



St. Philip's Catholic Primary School Supervision of Volunteers Policy

Policy Statement:

St. Philip's Catholic Primary School encourages, supports and values the involvement of parent/guardian and community volunteers in its school in order to enhance school based activities and academic learning and to increase communication and positive relationships amongst the school, parents and the community.

The school shall, for the safety of students and the integrity of programs, ensure, through the school administration, that appropriate procedures are in place for the screening, selection, orientation, training, supervision, recognition and evaluation of volunteers is in effect at the school level.

Rationale:

Volunteers make valuable contributions towards the success of children's progress and learning. St. Philip's school recognises its responsibility to ensure the safety and security of all pupils, and that appropriate measures are taken to select volunteers.

Scope:

This policy is applicable to all volunteers within St. Philip's school.

Procedures:

1. The governors will approve the policy.
2. The policy will be reviewed annually.
3. All volunteers will be inducted by the headteacher and will be given the opportunity to have a review with the headteacher or the class teacher at least once a year.
4. For the purpose of this policy, the following definitions apply:
 - 4.1 For purposes of this policy, volunteers are defined as persons who volunteer their services in school or for school related activities. A volunteer may assist in the operation and supervision of an activity when a teacher advisor is available to oversee or supervise the activity.
 - 4.2 Volunteers in Low Risk Situations: Volunteers who are under the direct and constant supervision of a teacher are considered low risk. A low risk situation might also include the engagement of volunteers in open common areas of the school.

4.3 Volunteers in Medium Risk Situations: Volunteers who are working with pupils with sporadic supervision/checks by a teacher are considered medium risk (e.g. a volunteer non-teaching coach for a school team or extra-curricular club who meets with students in the gym or a room of the school where the teacher sponsor does periodic checks on the activities of the group).

4.4 Volunteers in High Risk Situations: Volunteers who are working with students without direct or sporadic supervision of a teacher are considered high risk (e.g. volunteer non-teaching coaches who hold weekend practices, off-site field trips where non-teaching adult volunteers are supervising pupils or a non-teaching adult volunteer who drives pupils to a school sponsored event).

Note: The majority of volunteers in our schools would fall in the category of low risk.

5. In selecting volunteers, attention will be paid to the qualifications of volunteers and the age and number of children with whom the volunteers will interact. Level of risk will depend on the nature of the activity and/or level of direct supervision from teachers/volunteers.

6. Potential volunteers will be required to carry out a DBS check with the School Business Manager.

7. In all volunteer activities, there must be a school staff designate assigned to assist as a liaison between the school and the volunteer (s).

8. At all times volunteers are expected to respect pupil confidentiality, engage in respectful behaviour and adhere to the guidelines and policies of the school.

10. Volunteers complement the work of the professional school staff, but are never considered substitutes for the staff.

11. The school has a clear set of guidelines for conduct for volunteers which is made available during the induction process.

12. The headteacher will inform volunteers of the Volunteer Supervision policy and the code of conduct guidelines and dress code guidelines that they are expected to follow.

Approved by Governors 4.1.16

Review: 4.1.17