



'Together we will do our best for Jesus'

1. Recruitment and selection of Volunteers

All prospective volunteers should be asked to:

- Initially complete an expression of interest form (Appendix A)
- Take part in an informal interview to discuss reasons for wanting to volunteer the skills and experience they can contribute and what they hope to achieve in return
- Provide details of two referees (who should not be relatives)
- Complete a DBS check if necessary (see paragraphs 2 and 9 below and the "Guidance for use of Volunteers in Educational Establishments" – LSCB for further details) and a risk assessment where a DBS check is not required.

2. Volunteers and DBS Checks

Some volunteers will require a DBS Disclosure because of the frequency of their volunteering activity and the contact they have with children. Some volunteers do not require a DBS check, for example if they are accompanying a school trip out for the day, or attending a school event. Occasional volunteers without a DBS check must not be left unsupervised with children.

An enhanced DBS check will **only** be required for volunteers in the following circumstances:

- a) The volunteer is in the school regularly, which is defined as once a week or more, 4 or more times in a 30 day period, or overnight.
- b) The volunteer is unsupervised.

A Barred List check will only be checked if a volunteer is in regulated activity. Remember that the most effective way of keeping children safe is by having effective safeguarding policies and procedures and being vigilant, not just by DBS checks.

DBS checks are now only sent to the applicant and not the Registered Body. You should always ensure that the school sees the DBS certificate from the volunteer prior to commencement at the school.

3. Training, induction and support of volunteers

Volunteers in schools should be given training appropriate to their role and should be assigned a contact point / nominated member of staff for their task. Schools should be committed to treating volunteers fairly under their equal opportunities policy.

4. Insurance

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Volunteers under direct supervision of the school will be indemnified against third party claims under the DCC employers and public liability policy whilst volunteering for the school.

5. Management of Volunteers

All volunteers should:

- Have clear guidelines on what activities they are expected to undertake and the manner in which they should be undertaken (school code of conduct)
- Be provided with appropriate and sufficient training in undertaking the relevant activities / tasks
- Be provided with relevant equipment / materials
- Be provided with relevant health and safety advice / training and equipment as necessary
- Be made aware of relevant policies and procedures, particularly those relating to safeguarding and child protection
- Be given clear guidelines about confidentiality

6. Health and Safety

Risk assessments should be in place for volunteers in schools. Volunteers should disclose any information which relates to their own health and safety and must take reasonable care of their own health and safety and that of others. Headteachers must ensure that volunteers do not undertake any activities which present a risk to their health or to others.

7. Grievances and complaints

Any problems arising from either side should be resolved through informal discussion. If the issues prove to be irreconcilable, either side has the option to terminate the agreement.

If the conduct or performance of a volunteer falls below that required, they may no longer be offered duties and in some circumstances may need to be referred to the Disclosure and Barring Service.

8. Roles and expectations

It is important to set clear guidelines and expectations in order that the needs of the volunteer and school may be met. Volunteers can expect:

- A supportive, welcoming and positive environment that encourages them to get the most out of volunteering
- An induction training programme and appropriate task related training
- Relevant and up to date information and advice
- To make aware of policies on child protection and safeguarding children, health and safety and equality.

In return schools should ask volunteers:

- To be a positive representative of the school
- To adhere to their task, responsibilities and commitment as agreed
- To follow any procedures and standards explained by their supervisor including those relating to safeguarding, health and safety and diversity.

9. Further Guidance

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If you have further queries relating to using volunteers to assist in schools, you can refer to the guidance in 4.56 and Appendix 13 of Safeguarding Children and Safer Recruitment in Education, published by the Department for Education.

<http://www.education.gov.uk/aboutdfe/statutory/g00213145/safeguarding-children-safer-recruitment>

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Appendix A - Expression of Interest Form

First name/s: Surname:

Address:.....

.....Postcode:.....

Phone: Email.....

Please tell us why you want to volunteer:

.....
.....
.....
.....

Please tell us about any relevant knowledge, skills and experience that you bring to the role:

.....
.....
.....
.....

Please indicate when you are available to volunteer by ticking the boxes below:

	Mon	Tue	Wed	Thurs	Fri
Morning					
Afternoon					

Do you have any criminal convictions? If yes, please specify (a conviction will not necessarily exclude you from volunteering but it will be taken into account when assessing your suitability):

.....
.....

Do you consider yourself to have a disability or any medical condition that may affect your volunteering?: If yes, please specify:

.....
.....

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References – Please list the names of two referees. (one of which should, where possible, relate to involvement with children/young people)



The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The post may be subject to an Enhanced Disclosure and Barring Service check in line with safer recruitment guidelines.

Signed..... **Date**.....

