



# **St Joseph's Catholic Primary School & Nursery**

## **Volunteers & Visitors Policy & Procedures**

Our family at St Joseph's Learns, Loves and grows with God at the centre

Reviewed and ratified	30 <sup>th</sup> June 2022
Next Revision	3 yearly
To be reviewed	Summer Term 2025

### **Introduction**

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

The distinction between visitors and volunteers is time related and people 'volunteering' at our school on a one-off or irregular basis are classed as visitors and would not work unsupervised with children.

Our volunteers /visitors include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students
- Friends of the school
- Specialist teachers from other schools

The types of activities that volunteers are engaged in under supervision include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children in the classroom
- Working with children on the computers
- Accompanying school visits and trips
- Organising school fund raising events

### **Checking the identity and suitability of visitors and volunteers**

All visitors will be required to verify their identity to the satisfaction of staff and we ask that volunteers & visitors arrive in plenty of time to go through the safeguarding & housekeeping.

Volunteers & visitors (who are unknown to staff) are asked to bring photographic ID with them e.g. driver's license/passport and if you are working on site your original DBS certificate (On some occasions, the organisation sending the professional, such as the LA, NHS or educational psychology service, will provide prior written confirmation that an appropriate level of DBS check has been carried out).

On arrival, volunteers & visitors should come straight to the school office and register on-line via the visitor system in the lobby. The office staff will provide them with an external visitors pass and lanyard which must be worn at all times and returned when they leave the site.

The School Office will explain our safeguarding, fire and evacuation procedures, and other relevant housekeeping information. We will ask volunteers & visitors where relevant, to sign the schools Acceptable Use Policy (AUP) which outlines expectations online, use of school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school). A Safeguarding flier will also be provided. All volunteers and visitors will have a school contact who will show them around the school and ensure they have all they require.

All volunteers & visitors without DBS certificates, including visiting speakers, will be accompanied by a member of staff at all times. We will not invite into the school any speaker or visitor who is known to disseminate extremist views, and will carry out appropriate checks to ensure that any individual or organisation using school facilities is not seeking to disseminate extremist views or radicalise pupils or staff.

### **Becoming a volunteer**

Volunteers will be advised that completion of the legal requirements / application process can vary but may take up to 3 months.

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 or a fixed term placement, usually emails the school office ([office@st-josephs.islington.sch.uk](mailto:office@st-josephs.islington.sch.uk)) for the attention of the Volunteer Coordinator Louise Palmer or Angela Noronha Head of School.

Where volunteers are part of the PFA and are in the school for the purpose of setting up or running **one-off events** to support fundraising for the school (such as school parties, school shop, trampoline bounce and the school fairs) are not regarded as undertaking regulated activities. However, PTA volunteers who regularly help out will be considered for an enhanced DBS check without a barred list check and included on the Single Central Register.

Regular volunteers will be required to complete the Volunteer Application form (**Appendix 1**) which includes their contact details, type of activities they would like to help with, and the times they are available to help. If volunteering requested is a regulated activity (i.e. unsupervised regular activity) then an enhanced DBS application **MUST** be completed (or evidenced if placement is through a school, college or university).

**Please Note:-**

For all volunteers if in regulated activity, as part of the application process the school will require either confirmation from the school, college, university or organisation that Safer Recruitment practice guidelines have been followed or the names and addresses of 2 referees.

Prior to placement volunteers / students will be required to attend a short informal interview with volunteer coordinator.

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

The Department for Education (DfE) recommends that schools do not check volunteers who are continuing with their old duties, unless there is cause for concern.

For new volunteers, or those taking on new duties that lead to unsupervised contact with children, it is recommended that schools should consider obtaining an enhanced DBS disclosure with a barred check, where the volunteering is regular and involves unsupervised contact with children.

The DfE use the term regular to mean: four times in a month or more or once a week or more, or overnight (between 2am and 6am).

