

Volunteers Policy



St Catherine's Catholic Academy

September 2021

Our Mission is to behave in the way Jesus taught us. He said "I have set you an example: that you learn that you are all equal, that the Master is no more important than the servant, and that you should behave kindly and humbly towards each other."

Date of Update – September 2021

Date of next Review – September 2022

All parents and volunteers are welcome to support the school in a voluntary role. Examples of how our volunteers currently support us are as follows: accompanying us on educational visits, reading volunteers, supporting with class based activities.

Many parents, university students or others ask us whether they can spend time in our school for a specific purpose. We consider each of these requests on its own merit and we evaluate the impact that this may have on the classes and the school staff in making our decision. We are not able to accommodate all requests because we can only accommodate a certain amount of volunteers at any one time. There are also other factors to be considered in making the decision, such as the specific needs of our pupils, statutory induction periods for new members of staff and the effective day to day running of the school.

Should you wish to volunteer in school for a specific purpose, please call into the school speak with a member of staff and collect a Volunteer form. Completing this will help to clarify:

- The purpose of your time in school
- The times you are hoping to spend in school (i.e. start dates, duration, any specific days)
- Any previous experience
- Any specific classes you would like to volunteer in (F2, Key stage 1 or Key stage 2).

Following this, we will ask you to fill in a volunteer application form and return this to the Volunteers co-ordinator.

We will then consider the request and you will be asked to complete an enhanced DBS check. Once a successful DBS check has been received, you will be asked to attend an induction session with a member of staff. **Please note that until these requirements have been completed, you will not be able to volunteer in school.** Once these have been successfully completed we will arrange a suitable time for you to begin volunteering with us.

Safeguarding Children

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all volunteers to share this commitment. Therefore, our policy is to carry out an enhanced DBS check for anyone over the age of 16 who wishes to volunteer in school. Upon entering school, you will be asked to sign in at the entrance hall, and will be given a lanyard to wear so that staff are aware that you are an authorised volunteer. Please ensure that your lanyard is on display at all times whilst in school.

Mobile phones

Please ensure that when you are on school premises that your mobile phone is kept in a safe place away from children. For the safeguarding of children, mobile phones should only be used in the staff room and at designated break times, and should not be used around the children. If you are expecting an important call that you need to take, please inform the class teacher you are volunteering with and they will direct you to the staff room to take the call.

Dress code

In school all adults are role models to all of our pupils and as such it is important that we dress accordingly. As staff in school our roles require us to be engaged and active in the activities we plan for the children, it is therefore appropriate for our dress to be comfortable and practical. Therefore, as a volunteer you will be participating in these activities and need to dress comfortably and practically. The school recognises the diversity of cultures, religions and disabilities of its staff and will take a sensitive approach when this affects dress requirements. We expect staff and volunteers to come to school in smart/casual clothes, care should be taken to make sure that dress takes into account the views of all of our community so the following "rules" should therefore be followed by all staff and volunteers:

- No aspect of an employee's dress or appearance should be politically motivated, sexually provocative, discriminatory, insensitive or offensive.
- Clothing should be clean and in a good state of repair.
- Jeans/Denim should not be worn; this includes cotton/drill coloured jeans.
- Appropriate "smart" footwear should be worn.
- In hot weather shorts may be worn but these should be tailored and smart.
- If you are attending an educational visit outside of school premises with a class, casual clothes suitable for outdoors such as jeans and trainers can be worn.

Attendance and punctuality

Please arrive at school by 8.30am (or the agreed time with your class teacher) to ensure that staff have enough time to discuss plans for the day with you before the children enter school. Please let the school office know if you are unable to attend school for any reason as staff may plan activities based on your support e.g. educational visits.