



### **Our Mission Statement**

We *place our children at the heart of all we do*,  
inspired by the love, life and teachings of Jesus.

**"I am the way, the truth and the life."**  
(John 14:6)

### **We aim to:**

**Nurture, Prepare, Support, Enable**

### **Visitors and volunteers policy**

#### **Introduction**

Volunteers at St Mary's Catholic Primary School bring with them a range of skills and experience that can enhance the learning opportunities of children at the school. We welcome and encourage volunteers from the local community.

Our volunteers include:

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

The types of activities in which volunteers are engaged include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with children
- Working with children 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, e.g. hearing children read, should approach the School Secretary directly to discuss their availability and their skills.

### **Volunteer Induction**

All volunteers in school will receive induction from the Executive Head or Deputy Headteacher, who manage volunteers and student placements in school.

This and other related policies are shared, expectations and procedures are made clear and guidelines are given.

### **Confidentiality**

Confidentiality is paramount within our setting and 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 with the parents of the child/children outside school. You should not pass on personal information about the families, children, or staff who work at the school.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents 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 Executive Head or Deputy Headteacher. It is everybody's responsibility to keep the children safe.

### **Supervision**

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children'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 what the expected outcome of an activity is. Volunteers are encouraged to seek further advice/guidance from the Teacher in the event of any query/problem regarding children's understanding of a task or behaviour.

### **Health & Safety**

The school has a Health and Safety Policy and this is made available on request to Volunteers working in the school. Induction will 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/accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher/Executive Head.

## **Child Protection**

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

- All volunteers are given a copy of the Volunteer Policy.
- All visitors and volunteers are given a copy of the leaflet 'Information for Visitors' on arrival, detailing what to do in the event that anything worrying is seen or heard about a child.
- To ensure the safety of our pupils at all times, all of our volunteers must have a current DBS check that the school has requested.
- All volunteers will apply to the school and the school will carry out the appropriate safeguarding checks including employment history and obtaining relevant references, before a volunteer place is offered.
- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of a class visit, no formal checks are carried out on these volunteers. The Class Teacher will ensure that these volunteers are kept under constant supervision of school staff. Such volunteers will be restricted to parent volunteers only.
- In accordance with the Counter Terrorism and Security Act 2015, visitors or volunteers must not promote extremist views in our school. Failure to comply will result in the visitor being asked to leave the premises immediately and a referral will be made under 'Channel'.

## **Signing in**

- When visitors or volunteers arrive in the school, they must sign in at the reception desk. They will be given a visitor's badge, which they should wear at all times. The signing-in sheet will give the date and time of arrival. They must also sign out, stating the time they are leaving, and return their badge before they leave.
- Visitors driving to the school site need to be aware that pupils may be in or near to the car park area and great care must be taken when reversing vehicles. You must not park any vehicle in, or as to obstruct any area designated for Emergency Services or across emergency/fire exits from the school.
- You also need to be very careful on the roads surrounding the school from 8:40 to 9:10am and 3:15 to 3:40pm when the children are arriving or departing from school.

## **Complaints Procedure**

Any complaints made about a volunteer will be referred to the Executive Head or Deputy Headteacher for investigation. Any complaints made by a volunteer will be referred to the Executive Head or Deputy Headteacher.

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

- To speak with a volunteer about a breach of the Volunteer Code and seek reassurance that this will not happen again.
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class.
- Inform the volunteer that the school no longer wishes to use them.

## **Code of Conduct**

All Volunteers will be asked to read and sign to say that they understand and will abide by the Code of Conduct for Volunteers.

### **St Mary's Catholic Primary School Code of Conduct for all Volunteers**

#### **Introduction**

This Code of Conduct reflects relevant legislation, expectations and principles for employees, and reflects the requirement that only the highest standards of probity and integrity are expected. The code sets out the minimum standards that should apply, and is not exhaustive. Inevitably, some issues affect some staff groups more than others and a 'common sense approach' should be employed to the application of the Code of Conduct to different staff groups. However, all employees are covered by this code, and as such non-compliance or claimed ignorance of the code will result normally in disciplinary action being considered.

#### **1. General Requirements**

As a volunteer in the school, you must:

- Attend your placement;
- Be punctual in time keeping;
- Inform the school in the morning if you are unable to attend on the day;
- Be honest and trustworthy;
- Follow Health and Safety procedures;
- Take care of yourself, your colleagues and others whilst at the school;
- Display commitment to the aims, vision and mission statements of the school, conducting yourself in a manner consistent with these statements at all times;
- Conduct your work in a co-operative manner;
- Obey reasonable management instructions (from members of the Senior Leadership Team), ensuring that at no time do you knowingly undermine the leadership, management, or smooth running of the school;
- Accept and adhere to school policies and procedures, carrying them out as fully as possible;
- Take care of school property, making careful and best use of all resources provided;
- Undertake your duties and responsibilities effectively, efficiently and diligently;
- Show respect for all people within the school at all times – for children, their families, for colleagues, for the wider community, for employees from other agencies – within the course of your duties, by being polite and courteous to and about others;
- Respect the rights of individuals to hold religious or political beliefs, or sexual orientation, different to your own;
- Ensure that other commitments, for example part-time employment elsewhere, do not prejudice the capacity to volunteer;
- Maintain appropriate levels of confidentiality at all times;
- Follow appropriate lines of communication for concerns or complaints;
- Disclose as required on appointment, or at any time, any civil, criminal charges or convictions;
- Not misrepresent professional qualifications;

- Represent the school positively at all times;
- Dress in a manner that is appropriate to your role in the school;

## **2. With Children**

- Remember that the emotional, physical, intellectual and moral welfare of the children is the prime purpose and first concern of our school;
- Behave with compassion and impartiality;
- Be sensitive in expressing criticism of children and avoid hurtful comments of a personal nature;
- Do nothing to abuse, exploit or undermine the staff/pupil relationship, which is based on trust;
- Respect the confidentiality of information relating to children unless its disclosure is either required by law or is in the best interests of a particular child;
- Ensure that reports are based on factual and objective information.

## **3. With Parents/Carers**

- To only discuss a child with a parent/carer with permission of the Executive Head.

## **4. With Colleagues**

- Acknowledge the various roles and responsibilities that colleagues have within school
- Respect colleagues, particularly when making any assessments or observations of their work, making objective judgements, comments, observations or assessments at all times;
- Not denigrate a colleague in the presence of others;

Policy adopted January 2016

To be reviewed January 2023