

St Elizabeth Catholic Primary School

Volunteer Policy



The Governing Body of St Elizabeth Catholic Primary School

Date of Policy	September 2018
Reviewed	January 2022
Revised	March 2021
Review Date	March 2023
Chair/Committee Chair of Governor's signature	
Headteacher's signature	

**Article 3
(Best interests of the child)** The best interests of the child must be a top priority in all decisions and actions that affect children.

Article 19 (Protection from violence, abuse and neglect) Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

Safeguarding Statement

At St Elizabeth Catholic Primary School, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at St Elizabeth Catholic Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Equality statement

As a school we are committed to ensuring that equality principles are embedded within all school policies and procedures, as we endeavour to:

- Eliminate discrimination, harassment and victimisation.
- Promote equality of access and opportunity within our school and within our wider community.
- Promote positive attitudes to difference and good relationships between people with different backgrounds, genders, cultures, faiths, abilities, sexual orientation, and ethnic origins.

School Values

As a Catholic school with a strong Christian ethos we actively support and promote a value-based education. By living out our 4Rs – **Relationships, Resilience, Responsibility** and **Respect**, we encourage the whole school community to:

- Think about and reflect upon positive Christian, British and Universal values
- Experience how living out these values impacts on themselves and others, in school, in the wider community and in the world
- Instil a sense of belonging to the school, the local community, the country they live in and the wider global community
- Inspire individuals to choose their own positive personal, social, moral and spiritual values
- Promote an inclusive school ethos and a learning climate that will raise aspirations and achievement
- Raise self-esteem and encourage children to take more responsibility for their own behaviour and learning

British Values

At St Elizabeth, we recognise and promote the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. Through this provision of SMSC, the school will:

- enable pupils to develop their self-knowledge, self-esteem and self-confidence
- enable pupils to distinguish right from wrong and to respect the civil and criminal law of England
- encourage pupils to accept responsibility for their behaviour, show initiative and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely
- enable pupils to acquire a broad general knowledge of and respect for public institutions and services in England; further tolerance and harmony between different cultural traditions by enabling pupils to acquire an appreciation of and respect for their own and other cultures

- encourage respect for democracy and support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England

Rights Respecting Schools

The school community is committed to the UNICEF UK Rights Respecting Schools award. We believe that all children have the right to be treated with dignity and fairness. Children's rights are at the forefront of our school policies, procedures and daily routines. The following articles from the UN convention on the rights of the child are of most significance to this behaviour statement.

Article 3 (Best interests of the child) The best interests of the child must be a top priority in all decisions and actions that affect children.

Article 19 (Protection from violence, abuse and neglect) Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

St Elizabeth Catholic Primary

School Volunteer Policy

Aims

- To illustrate the variety of volunteer roles
- To provide clear guidelines for volunteers, teachers and support staff
- To create a partnership between the volunteer and school
- To provide volunteers with clear expectations

The Role of Volunteers

At St Elizabeth, we believe that volunteers make an invaluable contribution to our school. Volunteers have a very important role to play in bringing a range of skills and experiences that enhance and promote the learning opportunities that we offer to our pupils. Volunteers can add a new dimension to school life, bringing new experiences, skills and approaches from outside the educational world.

Our volunteers include;

- Parents of pupils
- Members of the Governing Body
- Solicitors from Bloomberg
- Ex-pupils
- Students on work experience
- Sixth form students
- University students
- Friends and supporters of the school

The types of activities that volunteers engage in could include;

- Listening to pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional tutor
- Supporting the children during lunchtime
- Accompanying classes on school visits
- Leading enrichment sessions
- Assisting with extracurricular activities
- Teaching skills such as chess and piano

Parent Volunteers

Parent volunteers will be asked to support in classes/areas of the school where there is the most need for support. Parent volunteers should be aware that they will not always be able to work in their child's class. Generally, parent volunteers will be asked to help in a different class or area of the school. This is entirely at the Headteacher's discretion.

We may from time to time ask parent volunteers to support a class during a visit if extra adults are required.