**Please return your signed and completed form to the Headteacher. Thank you for your interest.
We will be in touch with you shortly.**

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Appendix B - Information for Volunteers

Welcome to St. Joseph's Catholic Primary School. We are very pleased that you are taking time to find out about our school and are considering volunteering.

Volunteering is a very rewarding experience. There are many ways you can help in school from supporting art activities to helping with reading. All we ask as a school is for a regular commitment and an agreement to uphold our school ethos and expectations.

The Governors and staff aim to create a caring Christian community where children can flourish in a stimulating environment. We strive to achieve excellence in all that we do as we follow the Gospel values of Jesus Christ. Our mission statement 'Together we will do our best for Jesus' with our values of Courtesy, Collaboration and Commitment underpin all that we do.

Developing children's academic and personal development is a central part of the school's aims. Children are given opportunities to pray, reflect and worship throughout the school day. We have high expectations of all our pupils and we are committed to developing every child to the best of their ability

When you are accepted as a volunteer at our school you will be given our 'School Code of Conduct' which outlines our expectations of you e.g. polite, courteous, self-disciplined, respectful, being an appropriate role model, language, dress, rules around smoking, alcohol and illegal substances.

Supervision

You will have a 'contact' person in our school. This person would usually be the class teacher (or appropriate staff in setting). If there are any concerns please contact the 'contact person' in the first instance and if the issue is not resolved speak to the designated 'Volunteer Lead'. As a volunteer you will be supervised by a designated member of staff and work in a setting where there is always a paid member of staff present. You will not be left unsupervised for long periods.

Safeguarding

Our safeguarding lead will inform you of the process for safeguarding and school procedures. You will be informed of what to do if a child discloses any information relating to potential disclosures.

As a volunteer you should go to your 'contact' if you have a complaint or grievance, for example where there may be a conflict situation with another member of staff or volunteer. You should also talk with the 'Volunteer Lead' if you have a concern about the behaviour of a member of staff or another volunteer (whistle blowing).

If a complaint or allegation is made against you this will be dealt with by the Headteacher under the school's Allegations Policy.

Discipline

You will be made aware of the behaviour management policy of the school/setting. It is not your role to discipline children. If a potential discipline situation occurs, even where this involves your own child, they must bring this to the attention of the teacher/staff member to resolve or if it has been dealt with at the time, as soon as possible after the incident. You must at no time should they shout, hit or threaten a child or adult.

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Confidentiality

You must keep all information about the children confidential and must not discuss outside of the school/setting or with children, parents or other visitors to the school. You must not take any notes/files about children outside of the school/setting. You at no time take photographs, films or recordings of children unless on school/setting equipment and requested to do so by a regulated member of staff. Personal mobile phones and other personal hand held electronic devices should not be brought into the class room/setting

Health and Safety

You will be advised on how to act in an emergency situation. You will be made aware of which staff are first aid trained and of the process when first aid is required rather than undertake any procedure yourself. You must sign in and out of the school/setting. You must also wear a name/security badge where required to do so. If you cannot attend school on your volunteering day we ask that you inform us by telephone.

Contact with children outside of school

Volunteers must be actively discouraged from forming any friendship relationships with children and their families outside of school/setting. Where people are recruited from the local community and some of the children are known, the impact of this will be talked through with you as part of your supervision.

You must not share their personal details such as address, e mail, phone or mobile numbers or engage with pupils/children and young people, or their families, in settings on social network sites. The only exceptions to this would be where the volunteer is a relative or family friend of a child/young person. This connection must be made known to the Head teacher or setting leader. If they become aware of a situation of concern about a child from information received in the community this should be discussed with their contact person or the Head teacher/setting leader

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Appendix C – Volunteers Induction Checklist

Name:		First day of Volunteering:	Complete (date):
1.	Volunteer Lead		
	Application received and interview undertaken		
	Outline of responsibilities and school; Information for Volunteers (copy): Introduction to contact person		
	Code of professional conduct (to include guidance on appropriate professional relationships with children and young people)		
	Code of Conduct (given copy); Whistleblowing Policy; Grievance and disciplinary procedures		
2.	Contact Person:		
a.	Introduction to immediate colleagues		
b.	Location of stores, photocopier, toilets		
c.	The role and its responsibilities		
d.	Relevant procedures/work instructions		
e.	Procedure in the event of fire alarm		
f.	Identification of any specific hazard(s) – reporting		
g.	Procedure in the event of an accident		
h.	Location of first aiders		
i.	School health and safety policy		
j.	E Safety and social networking responsibilities		
K.			

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2	Safeguarding	
a	Child protection policy and procedures	
b	Safeguarding policy	
c	Procedure for reporting concerns	
Other		
Other		
All the above points have been explained/issued to me:		
Signed (employee):		Date:
Signed (Head of Department):		Date: