



# VOLUNTEERING POLICY

**Autumn 2024**

*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.*

<b>INTRODUCTION</b>	<p>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.</p> <p>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.</p> <p>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.</p>
<b>AIM</b>	<p>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</p>
<b>TYPES OF ACTIVITIES</b>	<p>Activities in which volunteers may be engaged in could include any of the following:</p> <ul style="list-style-type: none"><li>• Hearing children read</li><li>• Working with small groups of children under the supervision of the teacher or TA</li><li>• Undertaking art and craft activities with small groups of children</li><li>• Accompanying school visits</li><li>• Preparing resources and displays</li></ul>
<b>SAFEGUARDING</b>	<p>Volunteers will be asked to provide the necessary original Identity 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).</p>

	<p>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').</p> <p>An entry will be made on the school's Single Central Record.</p> <p>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.</p> <p>The exceptions to this are:</p> <p>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.</p> <p>If there is any doubt as to the level of checks required, a decision should be sought from the School Business Manager.</p>
<b>POLICIES</b>	<p>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.</p> <p>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.</p>

<b>SCHOOL RULES AND CODE OF CONDUCT</b>	<p>At Christ the King, we follow the same three rules across the school:</p> <p>Be kind, Work hard and Never give up.</p>
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	Any concerns about children not following these rules should be immediately passed to the teacher, who will deal with the situation accordingly.
<b>VOLUNTEER EXPECTATIONS OF THE SCHOOL</b>	<p>Volunteers in school should expect to:</p> <ul style="list-style-type: none"> <li>• be recognised for their valuable contribution to the learning experience for the children they support;</li> <li>• be treated with respect;</li> <li>• be assigned worthwhile tasks;</li> <li>• be given help to access any school policies or procedures that are relevant to their role;</li> <li>• access any training that is necessary for the success of their activities.</li> </ul>
<b>SCHOOL'S EXPECTATIONS OF VOLUNTEERS</b>	<p>School expects all volunteers to:</p> <ul style="list-style-type: none"> <li>• adhere to the name protocol for staff i.e. Miss Smith , Mr Brown;</li> <li>• adhere to the school's Dress Code;</li> <li>• adhere to the school's policies ;</li> <li>• read and work within the Guidance for Keeping Children Safe in Education (Latest version);</li> <li>• 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;</li> <li>• refer any behavioural or safeguarding concerns to the class teacher;</li> <li>• commit to a regular window of time to allow teachers to plan activities to include the volunteer;</li> <li>• advise school as soon as possible when it is not possible to attend.;</li> <li>• annually disclose any information of a criminal nature.</li> </ul>
<b>SECURITY</b>	<p>All volunteers must sign in and out of our Inventory system by the school office and wear a visitor badge for the duration of their volunteering session.</p> <p>Should a fire alarm be heard, the volunteer and children must make their way to the nearest exit and meet at the designated area.</p>

<b>COMPLAINTS PROCEDURE</b>	<p>Any complaints made by a volunteer or about a volunteer will be referred to the Headteacher/ Deputy Headteacher or School Business Manager for investigation.</p> <p>The Headteacher/ Deputy Headteacher (or School Business Manager in her absence) reserves the right to take the following action:</p> <ul style="list-style-type: none"> <li>• to speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated;</li> <li>• offer an alternative placement or activity for a volunteer;</li> <li>• inform the volunteer that the placement has been withdrawn.</li> </ul>
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Date policy last reviewed: November 2024

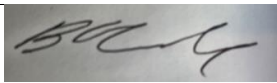
Signed by:



Headteacher

14/11/2024

Date: \_\_\_\_\_



Chair of governors

Date: 14/11/2024

**Policy to be reviewed:** Autumn 2026

