

# St. William of Perth Catholic Primary School

## Volunteer Policy 2023



### **Mission Statement**

Our mission is to nourish the growth of all its members as persons illuminated by the light of Christ as our Catholic values permeate all aspects of school life.

We aim to provide a quality education where high standards of attainment and behaviour are expected. We encourage all our pupils to develop as life-long learners as they strive to reach their full physical, intellectual and social potential.

This happens within an atmosphere of love, respect and tolerance of others in mutual co-operation within our School, Home and Parish family.

To be reviewed annually

# **ST. WILLIAM OF PERTH CATHOLIC PRIMARY SCHOOL**

## **Policy for Volunteers in Schools**

### **Aims and objectives**

At St. William of Perth, volunteer helpers are of paramount importance in supporting teaching and learning, achievements, attitudes and well-being of all our children. The role they can play in supporting staff to deliver a high-quality education is invaluable.

The aim of this policy is to ensure that volunteers are seen by children as safe and trustworthy adults and that the requirements for safeguarding and safer recruitment are applied appropriately to them.

### **Recruitment**

All new volunteers must attend an informal interview and agree to relevant DBS checks.

The following will apply:

- If a course has placed a volunteer in our school with our agreement the training organisation will provide written information outlining the requirements of the placement.
- Parents can actively support the education of children by supporting the school and teachers in education in the classroom and during educational events.
- If the person is not known to the school they must provide two referees.

Volunteers may be required to:

- listen to children reading in small groups or individually
- volunteer in the classroom supporting learning or preparing materials
- accompany pupils on an out of school trip.

### **Induction**

All new volunteers must complete an induction process which will include safeguarding, fire safety, confidentiality, and guidelines of good practice when working with children. They are also required to complete a registration form.

### **Confidentiality and Safeguarding**

All volunteers are bound by a code of confidentiality. Any information that is disclosed by or about a pupil must be reported to the class teacher or Designated Safeguarding Person. No information about pupils should be taken outside the school. Volunteers should not speak directly to parents about a pupil's work or welfare.

Volunteers who are concerned about anything another adult in the school says or does should raise their concerns with the Head teacher or Designated Safeguarding Person.

Volunteers' use of social networking sites should be used with due care and attention. In particular, use of such sites should not involve any activities or observations which may bring the school, pupils or staff into disrepute. Should this happen it would bring into question the volunteer's suitability to work in the school.

### **Working in Classrooms/with Pupils**

Volunteers must work under the guidelines of the teacher who will be responsible for ensuring that the Volunteer is familiar with the class expectations of behaviour and the specific Learning support that is needed. If any recording of information is required the teacher should ensure the volunteer is shown how to make the recording.

### **Insurance**

Whilst volunteering for the School they are covered by the LA for third party liability only. They may wish to make their own arrangements for insuring against theft, personal injury or damage to their own property.

**Transport:** Volunteers using their own cars to transport children other than their own children to school events, (sport, music etc.) should be advised to check with their Insurance company to ensure that they do not contravene their insurance policy conditions. They also need to be DBS cleared.



## Appendix 1: Volunteer Application Form

St. William of Perth Catholic Primary School is committed to safeguarding and promoting the welfare of children, young people and expects all employees and volunteers to share this commitment

### Applicant's Personal Details

Surname	
First Name	
Title (select as appropriate)	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>
Address	
Contact Number	
Mobile Number (if different)	
Email Address	

### Why are you applying for voluntary work at the school?

Please mention any skills or experience that you bring to the role, and explain what you want to achieve from volunteering.

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### References

Please provide details of two references. Please let your referee know that we will be contacting them.

Reference 1	Reference 2
Name:	Name:
Organisation:	Organisation:
Address:	Address:
Postcode:	Postcode:
Tel No:	Tel No:
Email:	Email:

### Declaration

I declare that to the best of my knowledge and belief the above information is true.

**Signed:**

**Dated:**