



CtKCC
Christ the King
Catholic Collegiate
Together as one community
with Christ at the centre



Volunteer Policy

Date: September 2022
Adopted: 19 October 2022
Review: September 2024



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

1. Introduction

Christ the King Catholic Collegiate (CtKCC) Multi-Academy Company benefits from developing well planned, active parental and community links. Participation by adults in the activities of the school on a voluntary basis helps to achieve this. CtKCC 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 pupils without encroaching on the professional teaching responsibilities of the class teacher.

2. 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.

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Record of Amendments

[illegible]

1. Categories of Volunteers

Volunteers could include any of the following (this list is not exhaustive):

- Members of the Governing Body
- Parents, carers, guardians, elder siblings or Grandparents of Pupils
- Students on Work Experience or Placement
- University Students
- Ex-members of staff
- Local residents
- Staff family members

2. Types of Activities

Activities volunteers may be engaged in could include any of the following:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with small groups of children
- Working with children on computers
- Preparing resources for a future lesson
- Accompanying school visits
- Escorting children on local walks
- Running or assisting with an after school club
- Social activities such as running a disco
- Fund raising activities such as running a cake stall or Summer Fair
- Interviewing children on a governor visit
- Helping at lunchtime

3. Becoming a Volunteer

Anyone wishing to work as a volunteer either in school on a regular basis or a one-off occasion as for example completing a work placement should request to do this through a member of staff. This member of staff will then consult a member of the SLT on whether the individual can be accommodated at that particular time.

Safeguarding is our priority and we follow the safer recruitment guidelines to ensure that we are committed to safeguarding pupils, young people and vulnerable adults. We expect our volunteers to share that commitment. The process of recruitment of volunteers mirrors the safer recruitment of paid staff to ensure the most suitable adults for our school.

Original identity documents to facilitate a DBS (Disclosure and Barring Service) clearance check will be required. An appointment will be arranged with the office and details of how to commence the on-line DBS check will be provided along with the proof of ID and address requirements to facilitate the check. The DBS check for volunteers is free, however, where the volunteering is a placement linked to a course of study the cost of the DBS (if required) will be met by the volunteer (or his/her training provider).

Volunteers should complete the Volunteer Application Form (Appendix 1) with a covering letter to express their interest, ensuring their contact details, types of activities they would like to help with,

and the times they are available to help are included.

The Headteacher (or staff member with delegated responsibility) 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 sign all relevant documentation (Appendix 2 or 3 to this policy).

An entry will be made on the school's **Single Central Record** (with a copy maintained by the MAC Central Team) and a file maintained with the confidential details of the volunteer which will be retained by school for 7 years after the volunteer resigns from their volunteering responsibilities.

The exceptions to this are:

- 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 the school. The student will be expected to sign a confidentiality agreement and will not be placed in a class with any family connection.
- One-off volunteers i.e. assisting with a school walk, a fund raising event or a school visit will not require a DBS. During such events, care must 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 Headteacher.

4. Information on the Role of a Volunteer

All volunteers should have access to this policy. Volunteers should also have access to the following policies which are all available from the school's website:

- Health and Safety Policy
- Confidentiality Policy
- Data Protection Policy
- Safeguarding & Child Protection Policy
- Safeguarding Guidance
- Equal Opportunity Policies
- Behaviour Policy
- ICT Acceptable Use Policy (where regular access to the school's computer network is necessary)

5. School Values

All adults who work in school are expected to work and behave in such a way as to promote school values.

6. Volunteers' Expectations from School

Volunteers in school should expect to:

- be recognised for their valuable contribution to the learning experience for the pupils they support
- be assigned worthwhile tasks

- access to any school policies or procedures that are relevant to their role
- access any training that is necessary for the success of their activities

7. School's Expectations from Volunteers

School expects all volunteers to:

- Adhere to the name protocol for staff¹.
- Adhere to the school's Health & Safety Policy, Safeguarding Policy, Data Protection Policy, Confidentiality Policy and ICT Acceptable Use (where appropriate).
- Work under the supervision and direction of staff.
- Be role models for the pupils they work with.
- Wear appropriate, smart but casual dress (no jeans²).
- Refer any behavioural concerns to the class teacher and not to attempt to deal with any such issues themselves
- Refer any safeguarding concerns
- At the discretion of the Headteacher, use the staffroom but be reminded of school policies as stated above.
- 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.
- Be familiar with school evacuation procedure and follow staff instruction.
- Not use Mobile phones unless on a designated break and in a designated break area. If on a school trip, phones should not be used in front of pupils. Emergency calls may be taken.

