



## Broughton Hall Catholic High School

# Policy for Volunteers

### **Introduction**

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of our pupils. We welcome and encourage a variety of volunteers.

Our Volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students
- Ex-members of staff
- Local residents
- Friends of the school.

The types of activities that Volunteers are engaged in include:

- Hearing pupils read
- Working with small groups of pupils
- Working alongside individual pupils
- Undertaking art and craft activities with pupils
- Working with pupils on the computers
- Accompanying school visits

### **Becoming a Volunteer**

Anyone wishing to become a volunteer either for a one off event such as a school visit or on a more regular basis must complete an application form (Appendix 1) in the first instance providing two referees. Volunteers may then be invited to an induction meeting.

Before starting to help in school, volunteers must:

1. Have an enhanced DBS check which is acceptable to the school. The school can apply for the certificate on behalf of the volunteer at the volunteer's expense.
2. Complete a Volunteer Agreement (Appendix 2) at the induction meeting; this sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

### **School Mission Statement**

All adults who work in our school, whether a paid member of staff or a volunteer are expected to work and behave in such a way as to actively promote our school mission statement and abide by school policies and protocols.

Our school motto "Cor unum et Anima una" means one heart and one mind and reflects the strong sense of community amongst staff, pupils parents, carers and governors.

## Mission Statement

### **AIMS**

- To recognise, nurture and celebrate the unique gifts, dignity and potential of each individual
- To develop a caring, joyful and friendly community in which all work hard and are happy
- To achieve excellence through an education which:
  - is concerned with the whole person;
  - enables each person to develop spiritually, aesthetically, vocationally, physically, academically
- To foster a strong sense of community by:
  - generosity of spirit;
  - sensitivity and tolerance;
  - forgiveness and compassion
- To ensure that:
  - prayer and worship underpin the daily life of the school.

### **OBJECTIVES**

- To ensure that all school policies and documents are rooted in these aims
- To ensure that each pupil leaves with a positive self-image
- To provide a curriculum and teaching strategies which acknowledge and respond to the needs of all
- To create a welcoming, safe, attractive environment
- To promote an awareness of equal opportunities, social justice, peace and global issues
- To strengthen the partnership of staff and pupils with parents, governors, parishes and local community, united in a common purpose.

### **Confidentiality**

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

Comments regarding pupil's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a pupil 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 Head Teacher.

### **Supervision**

All volunteers work under the supervision of the Class Teacher & staff team of the class to which they are assigned. Teachers retain responsibility for pupils at all times, including a pupil's behaviour and the activity they are undertaking. Volunteers should have clear guidance from the Teacher as to how an activity is carried out and the expected outcome of that activity.

Volunteers are encouraged to seek further advice / guidance from the Teacher in the event of any query or problem regarding a pupil's understanding of a task or behaviour.

### **Health & Safety**

The school has a health and safety policy which can be obtained from the health and safety officer. Class Teachers ensure that Volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment/ manual handling / positive physical intervention). Volunteers need to exercise due care and attention and report any

obvious hazards or concerns to the Class Teacher / Head Teacher. All volunteers undergo a short induction.

### **Child Protection**

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

- Keeping children safe in education, Statutory guidance for schools and colleges, Sept 2016
- Child protection policy and Safer Recruitment in Education
- What to do if you're worried a child is being abused - summary

A copy of these policies can be obtained from the school's Designated Safeguarding Officer (DSO) or a nominated deputy DSO.

To ensure the safety of our pupils at all times, all of our Volunteers must have an Enhanced Disclosure Certificate and a Barred list Check which is satisfactory to the school.

The DBS definition of a volunteer is defined in the Police Act 1997 (criminal records) Regulations 2002 as:

“Any person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party and not a close relative.”

A certificate is issued electronically to the volunteer and the volunteer should present this to the school who applies for the clearance. Volunteers are able to access and attend any relevant in-house training sessions in their own time.

Volunteers will be asked to provide suitable identification and this, together with the DBS enhanced check will be recorded on the school's single central record.

### **Complaints Procedure**

Any complaints made about a Volunteer will be referred to the Head Teacher or Chair of Governors for investigation.

Any complaints made by a Volunteer will be referred to the Head Teacher or Chair of Governors.

The Head Teacher reserves the right to take the following action:

- To speak with a Volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again
- Inform the Volunteer that the school can no longer allow them to undertake voluntary work at the school.

The full Complaints Procedure is available from the school.

### **Monitoring and Review**

This Policy will be reviewed annually and updated in the light of new guidance from either the DoE or LA.