Volunteers for school visits

visits are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. The class teacher or staff member leading the visit will brief the volunteer regarding the risk assessment, daily schedule and any other important pieces of information. The visit lead, who will be a staff member, has ultimate responsibility for the pupils. Pupils should never be left with a volunteer unsupervised.

What can we offer our Volunteers?

- Friendly staff and pupils who welcome them into school.
- Enthusiastic, motivated pupils
- Guidance and support to undertake their role
- Opportunities to develop their skills and training
- The possibility of a reference
- The satisfaction of helping to enrich children's learning experiences

Rights / Responsibilities and Expectations

St Elizabeth respects the rights and expectations of volunteers to;

- Have the chance to review their role description with the volunteer coordinator
- Perform meaningful and appropriate tasks
- Receive an induction, when commencing volunteering, and other training and support appropriate to their role
- Have regular access to a coordinator who can offer advice, support and supervision
- Work in a safe, healthy environment and be insured when volunteering
- Feel valued and be acknowledged for their contributions

In return, St Elizabeth expects volunteers to;

- Complete a DBS application form police check, which is cleared for the named person before commencing volunteering work
- Agree a role and sign a volunteer agreement
- Adhere to the policies, procedures and practices and work within the aims, ethos and objectives of the school both on and off site (educational visits)
- Be honest and trustworthy
- Be a positive role model for the children/young people in school

- Treat other people fairly, equitably and with respect
- Be reliable, punctual and meet agreed commitments
- Raise any problems or difficulties at the earliest opportunity with the volunteer coordinator
- Complete volunteering tasks to the best of their ability
- Attend training, meetings and supervision opportunities
- Take responsibility for their personal belongings while volunteering on or off site
- Inform the school if they wish to stop volunteering.

Guidelines for Volunteers

Initially each prospective volunteer needs to speak to the Executive Head teacher or Heads of school. A form will be completed (Appendix 1) and references will be asked for. In addition, an enhanced DBS check will be carried out.

The school will then contact the volunteer stating whether or not there is a volunteer role available. (Appendix 2) If there is a role, the volunteer will meet with the class teacher to discuss their role and will be given a volunteer information pack. (see appendix 3)

When the volunteer begins their time in school they will also have to complete the school's covid-19 volunteer form, which is part of the whole school risk assessment

Safeguarding

Volunteers should follow whole school procedures for child protection (see separate policy). Angelina John (Executive Headteacher) is the named Child Protection Officer alongside Tracy Jennings, Anna Hair and Naomi Sutherland.

St Elizabeth holds the welfare of its pupils as paramount and both children and their families need to know that they will be well cared for and treated with respect. Confidential information may become available to volunteers on a need to know basis. Volunteers are expected to treat this information with the same discretion as a salaried member of staff.

Volunteers need to ensure that they are not left unsupervised with children and do not initiate physical contact. Whilst this seems harsh, it is for the protection of the volunteer as much as the children. If a child makes a disclosure to a volunteer or gives any cause for concern, the volunteer will need to speak initially to the class teacher and follow the procedures laid out in the Safeguarding Policy. **(See Safeguarding Policy)**

If you need any further information about volunteering at St Elizabeth Catholic Primary School please contact the school office by email school@st-elizabeth.uk

Appendix 1 – Volunteer Application Form

Full Name of Volunteer:

Date of Birth:

Address:

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Home Telephone: Mobile Telephone:

What activities/areas of the school's work would you like to help with?

Are there any particular age groups/classes you would like to work with?

What days of the week are you available to work? *(please circle)*

Monday Tuesday Wednesday Thursday Friday

Do you have any disabilities or other needs that we need to consider, or adjustments we need to make, to enable you to work as a volunteer in the school?

(Please give details)

Thank you for taking the time to complete this Volunteer Application Form.

Please hand it to the School Office, marked for the attention of the Headteacher.

Your offer of help is greatly appreciated and we will be in touch as soon as possible.

