

# St Charles' VC Academy



**ST CHARLES'**  
VC ACADEMY

## Volunteer Policy

September 2023 – September 2024

## Introduction

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

## Mission Statement



## 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.

## **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.

## **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 Person. 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 Person.

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 volunteers 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.

## Appendix 1: Volunteer Application Form

St Charles' VC Academy is committed to safeguarding and promoting the welfare of children, young people and expects all employees and volunteers to share this commitment.

### Applicant's Personal Details

Surname	
First Name	
Title (select as appropriate)	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>
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.

Please detail the day(s)/hours are you able to volunteer

### References

Please provide details of two references. Please let your referee know that we will be contacting them.

Reference 1	Reference 2
Name:	Name:
Organisation:	Organisation:
Address:	Address:
Postcode:	Postcode:
Tel No:	Tel No:
Email:	Email:

### Declaration

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

Signed:

Dated:

## Appendix 2: Volunteer Agreement

Thank you for offering your services as a volunteer at St Charles' 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:** \_\_\_\_\_