

Volunteer Policy

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| Document title:  | Volunteer Policy |
| Author (name & job title):  |  Mrs MB Ryan |
| Date approved:  | November 2020 |
| Date of review:  | November 2023, or sooner if required |

# Introduction

This policy supports the work of the school in promoting its mission statement, aims and values.

# Mission Statement

 At Endsleigh Holy Child Voluntary Catholic Academy, we believe that Christ is the cornerstone of all that we are and so we believe that everything we do really matters. This is expressed through high expectations of work and behaviour.

We aim to create a love of learning by providing a happy, challenging and exciting learning environment which inspires creativity and enables our children to achieve their full and unique potential. We aim to equip our children with the skills to make positive contributions to their own lives and the wider community.

Through a supportive culture of promoting, sharing and celebrating success, we recognise every individual’s God given talents. All members of our school community are valued.

We strive to build positive relationships between home, school and parish, supporting families in their role in supporting their child’s education.

We offer a safe and loving environment that welcomes and includes everyone on a journey towards becoming compassionate, responsible and independent members of society.

# School aims

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We are very proud to be a welcoming and happy school, where people are polite, helpful and considerate of each other. We have a dedicated team of teachers and support staff who strive to ensure that every child achieves to their full potential, becoming confident and responsible members of society.

Children are provided with a wide range of exciting and engaging learning opportunities and staff aim to make learning relevant to their lives. Our expectations of children and staff alike are high and we endeavour to be the best we can possibly be.

# Aims and objectives

Volunteer helpers are of paramount importance in supporting teaching and learning, achievements, attitudes and well-being of all our children. The role they can play in supporting staff to deliver a high quality education is invaluable.

The aim of this policy is to ensure that volunteers are seen by children as safe and trustworthy adults and that the requirements for safeguarding and safer recruitment are applied appropriately to them.

# Recruitment

All new volunteers must attend an informal interview and agree to relevant DBS checks.

The following will apply:

* If a course has placed a volunteer in our school with our agreement, the training organisation will provide written information outlining the requirements of the placement.
* Parents can actively support the education of children by supporting the school and teachers in education in the classroom and during educational events.
* All volunteers must complete an application form and provide two referees which will be followed up by the school.

Volunteers may be required to:

* listen to children reading in small groups or individually
* volunteer in the classroom supporting learning or preparing materials
* accompany pupils on an out of school trip.

# Confidentiality and Safeguarding

All volunteers are bound by a code of confidentiality. Any information that is disclosed by or about a pupil must be reported to the class teacher or Designated Safeguarding Lead. No information about pupils should be taken outside the school. Volunteers should not speak directly to parents about a pupil’s work or welfare.

Volunteers who are concerned about anything another adult in the school says or does should raise their concerns with the Head of School or Designated Safeguarding Lead.

Volunteers’ use of social networking sites should be used with due care and attention. In particular, use of such sites should not involve any activities or observations which may bring the school, pupils or staff into disrepute. Should this happen, it would bring into question the volunteer’s suitability to work in the school.

# Working in Classrooms/with Pupils

Volunteers must work under the guidelines of the teacher who will be responsible for ensuring that the Volunteer is familiar with the class expectations of behaviour and the specific learning support that is needed. If any recording of information is required, the teacher should ensure the volunteer is shown how to make the recording.

# Induction

All new volunteers must complete an induction process which will include safeguarding, fire safety, confidentiality, and guidelines of good practice when working with children. They are also required to complete a registration form.

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**Volunteer Induction**

Volunteer name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- |
|  | Discussed | Comments |
| Safeguarding/ confidentiality/ Child protection officer |  |  |
| H&S |  |  |
| Data Protection |  |  |
| Site tour |  |  |
| Fire procedures |  |  |
| Sickness absence |  |  |
| Hospital/medical appointments |  |  |
| Volunteer Handbook |  |  |
| Car/bike parking |  |  |
| Staff room |  |  |
| Toilet facilities |  |  |
| Dress code |  |  |
| Use of mobile phone in school |  |  |

Induction carried out by; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Signed by new Volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Volunteer Application Form**

**Endsleigh Holy Child VC Academy is committed to safeguarding and promoting the welfare of children and young people, and expects all employees and volunteers to share this commitment.**

**Applicant’s Personal Details**

|  |  |
| --- | --- |
| Surname  |  |
| First Name  |  |
| Date of Birth |  |
| Title (select as appropriate) | Mr □ Mrs □ Miss □ Ms □ Other □  |
| Address  |  |
| Contact Number  |  |
| Mobile Number (if different) |  |
| Email Address |  |

**Why are you applying for voluntary work at the school?**

Please mention any skills or experience that you bring to the role, and explain what you want to achieve from volunteering.

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**References**

Please provide details of two references. Please let your referee know that we will be contacting them. References will be taken up before interview.

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| **Reference 1** |

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| Name: |

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| Organisation: |

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| Address: |

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| Postcode: |

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| Tel No: |

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| Email: |

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| **Reference 2** |

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| Name: |

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| Organisation: |

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| Address: |

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| Postcode: |

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| Tel No: |

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| Email: |

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| Declaration |

**I declare that to the best of my knowledge and belief the above information is true.**

**Signed: Dated:**

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**Reference Form for School Volunteers**

**Confidential**

**Applicant’s Name:…………………………………………………………………...**

The above person has expressed an interest in working at Endsleigh Holy Child VC Academy and has given your name as a referee, in accordance with Safer Recruitment in Education. If you are happy to complete this reference, all information contained on the form will remain confidential, and will only be shared as and when required. We would appreciate you being candid in your evaluation of this person.

**How long have you known this person?........................................................**

**In what capacity?.......................................................................................................................**

**What attributes does the person have which would make them suitable to work in our school?**

**…………………………………………………………………………………………………………….**

**…………………………………………………………………………………………………………….**

**…………………………………………………………………………………………………………….**

**How would you describe their personality?............................................................................**

**…………………………………………………………………………………………………………….**

**Please comment on this person’s experience of work with children and young people, and comment on their suitability for this work.**

**……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….………………………**

**This post involves substantial access to children and young people. As a school committed to the welfare and protection of children, we are anxious to know if you have any reason to be concerned about this applicant being in contact with children or young people.**

**Please answer Yes/No below of you have any reasons for concerns.**

**YES NO (please circle)**

If you have answered ‘Yes’ or if for any reason we feel a need to, we will contact you in confidence.

**Signed…………………………………………… Date ……………………………………………**

**Print Name…………………………………….. Contact Number……………………………..**

**Thank you for your co-operation.**

Please return to Liz Hawkins at Endsleigh Holy Child VC Academy, Inglemire Avenue, Hull, HU6 7TE or email ehawkins@ehchull.org



Volunteer Agreement

Thank you for offering your services as a volunteer at Endsleigh Holy Child VC Academy. Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and hand it in at school. You will receive a copy of it for your records.

• I have received a copy of the School’s Volunteer Policy

• I agree to support the Mission Statement and School’s Aims

• I agree to treat information obtained from being a volunteer in school as strictly confidential

• I understand that an enhanced Disclosure and Barring Service (DBS) check will be undertaken • I have been made aware of who is my designated supervisor e.g. Class Teacher, Phase leader.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_