**ST OSWALD’S CATHOLIC PRIMARY SCHOOL**

**MISSION STATEMENT**

**With Christ at the centre of our community,**

**our mission is to live, love and learn as Jesus taught us.**



**ADULT VOLUNTEER POLICY**

**Introduction**

We want our school to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. However, our overriding concern is for the safety of the children in our care. This document sets out our school’s policy which is to ensure that the children benefit from as much help and support as possible.

Volunteers could include any of the following (this list is not exhaustive):

* Members of the Governing Body
* Parents, grandparents, carers, guardians, elder siblings of pupils
* Students on Work Experience or Placement
* University Students
* Parishioners
* Staff family members

Activities in which volunteers may be engaged could include any of the following or similar

activities:

* Hearing children read;
* Working with small groups of children;
* Working alongside individual children;
* Undertaking art and craft activities with small groups of children;
* Supervision of children on school trips;
* Escorting children on local walks;
* Photocopying, laminating and filing tasks

Volunteer helpers are not allowed to do the following activities:

* take responsibility for all or some of the whole class;
* supervise children engaged in PE or other specialist activities;
* take children off the school site without a teacher in charge.

The responsibility for the health, safety and welfare of the child remains with the class teacher at all times.

**Becoming a Volunteer**

Anyone wishing to become a volunteer on a regular basis may either approach the school directly,

or send a letter or email explaining why they wish to volunteer in the school, what help

they can offer and when they are available. If a suitable volunteering opportunity can be identified,

then the following process will be carried out:

1. The person will be invited to attend the school for an informal discussion with the Headteacher to ensure they are suitable for the role.

2. Regular volunteers will undergo an Enhanced DBS check.

3. The volunteer will be given an Induction Meeting with the Headteacher who will provide appropriate school policies, procedures, health and safety information and safeguarding information which must be read and understood before starting the role. Volunteers will be asked to sign to say they have read and understood all the information.

4. The volunteer will be linked to a designated teacher, whose responsibility it is to make them aware of the role and responsibilities they will be undertaking.

5. Volunteer records will be kept in the school office.

Before starting to volunteer in a school, the above steps must be completed. No volunteer may start regular volunteering without the appropriate checks, unless with the written permission of the Head Teacher.

This is not required where a volunteer is engaged in a one-off activity, for example a parent helping on a school trip, or coming into class for a specific activity. However, these volunteers must be supervised at all times, and never left alone with a child.

It is the policy of this school that as far as possible, volunteer helpers do not support in their own child’s classroom, or in the classroom of a close family relative, as this can be distracting for the child and perhaps place the class teacher in an uncomfortable situation.

**Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any concerns that Volunteers have about the children they work with / come into contact with should be voiced with the class teacher and NOT parents/carers of the child / persons outside school.

Comments regarding children’s behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents/carers of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher in school (a Whistleblowing Policy is part of the induction pack).

**Supervision**

All volunteers work under the supervision of a teacher or full time member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils’ behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the pupil’s understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

Teachers will be made aware of this policy and of their responsibilities within it.

**Health & Safety**

The school has a Health & Safety Policy and this is made available to volunteers working in the school. The member of staff responsible for the volunteer will ensure that they are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using DT equipment/accompanying pupils on visits).

**Safeguarding & Child Protection**

The welfare of pupils is paramount. To ensure the safety of pupils, we adopt the following procedures:

* All volunteers are given safeguarding information as part of their Induction process.
* St Oswald’s Catholic Primary School Volunteer Policy.
* Volunteer Code of Conduct.
* All of our volunteers must have been cleared by an Enhanced DBS check if appropriate to role.
* Where a volunteer is engaged in a one-off activity e.g. supervision of group as part of class visit, no formal checks are required. However, such volunteers will be under the constant supervision of school staff.
* Any concerns a volunteer has, about child safeguarding or protection issues, should be referred to the Class Teacher/Headteacher.
* The school reserves the right to request a volunteer leaves the school site at any time.

**Complaints Procedure**

* Any complaints made about a volunteer will be referred to the Head Teacher or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way;
* The Head Teacher or designated member of staff reserves the right to take the following action;
* To speak with a volunteer about a breach of this policy and seek reassurance that this will not happen again;
* Based upon the facts identified in the investigation it may be necessary for the School to inform the volunteer that the school no longer wishes to use them;
* Report the person to an appropriate authority e.g. police, social services etc.;
* Provide the volunteer with a copy of the school’s full Complaints Procedure.

Volunteers are highly valued as part of the team at St Oswald’s. We currently have 6 active volunteers who support in various classes.