8. Security

All volunteers must sign in and out and wear a visitor badge for the duration of their volunteering session.

9. 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 designated supervisor and NOT with the parents of the child/person.

Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Headteacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

10. Complaints Procedure

Any complaints made by a volunteer or about a volunteer will be referred to the Headteacher (or a delegated staff member) for investigation.

¹ The use of 'Sir' or 'Miss' and not first names

² This may be relaxed at the Headteacher's discretion depending on the type of activity being undertaken

The Headteacher (or delegated staff member 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.

Volunteer/Placement Application Form

INSERT SCHOOL NAME HERE

PERSONAL INFORMATION

Name:		Title: Miss/Mr/Mrs/Ms/Other	
Address:			
		Post code:	

Contact Details

Telephone	Main:	
	Other:	
Preferred Email	Email:	

Character References

Please provide contact details for two people who can provide a character reference. They must have known you for a minimum of three years and should not be a family member. E.g. Doctor/GP, Dentist or other professional. If in doubt please ask.

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Name:</td><td></td></tr> <tr><td>Title: Miss/Mr/Mrs/Ms/Other</td><td></td></tr> <tr><td>Address:</td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td>Post Code:</td><td></td></tr> <tr><td>Telephone:</td><td></td></tr> <tr><td>Email:</td><td></td></tr> <tr><td>Occupation</td><td></td></tr> <tr><td>Relationship to you:</td><td></td></tr> </table>	Name:		Title: Miss/Mr/Mrs/Ms/Other		Address:						Post Code:		Telephone:		Email:		Occupation		Relationship to you:		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Name:</td><td></td></tr> <tr><td>Title: Miss/Mr/Mrs/Ms/Other</td><td></td></tr> <tr><td>Address:</td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td>Post Code:</td><td></td></tr> <tr><td>Telephone:</td><td></td></tr> <tr><td>Email:</td><td></td></tr> <tr><td>Occupation</td><td></td></tr> <tr><td>Relationship to you:</td><td></td></tr> </table>	Name:		Title: Miss/Mr/Mrs/Ms/Other		Address:						Post Code:		Telephone:		Email:		Occupation		Relationship to you:	
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By supplying the above details, I give permission for you to contact the above prior to any volunteer work being conducted

For office use

Member of staff responsible for this placement		Date	
Please enter details and duration of placement			

Thank you for your interest in working in our Multi Academy.

As you will understand safeguarding arrangements in schools are extremely important. Before you are allowed to take up a role in the Multi Academy you are required to have a risk assessment completed. A risk assessment is included at the end of this document.

If your volunteering/placement work involves unsupervised contact with children you are required to have a DBS certificate. If that is the case we will arrange for the DBS check to be undertaken.

As part of our safeguarding arrangements we will also need you to undertake a number of brief online courses:

- Child Protection – An introduction to the thematic
- Keeping Children Safe In Education 2020 update course
- Child Protection For Staff In Regulated Activity Roles – Part 1
- Child Protection For Staff In Regulated Activity Roles – Part 2
- Domestic abuse
- General Data Protection Regulation

All of these courses are done through our online training portal [The National College](#). The person organising your placement will set up an account for this, you will need to provide them with your email address to do this.

You will also need to read Part 1 of Keeping Children safe in Education which can be found [here](#).

Once completed, please forward your certificates as proof and sign below to confirm you have read and understood 'Part 1 of Keeping Children Safe in Education'.

Name: Date:

Signature:

I confirm that I have read and understood 'Part 1 of Keeping Children Safe in Education'.

