



The
Holy Spirit
Catholic Multi Academy

Volunteer Policy

This policy applies to
St Thomas More Catholic Academy
&
Sixth Form College

part of The Holy Spirit Catholic MAC

Policy Ratified by the Education Standards Committee on: 4th June 2020

Full Board/Committee: June 2020

Next Review: July 2021



St Thomas More Catholic Academy & Sixth Form College

School Volunteer Policy

At St Thomas More Catholic Academy & Sixth Form College we aim to provide a safe, caring Catholic environment in which our children are happy, secure and able to learn, grow and develop into self-disciplined and respectful individuals.

St Thomas More Catholic Academy & Sixth Form College accepts and works to the Warwickshire LA Policy on Volunteering within Schools. The school's volunteer policy is part of the school's safeguarding systems.

Introduction

Members of the Governing Body
Parents of pupils
Ex-pupils
Students on work experience
University students
Ex-members of staff
Local residents
Friends of the school

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Local Academy Committee therefore, welcomes and encourages volunteers from the local community.

Our volunteers include:

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

- Hearing children read
- Working with small groups of children
- Working with individual children
- Undertaking arts and craft activities with children
- Supporting Saint Francis School staff to run after school clubs
- Working with children on the computer
- Accompanying school visits

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis, e.g. hearing pupils read, usually approaches the, School Principal, Senior member of Staff or Class Teacher directly.

Volunteers should complete the Volunteer Application Form (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help.

Definition

Activity which is described as 'frequent' or 'intensive' covers the meaning given in the Safeguarding Vulnerable Groups Act 2006.

'Frequent' – once a week or more often on an ongoing basis; and

'Intensive' – three or more occasions in a 30 day period, or overnight (between 2am – 6am). Process for recruiting Volunteer who will be working frequently or intensively

A. Identify the need and role

B. Attract candidates by means of a local advert/school communications system

C. The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role

D. DBS check undertaken

- E. The volunteer will be made aware of the role and responsibilities they will be undertaking
- F. If appropriate 2 References should be sought where the volunteer arrangement will continue on a regular basis.
- G. Induction- School and corporate policies and documentation explained and issued. These to include Health and Safety, Behaviour Management Policies, Code of Conduct and Whistleblowing Policy
- H. Volunteer records to be kept in a central place within the school

Before starting to help in a school, a volunteer should complete the Volunteer Agreement (Appendix 2), which sets out the school's expectations of its volunteer and to confirm they have received a copy of this Agreement. The school will seek DBS clearance for a volunteer before they come into school, to make an informed decision when accepting volunteers to work with children. This is not required where a volunteer is engaged in a 'one-off' activity which will be constantly monitored by a member of staff at all times.

Our School Aims

All adults / Young People who work in our school, whether a paid member of staff, or a volunteer are expected to work and behave in such a way as to actively promote our school aims and educational purpose, as identified below-

Confidentiality

St Thomas More Catholic Academy & Sixth Form College has a confidentiality policy. All volunteers will be asked to sign a confidentiality agreement and follow its principles. Volunteers may have access to personal information about some individuals, or other information which may be confidential. St Thomas More Catholic Academy & Sixth Form College needs to be able to trust its volunteers with such information. Volunteers who break this confidentiality will be asked to leave. Any concerns that volunteers have about the children they work with/ come into contact with should be shared with the Head or one of the Assistant Head teachers and not with any persons outside school.

Safeguarding

All volunteers have the responsibility to report any concern that they may have regarding Child Protection to the senior designated professional, currently Mr Sherratt (Assistant Principal). It is not the role for the volunteer to investigate concerns. St Thomas More Catholic Academy & Sixth Form College Safeguarding Policy explains the guidelines and procedures to follow regarding any suspicions. A copy of this policy is available on the school website or from the school office.

Issues affecting adults in school

All adults in our school can expect their personal and health issues to remain confidential unless:

- it impinges on their terms of contract;
- it endangers pupils or other members of staff;
- there is a legal obligation to disclose such information;
- it is necessary for legal proceedings;
- despite the duty of confidence the staff member's interest or the wider public interest justifies disclosure.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Assistant Head or Head teacher.

Supervision

All volunteers work under the supervision of the class teacher to which they are assigned. Although teachers retain responsibility for children at all times, this does not require volunteers to be in their direct supervision at all times. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/ guidance from the teacher in the event of a query or problem regarding a child's behaviour or understanding of a task.

Health and Safety

The school has a health and safety policy which is given to all volunteers prior to starting. The class teacher should ensure that individuals are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). If a volunteer attends a school trip, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher, Assistant Head teacher or Head Teacher.

Equal Opportunities

St Thomas More Catholic Academy & Sixth Form College recognises that the activity of volunteering can provide an individual with experience and opportunities for self and career development. In accordance with School's Equal opportunity Policy, 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. All volunteers are required to make a commitment to this policy. A copy can be given on request.

