply for, or work in a school in any voluntary or paid capacity.

An information pack will be given to adults who express an interest in becoming a volunteer in school. This pack will consist of:

- Volunteer Application Form
- Volunteer's Guide

- A DBS Enhanced Disclosure form
- Volunteer Agreement
- Guidance to Safer Working Practice

All volunteers who have regular contact with children will be asked to complete a 'Volunteer Application Form', and DBS Enhanced Disclosure form. The school will seek a reference for the volunteer based on information given on the application form. Volunteers are also given information regarding the commitment required by the school and are asked to sign to agree. It is necessary to wait for clearance of the DBS before an adult is invited into school. If a disclosure is not satisfactory it will be the responsibility of the Headteacher to decide whether the offences shown make the person unsuitable to work with children in school. Under safeguarding legislation, the school must hold a Single Central Register that lists volunteers as well as paid staff.

Following clearance the volunteer will be asked to come into school for an induction meeting with the Business Manager. This meeting will give an opportunity for the volunteer to ask any questions and for the school to familiarise the volunteer with key school policies relating to their role such as:

- Safeguarding and Child Protection
- Confidentiality
- Health & Safety
- Behaviour management
- Code of Conduct

This meeting will also provide an opportunity for both the volunteer and the school to agree the start date and frequency of the support being offered and to sign the Volunteer Agreement.

As part of the school's safeguarding procedures, all volunteers are requested to sign into the electronic system and display the visitor's badge in a clear and prominent position'.

Parents volunteering to accompany on school visits, may do so without a disclosure and will be reminded not to put themselves in any compromising situation and will not work on a one to one basis.

St Mary's Catholic High School – Volunteer Application Form

Thank you for applying to volunteer with us and for giving your time generously to support our school.

Surname and title:	Forename:
Previous names:	Date of birth:
Home Tel No:	Mobile:
Home Address:	Email Address:
Emergency Contact:	Tel No.
Nationality:	
Languages spoken:	
Have you previously worked or volunteered with us? If yes, please specify details:	
Qualifications:	
Relevant skills, training qualifications or job history if applicable:	
Medical history disclosure: Eg: back complaint/Epilepsy etc	

<p>Please indicate what kind of work you are volunteering for?</p> <p>Group work/display work/administration/visits/Work Experience</p>
<p>Other information in support of this application:</p>
<p>Personal Statement</p> <p>Please can you tell us a little about yourself and why are you interested in volunteering at our school.</p>
<p><i>Please give the name and contact details of a referee who has known you for at least 2 years. This should be someone who knows you in a professional capacity, not a friend or relative.</i></p>
<p>Referee's Name:</p>
<p>Referee's Address:</p>
<p>Position:</p>
<p>Telephone Number:</p>
<p>Email Address:</p>
<p>The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p><i>The school requires all volunteers working on a regular basis to complete an application for an Enhanced Disclosure and Barring Service Disclosure</i></p>

The information you supply about yourself as part of the application procedure is handled according to the requirements of the Data Protection Act 1998.

We will use the information for volunteering purposes and, if you are successful, this information will be used for your personal data. We will keep your application for a maximum of 12 months from the date of enquiry and then destroy it.

Signature:

Date: