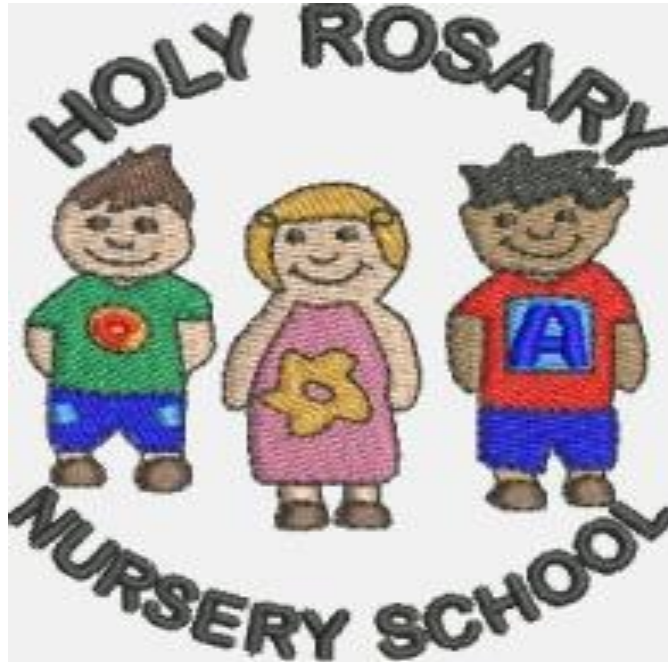


# Holy Rosary Nursery School



## Volunteer Policy (including supervision of volunteers)

Ratified by Governors: January 2019

Signed:

Reviewed: Sept 22

Next review: Sept 23

# **Holy Rosary Nursery School**

## **Volunteer Policy**

### **Introduction**

Volunteers have an important and beneficial role in supporting the work of teachers and other support staff in Holy Rosary Nursery School and in contributing, by their efforts and initiative, to the life of the school.

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

It is essential however, that appropriate steps are taken, through screening, selection and supervision arrangements, to ensure that children are not placed at risk through allowing the unsupervised and unmanaged access of unsuitable adults to the school.

### **Who is a Volunteer?**

A volunteer is an individual who, subject to the satisfactory procedures below, either

1. assumes unpaid duties in a school on a regular basis on more than two occasions or
2. is engaged by the school to accompany or assist in school visits or trips or
3. undertakes coaching in sports activities.

### **Use of Volunteers**

There are three main categories into which the use of volunteers might be grouped and to which guidance will apply:

- During school hours involving direct contact with pupils
- Outside school hours involving direct contact with pupils
- During school hours but not involving direct contact with pupils

### **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 should register their interest at the school office.

Volunteers should complete the Volunteer Information Sheet (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help.

Before starting to help in school, volunteers should complete the Volunteer Agreement (Appendix 2) which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this procedure.

It is necessary for all volunteers seeking to be involved regularly in school to complete an Access NI check before starting to volunteer in the school.

All adults in our school, whether a paid member of staff, a visitor or a volunteer are expected to work and behave in such a way that actively upholds and promotes our school and ethos and should adhere to Holy Rosary Nursery School's Professional Code of Conduct.

### **Accepting Volunteers**

Where the previous procedures have been followed as appropriate and the school is satisfied that:

- the volunteer is a suitable person to have contact with the children and has the character, skills and experience to support the work of the school in a voluntary capacity;
- well defined and worthwhile activities have been identified for the volunteer to undertake and he/she is competent to undertake them;

The school will notify the individual that he/she has been accepted for long-term voluntary duties in the school.

### **Confidentiality**

Volunteers in school are bound by a strict 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/carers of the child, any persons outside school or the child themselves. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents/carers of a child if they hear about such issues through a third party rather than directly from the school.

Volunteers are not afforded access to records or other information relating to staff or pupils. An exception might be made where a child has a medical or other condition of which all those working with the pupil should be made aware, and where agreement of the parent has been previously sought.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Principal.

### **Supervision**

All volunteers work under the supervision of the class teacher of the class to which they are assigned. As part of the daily routine of any school, volunteers may be asked to help other members of staff. At all times, teachers retain responsibility for children, including the children's behaviour and the activities they are undertaking. Volunteers should have clear guidance from the teacher as to how an activity is carried out including its expected outcome. 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. Expectations of behaviour and manners will be clearly explained to the volunteer by the class teacher.

### **Health and Safety**

The school has a Health and Safety Policy and this is made available to volunteers working in the school. Volunteers are requested to familiarise themselves with emergency procedures (e.g. fire alarm evacuation) and safety aspects associated with a particular task (e.g. using electronic equipment/accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher/Principal.

Volunteers are owed a duty of care under the requirements of Health and Safety Legislation. Holy Rosary Nursery School ensures that volunteers are treated no less favourably than paid employees in terms of the school's obligations under the legislation.

### **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 by the Principal and asked to sign a volunteer agreement (Appendix 2)

To ensure the safety of our children at all times, all of our volunteers must have completed an AccessNI check.

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. These volunteers, who are under constant supervision of school staff, must read and sign our off-site visits agreement (Appendix 3) and a risk assessment may need to be completed.

The conduct and management of all such persons when volunteering or working in school are subject to the guidelines framed in Holy Rosary Nursery School Professional Code of Conduct.

We ask that volunteers ensure their mobile phones are switched to silent when in school and kept in a safe and secure location away from the children .

