

VOLUNTEERING POLICY

November 2022

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

INTRODUCTION	The school benefits greatly from developing well planned, active parental and community links through participation by adults in the activities of the school on a voluntary basis.
	Christ the King Catholic Primary School believes that volunteers are a welcome resource for helping to raise children's achievement by supporting the work of teaching staff in delivering the curriculum to all pupils.
	Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children without encroaching on the professional teaching responsibilities of the class teacher.

AIM	The aim of this policy is to establish expectations for both staff and volunteers regarding the work undertaken by volunteers and their conduct
	whilst in school

TYPES OF	Activities in which volunteers may be engaged in could include any of
ACTIVITIES	the following:
	Hearing children read
	• Working with small groups of children under the supervision
	of the teacher or TA
	Undertaking art and craft activities with small groups of
	children

SAFEGUARDING	 Preparing resources and displays Volunteers will be asked to provide the necessary original Identity documents to facilitate an enhanced DBS (Disclosure and Barring
SAFEGUARDING	
	documents to facilitate an enhanced DBS (Disclosure and Barring
	Scheme) clearance check and the name of a reference. Where the
	volunteering is a placement linked to a course of study the cost of the
	DBS will be met by the volunteer (or his/her college).
	The Deputy Headteacher will interview the potential volunteer and an
	appropriate placement will be agreed. This will be in a class which has
	no family connection to the applicant. A regular day and time will be
	agreed and the applicant will be expected to adhere to the school's
	confidentiality policy as well as other documents (detailed under
	'school expectations').
	An entry will be made on the school's Single Central Record.
	Work Experience Students or University Placements who apply
	via their educational establishment as it is expected that all
	necessary safeguarding checks have been carried out by the
	educational establishment before arriving at Christ the King
	Primary. The student will be expected to adhere to the
	school's confidentiality policy and will not be placed in a class
	with any family connection.
	The exceptions to this are:
	One-off volunteers i.e. assisting with a school walk, a fund
	raising event or a school visit will not require a DBS check but
	the volunteer will remain under the continuous supervision of
	a member of staff undertaking a regulated activity, usually the
	class teacher. Care should be taken to ensure these volunteers
	do not have sole responsibility for a group of children or
	provide any form of intimate care.

If there is any doubt as to the level of checks required, a decision
should be sought from the School Business Manager.

POLICIES	All volunteers should have access to this policy and the school's Staff Code of Conduct. Volunteers are expected to uphold the Staff Code of Conduct.
	Volunteers should also access Child Protection, Prevent and Health and Safety policies on the school website. The School Business Manager will help with access to important documents and information regarding Fire Procedures. https://christtheking.wirral.sch.uk

SCHOOL RULES	At Christ the King, we follow the same three rules across the school:
	Be kind, Work hard and Never give up.
AND CODE OF	Any concerns about children not following these rules should be
CONDUCT	immediately passed to the teacher, who will deal with the situation
	accordingly.

VOLUNTEER	Volunteers in school should expect to:
EXPECTATIONS	• be recognised for their valuable contribution to the learning
OF THE SCHOOL	experience for the children they support;
	 be treated with respect;
	 be assigned worthwhile tasks;
	 be given help to access any school policies or procedures that
	are relevant to their role;
	• access any training that is necessary for the success of their
	activities.

	School expects all volunteers to:
SCHOOL'S	
	• adhere to the name protocol for staff i.e. Miss Smith , Mr
EXPECTATIONS	Brown;
OF	 adhere to the school's Dress Code;
	 adhere to the school's policies ;
VOLUNTEERS	• read and work within the Guidance for Keeping Children Safe
	in Education (Latest version);
	• be role models for the children they work with i.e. consider the
	language they use, only walk in school, no smoking or swearing
	and dress appropriately;
	• refer any behavioural or safeguarding concerns to the class
	teacher;
	• commit to a regular window of time to allow teachers to plan
	activities to include the volunteer;
	• advise school as soon as possible when it is not possible to
	attend.;
	 annually disclose any information of a criminal nature.

SECURITY	All volunteers must sign in and out of our Inventry system by the
	school office and wear a visitor badge for the duration of their
	volunteering session.
	Should a fire alarm be heard, the volunteer and children must make
	their way to the nearest exit and meet at the designated area.

COMPLAINTS	Any complaints made by a volunteer or about a volunteer will be
PROCEDURE	referred to the Headteacher/ Deputy Headteacher or School Business Manager for investigation.

The Headteacher/ Deputy Headteacher (or School Business Manager in her absence) reserves the right to take the following action:
 to speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated; offer an alternative placement or activity for a volunteer; inform the volunteer that the placement has been withdrawn.

Date policy last reviewed: November 2022

Signed by:

J Prote-

Headteacher

Chair of governors

Date: 24/11/2022

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Policy to be reviewed: Autumn 2023