Internet Use Code of Conduct

This code exists to safeguard and promote the proper use of the School's internet and email facilities. Volunteers are responsible for using these facilities in an efficient, effective, ethical and lawful manner. Use of the internet and emails may be monitored at any time for legitimate business reasons.

Absence

Volunteers are expected to telephone and inform school, prior to their start time, so appropriate arrangements can be made if any cover is required.

Working Hours

The hours of volunteer work will be discussed and mutually agreed between the volunteer and the class teacher or the Assistant Head. The volunteer must be committed and adhere to the voluntary placement and allocated working hours. Volunteer hours must not exceed the school opening hours. i.e. 8.50 am to 3.30pm. Volunteers must sign in prior to going to the classroom and they will be issued with a volunteer's lanyard which should be worn at all times whilst on the school site. Fire evacuation procedures can be found in the induction pack and a map indicating the safe route of exit in the event of a fire alarm can be found in each classroom; please make yourself familiar with these.

- There is no smoking allowed anywhere on the school site
- Mobile phones must be turned off whilst in school
- Do not under any circumstances take photographs in school unless agreed with the principal.

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 Code of Conduct

At St Thomas More Catholic Academy & Sixth Form College volunteers, everyone is expected to conform to high standards of behaviour and conduct whilst carrying out their duties.

St Thomas More Catholic Academy & Sixth Form College expects that volunteers will:

- Respect other volunteers, students, staff and children and make them feel welcomed and valued.
- Be sensitive towards others.
- Be approachable and pleasant.
- Dress and behave in a manner which promotes healthy and safe working practices.
- Maintain the confidentiality of personal information at all times.
- Turn off mobile phones and only use them in a designated area.

All volunteers should be aware how their behaviour can affect both colleagues and children.

Everyone has the responsibility to avoid becoming involved in situations that could bring the School into disrepute.

Complaints Procedure

Any complaints made about a volunteer or by a volunteer will be referred to the Principal for investigation. This policy will be reviewed bi - annually or in the light of new guidance from either the DfE or the LA.

Evaluation

To be monitored by the leadership team under careful scrutiny of the Principal. The policy will be supported by the confidentiality statement, the standards and expectations form and the volunteer/ work placement evaluation and feedback form.

**St Thomas More Catholic Academy & Sixth Form
College**

**VOLUNTEER APPLICATION FORM – FOR NEW
VOLUNTEER**

Name of Volunteer:

First Name.....

Surname.....

Date of Birth:.....

Address:

.....

.....

Phone: Home..... Mobile

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?

Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a Volunteer in School?
(Please give details)

Thank you for taking time to complete this Volunteer Application Form
Please hand it to the School Office, marked for the attention of the Principal. Your
offer of help is greatly appreciated and we will be in touch as soon as possible.

**St Thomas More Catholic Academy & Sixth Form
College**

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at school.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience. Please read and sign this Volunteer Agreement Sheet and hand it in at school.

You will receive a copy of it for your records.

- I have received a copy of the school's Volunteer Policy
- I agree to support the school's Aims
- I agree to treat information obtained from being a Volunteer in school as Strictly Confidential and have signed the Confidentiality Policy
- I understand that a DBS check will be undertaken
- If you already have a DBS Certificate, please hand it to the school, the number will be recorded and checks made with the issuing body. A new DBS check must also be undertaken
- I have been made aware of who is my designated supervisor e.g. class teacher

Signed: _____

Name: _____

Date: _____

St Thomas More Catholic Academy & Sixth Form College

Off-Site Visits Volunteer Agreement

School trips are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper; you will have an important role to play in the success and safety of this school trip.

Please read and return this appendix, and sign and return the helper's slip.

This is part of our school's risk assessment planning and safeguarding arrangements.

Role of the volunteer Helper

- To be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the Leader of the school trip
- To stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the school trip
- To promote polite, respectful and courteous behavior towards each other and members of the general public. We all go as ambassadors of our school
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transport or following speakers of the trip
- To contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour

Work alongside school staff

School staff expect Volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of school staff
- Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read and sign/labels/information, asking questions that encourage pupils to think about the task and help to explain the areas of interest
- Follow guidance from the school

What is not permitted

- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of volunteer on the school trip
- Volunteer helpers are not allowed to use their mobile phone, smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties
- Volunteer helpers are not permitted to take photos
- Volunteers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets before, during or end of the day

First Aid

You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless you are the Parent/ Carer of the child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and first aid box(es) will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible.

If you have become separated from the rest of the school party, please follow the school code and remain where you are and keep the children together and calm. School staff will then back track and find you. [if you try to find them you may become more lost]

Volunteer Name _____

- I have read the Volunteer Policy
- I agree to the terms and conditions as stated in the policy
- I will support the young people in enjoying the trip and actively contribute to the smooth running of the event.
- I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

Signed: _____ Date: _____