Where there may be a need to answer a call in school eg-expecting an important phone call (medical issues / the imminent birth of a child) this should be discussed with the Principal.

Formal arrangements for selection and vetting should not be required for volunteers who are involved outside school hours nor for those who do not have unsupervised contact with pupils. These would include assistance on school trips, fund raisers, people using school premises for meetings etc.

### **Information and Training**

All volunteers will complete basic induction training led by the Principal and will receive a copy of the school's Student/Volunteer Handbook & Professional Code of Conduct.

As a minimum, volunteers are briefed on:

- the policy of the school in relation to **Pastoral Care** and **Safeguarding & Child Protection**, including its **Positive Behaviour** policy, and the extent of the volunteer's authority within it;
- **Child Protection procedures**
- the **Health and Safety Policy**

The school ensures that the volunteer receives such information, guidance, preparation and where necessary, training to enable him/her to perform tasks requested effectively. Whilst at Holy Rosary Nursery School, volunteers will meet regularly with the Principal or associated class teacher to review and evaluate tasks performed.

Volunteers will be mentored by the class teacher. The appropriate mentor should always be the first source of support and guidance.

### **Complaints Procedure**

Any complaints made about a volunteer will be referred to the Principal for investigation. Any complaints made by a volunteer will be referred to the Principal. The Principal reserves the right to take the following action:

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

The full complaints procedure is available from the office.

### **Sports coaching & activities**

Anyone who will be carrying out sports or other activities with the children will receive information on our Child Protection & Safeguarding policy and procedures, together with information on our safeguarding team. We in return request evidence of Access NI certificate as well as insurance cover and any risk assessments carried out.

### **Monitoring and evaluation**

This policy will be reviewed and monitored in line with the school's policy review schedule or in the light of any changing circumstances, guidance and legislation.



## **Holy Rosary Nursery School Volunteer Information Sheet**

**Name:** .....

**Address:** .....

.....

**Contact numbers** .....

**Next of kin: (name & contact number)**.....

.....

**Which skills can you offer Holy Rosary Nursery School?** .....

.....

**Any relevant qualifications/ experience**.....

.....

**What would you like to help with in school?**.....

.....

.....

**Do you have any disabilities/medical or other needs we need to take into account when you are volunteering in our school? (Please give details)** .....

.....

**Are there particular days/time you would like to work?** .....

.....

**Please provide the names & contact details of 2 referees who are not family members or staff members in the school**.....

.....

.....

**Thank you for taking time to complete this Volunteer Information Sheet. Please hand it to the office. Your offer of help is appreciated and we will be in touch soon.**

## Appendix 2



### Holy Rosary Nursery School Volunteer Agreement

Thank you for offering your services as a Volunteer at Holy Rosary Nursery School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience with us.

Please read and sign this Volunteer Agreement and hand it into the office.  
You will receive a copy of it for your records.

- I have received a copy of the school's **Volunteer Policy**.
- I have received a copy of the **Student/ Volunteer Handbook**.
- I have received a copy of the school's **Health & Safety Policy**.
- I agree to treat information I learn from being a volunteer in school as confidential.
- I understand that I am required to complete an **AccessNI** application to advise the school of my suitability as a volunteer (if you already have an AccessNI Certificate, please hand it into the School Office).
- I will sign in and out at the school each time I visit and ensure my mobile phone is on silent and in a safe and secure location away from the children.
- I agree to follow the school's **Professional Code of Conduct**.

Signed .....

Name (print) .....

Date .....

### **Holy Rosary Nursery School Off – Site Visits**

School trips are an integral part of learning at our school, and afford many children opportunities which are outside their usual experiences. Thank you for coming 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 appendix, and sign and return the helper's slip. This is part of our school's risk assessment planning and safeguarding arrangements.

#### **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 wellbeing 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 / guides for the trip;
- To contact your child's class teacher / member of staff if there are issues with first aid, safety and / or behaviour.
- 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 and an interest in the focus of the visit;
- Ask questions that encourage children to think about the task;
- Help to explain areas of interest;
- Follow guidance from school staff.

#### **What is not permitted**

- Bringing additional siblings on the school trip without prior discussion with the class teacher;
- Re-organising school visit groups;
- Smoking, drinking alcohol, chewing gum or engaging in any illegal practices;
- Taking photographs of children;
- Using mobile phones, except in the case of an emergency;
- Giving/buying their groups treats e.g. ice-creams, biscuits, sweets, gifts, either before, during or after the school trip.

#### **First Aid**

You will be informed if any child in your group has medical needs. If medicine needs to be administered, this will be done by a member of staff.

#### **Emergencies**

You are expected to inform a member of staff as soon as possible in the case of an emergency. 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.

## **Holy Rosary Nursery School Off – Site Visits Volunteer Agreement**

### REMEMBER:

- In an emergency your first concern must be the safety and security of all the children in your charge.
- NEVER leave your group unattended to see to an individual child.
- GET HELP immediately and do all you can to inform the teacher in charge or Principal.
- If you have any concerns regarding a child in your care or any elements of the visit you must always address these to the person leading the visit or the Principal.
- It is never appropriate for parent helpers to speak to a parent of a child directly; this must always be dealt with by the school.

For the visit to ..... on .....

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 will treat any information I may hear about children as confidential and will not discuss it inside or outside of school.	

Signed .....

Name (print).....

Date .....