



**St Ursula's  
E-ACT Academy**

# **Volunteers Policy**

## **Introduction**

Volunteers at our school bring with them a range of skills and experiences that can enhance the learning opportunities of children at our school. We welcome and encourage volunteers from the local community.

## **Becoming a Volunteer**

We will send out letters asking for new volunteers in the Autumn term. A copy of the Volunteers policy will then be sent out to anyone who is interested and they will be asked to sign the declaration (appendix ii) and return it to school. All new volunteers will be asked to complete an Enhanced CRB disclosure. New volunteers will be invited to an induction meeting early in the term.

## **Confidentiality**

Working in the classrooms, we learn a lot about the children in them. We learn about their strengths and weaknesses and their behaviour. It is very important that volunteers maintain strict confidentiality of such information. Any information regarding pupils and work in the classroom is confidential. It is not appropriate to speak with other parents about their children or other children.

## **Supervision**

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. At St. Ursula's E-ACT Academy we have developed an ethos that recognises and rewards good behaviour. Adults have high standards and children are expected to behave well. Good behaviour and improved behaviour is praised and staff try to actively 'catch a child being good'. Please do not be afraid to expect children to behave and follow directions. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking. The teacher will give clear guidance as to how an activity should be carried out. Volunteers are encouraged to seek further guidance from the teacher if they are unsure or if they need assistance.

## **Safeguarding and 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 and asked to sign a Volunteer agreement (Appendix ii) To ensure the safety of our pupils at all times, all of our regular volunteers must have an Enhanced CRB certificate.

*Where a volunteer is engaged in a 'one-off' activity eg. helping supervise a group of children as part of a class visit we will carry out a List 99 check and these volunteers will be under the constant supervision of school staff.*

If you have any concerns regarding pupils' welfare please report this immediately to the Class Teacher. The designated member of staff for Child Protection is the Principal Mrs Lynette Carter.

### **Health and Safety**

The school has a Health and Safety Policy and this is made available upon request to Volunteers working in the school. Class Teachers will ensure that volunteers are clear about emergency procedures and about any safety aspects associated with a particular task. Volunteers need to exercise due care and attention and report any obvious hazards.

- Please remember to sign in and out. Upon signing in you will be issued with a volunteer's lanyard which you should wear at all times whilst on the school site.
- Fire evacuation procedures can be found in each classroom; please make yourself familiar with these.
- There is no smoking allowed anywhere on the school site.
- Do not use your mobile phones whilst in the vicinity of children.
- Do not under any circumstances take photographs in school.

We love having volunteers helping in our school and we want you to feel successful and valued. Please never hesitate to ask if you are not sure about something – or for advice if you feel something you are doing is not working well. We'll do whatever we can to ensure your time with us is rewarding!!





## St Ursula's E-ACT Academy

Dear Parents

The school welcomes and values parental help and each year we establish a team of volunteers. If you are able to help on a regular basis please complete the slip below and return to school by Friday 25 September. Please indicate on the slip the day(s) and time(s) that you are available. Once we have organised the best way to allocate the offers of help we will contact you. Afternoon help is more convenient and valuable to us. *All helpers in school are required to complete a CRB disclosure form.*

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Name:		
Address:		
Date of Birth:		
Name/Class of Child(ren)		
Experience has taught us that it is better not to help in the same class as your child		
I would like to help in:	AM	PM
Year 1		
Year 1/2		
Year 3/4		
Year 5/6		
Library		
Front Office		
Gardening (pots & weeding)		
Preferred day(s)		
Do you have any disabilities/other needs we need to take into account when working as a volunteer.		
Thank you for taking the time to complete this form. Please had it in to the main office. Your offer of help is appreciated and we will be in touch shortly.		