'Our volunteers/placements are valued and bring diversity and their generosity to the school and its students. We appreciate that the process you have undertaken can seem arduous, however we can never be complacent when considering the safeguarding of children. We thank you for your patience and understanding and look forward to welcoming you to our school.'
Safeguarding Lead – **INSERT NAME**

INSERT SCHOOL NAME - RISK ASSESSMENT FOR VOLUNTEERS IN SCHOOL

✓	REASON FOR THE RISK ASSESSMENT
	Volunteer/Placement will be working in a classroom
	Volunteer/Placement will be supporting a class on a school trip or visit - may be responsible for a small group
	Volunteer/Placement transports children to events organised by school staff
	Other (please detail):

Risk assessment for Name: Date of Birth: Volunteer Role : Duration & Regularity	Completed by: Signed: Date:	Severity (S) on a 1-4 scale with 4 high Likelihood (L) on a 1-4 scale with 4 high Risk Rating (S x L) on a 1-16 scale with 16 high
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	Specify significant hazards or risks that arise	What Control Measures and Mitigation will be put in place to minimise any Risk	Risk rating: e.g 1 x 2 = 2 LOW
	Volunteer: With regular contact working with children with significant unsupervised contact e.g. takes children for one to one or group work	DBS check required & 2 appropriate character references.	
	Volunteer will be working in a classroom with children, supporting groups and individuals under the general guidance and full supervision of the class teacher or member of staff.	<i>Volunteer will not be left alone with children, class will always have an employee present who has been fully checked.</i>	
	Volunteer will be supporting a class on a school trip and may be responsible for a small group under the general guidance and full supervision of the class teacher.	<i>Volunteer will not be left alone with children. Overall supervision will rest with the Lead teacher on the visit or trip. Teacher will take groups to the toilet or organise for two adults to take the children.</i>	
	Volunteer for a one off event. Volunteer often supports trips and activities and takes responsibility for leading a small party of children with minimum or no supervision	DBS check required & 2 appropriate character references.	

	Contractor: In school while children are present and has unsupervised access or significant potential for being alone with a child or group of children.	<i>DBS check required. If DBS is not confirmed then they must be supervised at all times.</i>	
	Other:		

Name, Date & Signature:

Volunteer: _____

Line Manager _____

Head Teacher _____

SCR complete –Academy Manager _____

This form must be fully completed and appropriate checks obtained before the volunteer is allowed to undertake a role in school.

Appendix 2

IN SCHOOL VOLUNTEER AGREEMENT

Thank you for offering your services as a Volunteer at our school. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

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 School's Aims and Core Values
- I agree to treat any information that I learn from being a Volunteer in School as confidential
- I understand that if necessary, I will undergo a DBS check to advise the school of my suitability as a volunteer
- I confirm I have read and will abide by Part 1 of Keeping Children Safe in Education.

Volunteer readers

Please note:

Comments in reading diaries need to be of a positive nature – 'clear reading', 'good try to build up tricky words', 'good understanding of the story' etc. Please state the pages that have been read and initial **in green pen**.

Individual pupil's reading ability, levels or choice of book should not be discussed with anyone other than the class teacher or class teaching assistant. If you have any concerns when reading with a child, please speak confidentially to the class teacher.

Signed:

Name: (Please print)

Date:

Appendix 3

OFF-SITE VISITS VOLUNTEER AGREEMENT

School trips are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: you will have an important role to play in the success and safety of this school trip.

Please read and return this form, and sign and return the helper's slip.

This is part of our school's risk assessment planning.

Role of the Volunteer Helper

- to be responsible and look after, in equal measure, all of the children in your group
- to stay with your allocated group of children, ensuring that their well-being and safety is maintained for the total duration of the school trip
- to promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- to ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- to contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour
- to treat any information that is learnt from being a Volunteer in School as confidential.

Working alongside school staff

School staff expect volunteer helpers to:

- comply with all of the above whilst being under the direct line management of school staff
- show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest
- follow guidance from the school staff

What is not permitted

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip.
- Volunteers are not allowed to touch or reprimand children but should speak to a school staff member if there are any difficulties. If you need to move a child or gain a child's attention we always use their name and under no circumstances are we to come into physical contact with a child.
- Volunteers are not allowed to use mobile phones unless it is in direct support of the school trip. Emergency calls may be taken.

First Aid

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be

done by a member of staff. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid box(es) will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible.

If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

I have read the Volunteer Policy

I agree to the terms and conditions as stated in the policy

I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion

I have read and will abide by Part 1 of Keeping Children Safe in Education

Name (Please print): _____

Signed: _____ **Date:** _____