

# Volunteers Policy



Sacred Heart School

April 2023

Love One Another as I have Loved You – John 13:34

All parents and volunteers are welcome to support the school in a voluntary role. Examples of how our volunteers currently support us are as follows: accompanying us on educational visits, reading volunteers, supporting with class-based activities.

Many parents, university students and others ask us whether they can spend time in our school for a specific purpose. We consider each of these requests on its own merit and we evaluate the impact that this may have on the classes and the school staff in making our decision. We are not able to accommodate all requests because we can only accommodate a certain number of volunteers at any one time. There are also other factors to be considered in making the decision, such as the specific needs of our pupils, statutory induction periods for new members of staff and the effective day-to-day running of the school.

Volunteers for educational visits will be asked to sign the educational visits guidelines.

Should you wish to volunteer in school for a specific purpose, please call into the school to speak with a member of staff and collect a volunteer application form. Completing this will help to clarify:

- The purpose of your time in school
- The times you are hoping to spend in school (i.e. start dates, duration, any specific days)
- Any previous experience
- Any specific classes you would like to volunteer in (F2, Key stage 1 or Key stage 2).

We will then consider the request and you will be asked to complete an enhanced DBS check and references will be taken. Once a successful DBS check and references have been received, you will be asked to attend an induction session with a member of staff. **Please note that until these requirements have been completed, you will not be able to volunteer in school.** Once these have been successfully completed, we will arrange a suitable time for you to begin volunteering with us.

### **Safeguarding Children**

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all volunteers to share this commitment. Therefore, our policy is to carry out an enhanced DBS check for anyone over the age of 16 who wishes to volunteer in school. Upon entering school, you will be asked to sign in at the entrance and will be given a lanyard to wear so that staff are aware that you are an authorised volunteer. Please ensure that your lanyard is on display at all times whilst in school.

### **Mobile phones**

Please ensure that when you are on school premises that your mobile phone is kept in a safe place away from children. For the safeguarding of children, mobile phones should only be used in the staff room and at designated break times and should not be used around the children. If you are expecting an important call that you need to take, please inform the class teacher you are volunteering with, and they will direct you to the staff room to take the call.

### **Dress code**

In school all adults are role models to all our pupils and as such it is important that we dress accordingly. Our roles require us to be engaged and active in the activities we plan for the children, it is therefore appropriate for our dress to be comfortable and practical. The school recognises the diversity of cultures, religions and disabilities of its staff and will take a sensitive approach when this affects dress requirements. We expect staff and volunteers to come to school in smart/casual clothes, and the following “rules” should be followed by all staff and volunteers:

- No aspect of dress or appearance should be politically motivated, overly revealing, discriminatory, insensitive or offensive.
- Clothing should be clean and in a good state of repair.
- Appropriate footwear should be worn.

### **Attendance and punctuality**

Please arrive at school by 8.30am (or the agreed time with your class teacher) to ensure that staff have enough time to discuss plans for the day with you before the children enter school. Please let the school office know if you are unable to attend school for any reason as staff may plan activities based on your support.

## Volunteer Guidelines on Educational Visits

Thank you for your support with out of school visits. We appreciate the time and commitment you have given to enable this visit to go ahead. In order to safeguard our children, we ask trip volunteers to abide by the following guidelines:

Be familiar with the part you play in the trip risk assessment

Follow the direction of the trip leader in order to ensure the risk assessment is adhered to

Take responsibility for supervising the group of children allocated to you.

I understand that as part of the risk assessment, I will not be responsible for supervising pupils alone unless a DBS check has been carried out

Do not take any photos or videos on the trip unless directed to by the trip leader using school equipment

Incidents concerning specific children should not be discussed with other members of the school community following the trip

Any sensitive information and concerns shared with you by a child should be reported to the trip leader and need to remain confidential

If you are feeling unwell, please do not attend the visit


If you have any medical needs that would need to be known in an emergency, please inform the trip leader

I agree to follow the above guidelines whilst supporting on and out of school visit

Signed \_\_\_\_\_

Date \_\_\_\_\_

Appendix 2 – Volunteer Application Form

	<h2>Volunteer Application Form</h2>	
<b>Name</b> <b>Date:</b>		
<b>Address</b>		
<b>Contact details</b>	<b>Mobile:</b> <b>E mail:</b>	
<b>Present occupation</b>		
<b>Do you have any connection with Sacred Heart School? Please give details.</b>		
<b>Previous experience of working in a school or with children</b>		
<b>What area of school life are you volunteering to support e.g. readers, library, sports activities etc?</b>		
<b>References</b> <b>Please provide 2 references</b>	<b>Reference 1 – Employment</b> <b>Name:</b> <b>Telephone:</b> <b>Email address:</b> <b>Address:</b> <b>Company:</b>	<b>Reference 2 – Personal</b> <b>Name:</b> <b>Telephone:</b> <b>Email address:</b> <b>Address:</b>

<b>What days/times would you be available to volunteer?</b>		<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>
	<b>am</b>					
	<b>pm</b>					
	<b>After school</b>					

<b>All adults working with children are required to undergo a Disclosure and Barring Services check (DBS). Are you willing to undergo this check?</b>	<b>Yes/No</b>
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<b>Print Name</b>	<b>Signature</b>