If a volunteers or visitor is not engaging in regulated activity, the school undertakes a risk assessment and use their professional judgement and experience when deciding whether to seek an enhanced DBS and the Head of School will consider the following:

- The duration, frequency and nature of contact with children.
- What the school knows about the volunteer, including formal or informal information offered by staff, parents or other volunteers.
- Whether the volunteer is well known to others in the school or community who are likely to be aware of behaviour that could give cause for concern.
- Whether the volunteer has other employment, or undertakes voluntary activities where referees would advise suitability.
- Any other relevant information about the volunteer or the work they are likely to do.

Schools are not allowed to check supervised volunteers & visitors against the barred list and there is no duty for an Enhanced DBS check to be obtained for them, although schools may choose to request one as they judge necessary.

DBS certificates are accepted from another organisation where it is accompanied by a letter confirming the employee follows safer recruitment practices in line with KCSIE or equivalent.

Regular volunteers are added to the single central record

### **Induction**

**ALL** regular visitors, volunteers and students are required to have an induction prior to placement. This induction will be an opportunity for them to raise any questions they may have and will also provide a further opportunity for the volunteer coordinator to confirm the clear guidelines set out in this policy and the schools expectations.

### **Supervision**

All volunteers & visitors who are assigned to a class, work under the supervision of the Class Teacher. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking. Volunteers & visitors should have clear guidance from the Teacher as to how an activity is carried out/ what the expected outcome of an activity is. volunteers & visitors 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. All volunteers & visitors may also have regular meetings with members of the Senior Leadership Team.

### **Health & Safety**

The school has a Health & Safety Policy (available on the school website) and this is made available on request to volunteers & visitors working in the school. Class Teachers ensure that volunteers & visitors are clear about emergency procedures (e.g fire alarm evacuation – displayed in each classroom) and about any safety aspects associated with a particular task (e.g. using DT equipment / PE lessons /accompanying children on visits). Volunteers & visitors need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher / Head of School.

### **Confidentiality**

Volunteers & visitors in school are bound by a confidentiality contract (***See Appendix 2***). Any concerns that volunteers & visitors have about children, parents and staff is confidential. Volunteers are not permitted to discuss issues related to children, parents or staff with those outside of the organisation including other parents/adults either within or outside 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 or child in the school does or says should raise the matter with the Designated Safeguarding Lead Angela Noronha or the Executive Headteacher Clare McFlynn.

If volunteers have any safeguarding concerns, they should follow guidance in our Child Protection and Safeguarding Policy available on the school website and raise these with the Designated Safeguarding Lead (Angela Noronha) and complete a record of concern form available from the school office.

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy available on the school website.

### **Child Protection / Safeguarding**

*The Children's Act 2004 (Section 11) places a duty on key people and bodies to make arrangements to ensure that when carrying out their functions they take account of the need to safeguard and promote the welfare of children.*

*St Joseph's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment."*

Safeguarding our pupils is of paramount importance, and our volunteers and visitors must share our commitment to child protection.

To ensure we're upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks with a barred list check on volunteers who:
  - Work 1-on-1 with pupils unsupervised
  - Work with groups of pupils unsupervised
  - Supervise or accompany groups of pupils on overnight residential visits
- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in
- We require volunteers to agree and adhere to our code of conduct (see appendix 2) and to read, and adhere to, the school's policies on the website including the below:
  - Child protection
  - ICT and internet acceptable use
  - Online safety
  - Behaviour Policy
  - Health & Safety Policy

The welfare of our children is paramount. We have adhere to Safer Recruitment practice guidelines according to KCSIE. To ensure the safety of our children, we adopt the following procedures:

- At all times, all our unsupervised regular volunteers must have been cleared by the Disclosure Barring Service (DBS). A certificate is issued to the individual, and if applied for through the school; clearance will be advised through the HR provider
- All volunteers are given a copy of the Volunteers Policy and asked to sign a Confidentiality Contract.
- Where our volunteer is engaged in a supervised irregular (normally a parent or carer) activity e.g. helping supervise a group of children as part of a class visit or trip, Play and Stay /reading sessions or other ad-hoc class activities, NO formal checks are carried out on these volunteers. *HOWEVER* these volunteers, who are under supervision of school staff, will not be allowed to carry out such duties as escorting children to the toilet or leading a small group of children without a member of the school's staff . All volunteers engaged in off-site activities /trips must read and sign our Volunteer Helper Agreement (**Appendix 3**).

## **Training**

- Provide opportunities for training including safeguarding and ensuring that they have read and understood part 1 of Keeping Children Safe in Education. Volunteers **not working directly** with children can read a condensed version of part 1 (located in annex A) of Keeping Children Safe in Education or the full version of part 1

- Training requirements will be determined by the Executive Headteacher, or the Designated Safeguarding Lead. **All volunteers** must have access to safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing.

### **Our School Vision**

All adults who work in our school, whether as a paid member of staff or a volunteer are expected to work and behave in such a way as to actively promote our school vision.

Our family at St Joseph's learns, loves and grows with God at the centre

### **Complaints Procedure**

Any complaints made about a volunteer will be referred to the Head of School / Volunteer coordinator for investigation. Any complaints made by a volunteer will be referred to the Head of School / Volunteer Coordinator.

The Head of School reserves the right to take the following action:

- To speak with the volunteer about a breach of the Volunteer confidentiality contract 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 support the placement.

### **Contractors**

Children should not be allowed in areas where contractors are working, not least for health and safety reasons, so these workers should have no contact with children. However, it may be impossible to control this and there may be occasions when contractors do come into contact with children (such as when entering or leaving the site).

Therefore, St Joseph's ensures arrangements are in place to make sure that any contract staff that come into contact with children meet the frequency criteria and are unsupervised. The school will ensure that they are checked by the contractor in the same way as school employees.

Schools may sometimes have difficulty obtaining written confirmation from the contractor that they have satisfactorily completed the relevant checks. If the contractor then has contact with children, they should not be left unattended, and they should be supervised at all times whilst on the school site. These contractors should still sign in and sign out when visiting the premises.

### **Cleaning, Catering & Premises contractors**

Cleaning, Catering & Premises contractors who come into contact with children, meet the frequency criteria and are unsupervised. St Joseph's ensures that they are checked by the contractor in the same way as school employees (i.e. with a DBS disclosure), and such requirements form part of the contract. The outcomes of such checks must be notified to the school and details are kept on the Single Central Register.

The contractor is also responsible for ensuring that the same procedures are followed by any sub-contractor. The contractor must provide the local authority/school with a list of its employees and those of any sub-contractor at least 20 days before they start work on site.

### **Supply /Agency staff**

Before taking on a member of supply staff provided by the supply agency, the school receives written confirmation from the supply agency that it has satisfactorily completed the relevant checks. The school does not carry out or see the checks itself, except where there is information contained in the DBS disclosure. However, identity checks must be carried out by the school to confirm that the individual arriving at the school is the individual that the agency intends to refer to them.

Where supply staff are employed directly by the school, the school completes all relevant checks as for other employed staff.

**Exceptions**

An exception to this is where visitors /contractor are on site for the purpose of a meeting scheduled with a member of staff. As this is a one-to-one meeting and will involve no unsupervised contact with children therefore no further checks are needed.

**Data protection and record keeping**

Our privacy notice for volunteers explains what information we collect about volunteers and why we collect it.

We will:

- Retain records relating to volunteers in line with our records retention schedule
- Remove details of volunteers from the single central record (SCR) once they no longer work at our school.

**APPENDIX 1**  
**VOLUNTEER APPLICATION FORM**

Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

**DATA PROTECTION NOTICE**

Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:

- You've given us your consent
- We must process it to comply with our legal obligations

You'll find more information on how we use your personal data in our privacy notice for volunteers available on the school website.