Appendix 2

Dear Volunteer,

Firstly, thank you for giving your time and experience to support our school. At St Elizabeth School we are committed to Safeguarding & promoting the welfare of children and as a volunteer, you will be an important part of these safeguards, we appreciate and value your contribution. The documents included in this pack give you an outline of important school policies and procedures. This information is not exhaustive and staff will be happy to answer any further questions you may have. Please be aware that schools are very busy places and teachers may not always be able to answer a question there and then.

If you have any queries, please arrange a convenient time to meet with the class teacher. In the case of an emergency or concern about the safety of a child speak to your class teacher or a member of senior leadership immediately. Attached is a copy of the safeguarding guidance.

We believe that volunteers have a valuable contribution to make in supporting the welfare and education of the children in our care. The volunteer policy clearly states the importance of confidentiality, and this is vital when working in a school. It is essential that you are aware of issues of confidentiality and support the school's policy.

Please read the information you have been given carefully.

Thank you again for this commitment and we look forward to a rewarding partnership. If you have any further questions or concerns, please speak to me.

Yours truly,

Ms A John

Executive Headteacher

Appendix 3

St Elizabeth Catholic Primary School Volunteer Information

Where can I work?

Volunteers can work in most areas of the school.

You will have already discussed your placement with the volunteer coordinator, so will be aware of which age group/ class you are supporting, but please let us know if you would like to focus on a particular task.

We try to match our volunteers' time and talents to the needs of the school. If it's not possible to match your skills or preferences, we will let you know why.

How much time must I give?

You will have already been given a timescale for your volunteering by the volunteer coordinator.

If for any reason you cannot attend, please ensure you telephone the school to let us know. The teacher may be counting on you to help with an activity and would not want to disappoint the children.

Where can I go in school?

As a volunteer you will be expected to work in the class with the teacher/s you have been assigned to. Apart from moving about the school during the course of the day you will be in a classroom, if in any doubt where to go or what to do, please ask the class teacher.

During break or lunch times you can:

- Eat your lunch in the Community House
- Relax in the Community House

You can leave your personal belongings:

- In the class you are supporting

You can use the toilets

- That the staff use
- That the visitors use

Never use the children's toilets

What should I do if I have a problem whilst working in school?

Talk to the class teacher you are working with or the volunteer coordinator at once.

We expect all members of the school community to be polite and courteous at all times. This applies to teachers, staff, volunteers, visitors and children.

If you have any problems with a pupil's behaviour, please tell the class teacher. The teachers are

responsible for all the children in their care.

**It is very important that you read and understand the school's behaviour, health and safety, equal opportunity and confidentiality policies. These will be given to you in this information pack. We will be happy to talk through any parts you do not understand.*

Key things to remember when volunteering in school

- Never tell a child off. The school has a code of discipline which children are expected to follow. As a volunteer, you are not expected to discipline children. If there are any problems, tell the class teacher immediately
- Never shout at a child
- Never threaten or physically handle a child
- Report any incident or bad behavior immediately

Health and safety

You must comply with the school's health and safety policy. You should report straight away any potential hazard or situation that you feel may put people at risk.

Insurance

Volunteers are insured for the same activities as teachers.

Equal Opportunities

At our school, we do not tolerate discrimination on the grounds of age, disability, race, ethnic background, colour, religion, gender, sexual orientation, marital, social, or financial status.

As a volunteer, you must treat everyone with respect at all times.

The school has a legal responsibility to ask all volunteers to be checked against the certain list and complete a DBS (disclosure and barring service).

You will complete these forms before you start volunteering.

Benefits and volunteering

Guidance from the employment service states that benefits such as JSA, Income support, and incapacity benefit will not usually be affected. If in any doubt, please contact your local job centre or volunteer centre at LBTH.

Date of Ratification:		<p>Signed:</p> <p style="text-align: right;">Ms A John (HEAD TEACHER)</p> <p style="text-align: right;">Mr T O'Sullivan (CHAIR OF GOVERNORS)</p>
Review date:		<p>Signed:</p> <p style="text-align: right;">Ms A John (HEAD TEACHER)</p> <p style="text-align: right;">Mr T O'Sullivan (CHAIR OF GOVERNORS)</p>
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