

St Joseph's RC Primary School



Volunteer Policy

St Joseph's RC Primary School:

- Believes that volunteering is enjoyable and valuable and are committed to ensuring that volunteers gain from the experience and are appreciated for their time and effort.
- Values diversity in volunteers and are committed to treating all volunteers equally and fairly.
- Ensures that volunteering opportunities are open to everyone from a wide range of backgrounds and abilities.
- Believes that parent/carer volunteers add value and so should be viewed as part of the school team, with a distinctive but complementary role alongside paid staff.
- Involves volunteers in roles which complement, but never substitute, the work of paid staff. Will provide volunteers with a role/task description, clearly outlining main requirements of their role and the timescale for their placement.
- Will support volunteers and wherever possible give them access to opportunities to develop their skills and knowledge.
- Will expect volunteers to be reliable and punctual.
- Will try to suggest alternative opportunities for those people not offered a volunteering position in school.

Benefits of having volunteers in school:

- Enrich the curriculum and the life of the school
- Help to raise achievement and build the self-esteem of children through providing additional help and support
- Build better links with the community and promote social inclusion
- Enable children to learn from adults other than teachers and promote lifelong learning
- Enrich the lives of volunteers through enabling them to be part of a vibrant school community and develop their skills and experience.
- Provide opportunities for parents to learn more about the curriculum and how to support their own child.
- Enable a diverse range of people to be involved in the school including older people and grandparents, men and fathers, people from business, people from ethnic minority groups and students and young people.

Developing a Whole-School Approach

It is important to ensure all staff and governors are involved in discussions when planning to have volunteers in school. Staff inset will enable staff to agree the school's aims and expectations for the use of volunteers and provide an opportunity to explore any concerns staff might have. Staff will receive input on supervision of volunteers.

The Headteacher will be responsible for volunteers in school and will aim to:

- Raise awareness of the benefits of parent/carer volunteers with school staff and governors.
- Ensure volunteers are properly inducted and offered training where possible
- Place volunteers in the most appropriate role for their skills. At St Joseph's Primary School volunteers will not be placed in the same classroom as their child. This allows the volunteer and the child to develop their skills fully.
- Offer ongoing support for all volunteers.
- Ensure volunteers have regular reviews and are appreciated for their work.

Recognition for Volunteers

The school will recognise volunteers' contributions in a variety of ways; this could include appreciation, certificates and celebration assemblies. References will be written for volunteers wherever possible.

Volunteers' views and experiences will be valued and they should be consulted where appropriate.

Safer Recruitment

Volunteers will be interviewed and, where appropriate, taken on with a probationary period of three weeks. The Headteacher will interview the volunteer and will make all final decisions regarding the volunteer's suitability.

The following information is taken from the Home Office Vetting and Barring Guidance 2009:

*“Regulated activity covers anyone working closely with children or vulnerable adults, paid or unpaid, not part of a family or personal arrangement, on a frequent or intensive basis. It can include, but is not limited to, any of the following:
Teaching, training, care, supervision, advice, treatment or transport
Within a specified place: e.g. schools, children’s homes & hospitals, juvenile detention facilities, adult care homes.
Work in any of the specified settings or specified activities listed above is regulated activity if it is done frequently (once a week or more) or intensively (on four days or more in a single 30 day period) or overnight (between 2 and 6).”*

No distinction is made between paid and voluntary work. All volunteers will be asked to submit an Enhanced DBS check.

All volunteers will be made aware of the school's Safeguarding and Child Protection policy and will be informed of the named person for Safeguarding and Child Protection in school. At St Joseph's RC Primary School this is Mrs Scott (Headteacher) and Mrs Sanderson (Acting Deputy Headteacher).

Confidentiality

Volunteers must respect the need for confidentiality and they will have confidentiality requirements explained as part of their induction.

In simple terms, “What happens in school stays in school”.

Health and Safety

All volunteers will be made aware of and work within the school's Health and Safety regulations.

Induction, Support and Development

Volunteers will be given a full induction and should be introduced to relevant staff and other staff made aware of volunteers being in school. Volunteers should be given a tour of the building, including fire exits. Health and Safety information should be included in the volunteer handbook.

A written role/task description should be given to volunteers and responsibilities and times of involvement should be discussed.

Where possible, and if appropriate volunteers will be issued with identity passes so they have access to the facilities of the school.

For many volunteers training and personal development is a significant reason for their volunteering. Volunteers, where possible, should be given appropriate access to training to enhance and develop their skills and knowledge.

Practical issues

Volunteers will use the staff room and help themselves to refreshments.

Volunteers will use the staff toilets.

September 2025