**PERSONAL DETAILS**

**Name:**

**Date of birth:**

**Gender:**

**Telephone number:**

**Email address:**

**Home address:**

**DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION**

*The Children's Act 2004 (Section 11) places a duty on key people and bodies to make arrangements to ensure that when carrying out their functions they take account of the need to safeguard and promote the welfare of children. "St Joseph's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment."*

The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school's privacy notice.

**CONSENT**

Please note that your consent will be required for a DBS police check (your signature below confirms this consent). I confirm that the information I have given above is correct. I give permission for my referees to be contacted and understand that St Joseph's Primary School reserves the right to reject a volunteers application at any stage of the recruitment process and remove a volunteer from the programme without providing a reason if necessary.



## DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

<b>Do you have a DBS check? (please circle)</b>	Yes/No
<b>If yes, what type of check do you have? (please circle)</b>	Basic DBS / Standard DBS / Enhanced DBS / Enhanced DBS with barred list information
<b>Date of check:</b>	
<b>Certificate number:</b>	

## AVAILABILITY

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>AM</b>					
<b>PM</b>					
<b>Before school</b>					
<b>After school</b>					
<b>Lunchtimes</b>					
<b>How many hours per week/month can you volunteer?</b>					
<b>Can you commit to at least 1 term?</b>					

**What age-group would you prefer to work with? Please tick your preference/s.**

☐

EY/Reception (3-5years)

☐

Infants (5-7 years)

☐

Juniors (7-11 years)

**Would you feel able to help with any of the following in a classroom setting? Please tick your preference**

☐

Literacy (Reading, Writing)

Cor

☐

ingAll-round support

☐
☐

Numeracy (Maths)

☐

Music

☐

ama

☐

Oth

**Would you prefer to work with one child or a small group? Please tick your preference.**

☐

One child

☐

Small group

☐

No preference

**Are there any particular activities you enjoy and would you like to share with the children?** (for example: sports, arts and crafts, languages spoken)

## EXPERIENCE AND QUALIFICATIONS

## EXPERIENCE AND QUALIFICATIONS

**Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.**

**Why would you like to volunteer at St Josephs**

**Do you have any particular skills, employment experience or hobbies you would like to share with the school?  
(For example, languages spoken, sports, scouting, etc.)**

**Please detail here any relevant qualifications including safeguarding and first aid?**

## REFERENCES

Your placement as a volunteer in the school is subject to satisfactory references. Please give the name, address, phone number and email address of two referees who have known you for a **minimum of two years** in a **professional capacity if possible** (e.g. employer, tutor, colleague, etc.)\_who can vouch for your integrity and reliability

<b>Name:</b>	<b>Name:</b>
<b>Relationship to you:</b>	<b>Relationship to you:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone number:</b>	<b>Telephone number:</b>
<b>Email address:</b>	<b>Email address:</b>
<b>In what capacity do you know this referee:</b>	<b>In what capacity do you know this referee:</b>

## DISABILITY AND ACCESSIBILITY

### EQUAL OPPORTUNITIES

St Joseph's School is committed to Equal Opportunities. To help us, please describe your ethnic origin y circling the appropriate code below. This information is optional, confidential and will only be used for monitoring purposes.

<b>I would describe my ethnic origin as:</b>					
<b>WB</b>	British	<b>MB</b>	White & Black African	<b>OA</b>	Other Asian background
<b>WI</b>	Irish	<b>MA</b>	White & Asian	<b>BC</b>	Caribbean
<b>GK</b>	Greek / Greek Cypriot	<b>MO</b>	Other mixed background	<b>BA</b>	African
<b>TK</b>	Turkish / Turkish Cypriot	<b>IN</b>	Indian	<b>OB</b>	Other Black background
<b>OW</b>	Other White background	<b>PK</b>	Pakistani	<b>CH</b>	Chinese
<b>MC</b>	White and Black Caribbean	<b>BN</b>	Bangladeshi	<b>GO</b>	Other background

**Do you have any disability or special need of which you would like us to take account?**

If yes, please specify.

Signed: ..... Date: .....

**APPENDIX 2:**  
**CODE OF CONDUCT FOR VOLUNTEERS**

By signing this form, volunteers agree to the following:

**1. School rules and policies**

- 1.1. Volunteers will follow all school rules and policies, including those on the school website including but not limited to:
  - 1.1.1. Child protection
  - 1.1.2. ICT and internet acceptable use
  - 1.1.3. Online safety
  - 1.1.4. Mobile phones
  - 1.1.5. Data protection
  - 1.1.6. Health and safety
  - 1.1.7. Equality
  - 1.1.8. Whistle-blowing
  - 1.1.9. Behaviour
- 1.2. Copies of the school policies are available on the school website or from the school office

**2. Professional conduct**

- 2.1. Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the school's volunteer co-ordinator Louise Palmer.
- 2.2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy, or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.
- 2.3. Volunteers must conduct themselves in a professional manner at all times. This includes:
  - 2.3.1. Dressing in a way that is professional and appropriate to the work they are doing
  - 2.3.2. Refraining from using inappropriate language
  - 2.3.3. Setting an example for pupils by acting in a way that reflects the school's ethos and values
  - 2.3.4. Behaving in a way that is appropriate for the role they are undertaking
  - 2.3.5. Ensuring that comments, including those made on social media, do not bring the school into disrepute
- 2.4. Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged at the end of term or as a way of saying "thank you".
- 2.5. Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.
- 2.6. Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.
- 2.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

**3. Safeguarding**

- 3.1. Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.
- 3.2. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL. The DSL is Angela Noronha.
- 3.3. Volunteers should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.
- 3.4. Volunteers must alert the DSL if a pupil develops an infatuation with them, and must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
  - 3.4.1. Exchanging contact information
  - 3.4.2. Making contact with pupils outside of school, including on social media

3.4.3. Arranging to meet pupils outside of school

3.5. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

**4. Health and safety**

4.1. Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.

4.2. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.

4.3. Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

**5. Confidentiality**

5.1. Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the headteacher.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

Please sign and date below:

**Volunteer Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **APPENDIX 3**

#### **Trip Volunteer Helper**

School trips are an integral part of learning at St Joseph's Catholic Primary School & Nursery and afford many children 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 the school trip. Please read and return this form signed to the Class Teacher. This is part of our school's risk assessment planning.

#### **Role of the volunteer helper**

- To be responsible and look after, in equal measure in conjunction with school staff, all the children in your group.
- To stay with your allocated staff member / 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 the group you are with keep up with the body of the school visit party, (i.e. when walking, entering or exiting from transportation or following speakers for the trip).
- To contact your / child's Class Teacher / school 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 the above while being under the direct line management of school staff.
- Show 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.
- Follow guidance from the school staff.

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

- No additional siblings are permitted on the school trip.
- Do not re-organise children groups on school visits.
- Do not smoke, drink alcohol or engage in any illegal practices.
- Do not take photographs or film the children.
- Do not give / buy group treats e.g., pencils, rubbers, ice-creams, biscuits, sweets – before, during or after the school trip.
- Do not escort children to the toilet or lead a small group of children without a member of the school's staff being present.
- Do not use mobile phones to make /take calls or texts while with a group.

#### **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 / additional needs. If medication needs to be administered, this will be done by a trained member of staff. Children requiring inhalers may carry their own. All 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 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 directly on 0207 272 1270.

- I have read the Volunteer Policy
- I agree to the terms and conditions as stated in the policy
- I will support the children in enjoying the trip and actively contribute to the smooth running of the occasion.

**Parent Volunteer Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_