
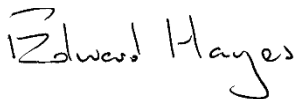


# Sacred Heart Catholic Voluntary Academy

St Thomas Aquinas Catholic Multi-Academy Trust



## VISITORS AND VOLUNTEERS POLICY

Policy Date:	18/06/2020		Kate Hayles Head Teacher	
Policy Review Date:	June 2022		Edward Hayes Chair of Governors	

## Introduction

Visitors and volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children. We welcome and encourage visitors and volunteers from the local community. A volunteer is an unpaid adult or young adult who provides support to our school. A visitor could be someone with a professional role or someone visiting the school to support our school.

Our visitors include:

- Members of the governing body
- Any other outside agencies. e.g. the school nurse, educational psychologist, community police officer etc
- People visiting to enhance the curriculum in a specific way e.g. authors, artist, charities, etc
- The types of activities that visitors are engaged in might include:
  - Hearing children read
  - Working with small groups of children
  - Working with individual children
  - Undertaking arts and craft activities with children
  - Supporting teachers to run after school clubs
  - Assemblies
  - Health screening
  - Class visits
  - Staff meeting
  - Inset days

Our volunteers include:

- Members of the governing body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students
- Ex members of staff
- Local residents

## Confidentiality

Volunteers in our school are bound by our confidentiality. All staff members, voluntary helpers and visitors should be aware that information relating to individual children or members of staff is totally confidential and therefore, this must be respected.

Whilst in school you will hear conversations which are of a confidential nature. These cover aspects such as children's academic progress, misbehaviour, and punishment or home circumstances. All information relating to individual children and staff is totally confidential and you must respect this.

## Issues affecting children:

Any concerns that volunteers have about the children they work with/come into contact with should be shared with the class teacher and NOT with the parents of the child or any persons outside school. These comments, particularly if taken out of context can cause

distress to the parents of the child if not heard directly from the school. A situation may arise in school, where duty to the child is greater than that to the parent.

#### Issues affecting adults in school:

All adults in our school can expect their personal and health issues to remain confidential unless:

- it impinges on their terms of contract;
- it endangers pupils or other members of staff;
- there is a legal obligation to disclose such information;
- it is necessary for legal proceedings;
- despite the duty of confidence the staff member's interest or the wider public interest justifies disclosure.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher or Deputy Headteacher.

#### Safeguarding:

If a child discloses something, this information should be shared promptly with the child's teacher, headteacher or deputy headteacher. The headteacher and deputy headteacher are DSL's ( Designated leads for Safeguarding and Child Protection for our school. We cannot offer unconditional confidentiality when a child discloses something, however, reassurance can be given that the best interests of the child will be maintained.

#### Supervision

All volunteers work under the supervision of the class teacher to which they are assigned. Teachers retain responsibility for children at all times. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/ guidance from the teacher in the event of a query or problem regarding a child's behaviour or understanding of a task.

#### Health and safety

The school has a health and safety policy which is available on request. Class teachers should ensure that volunteers are clear about emergency procedures (e.g. fire evacuation and lock down procedures) and about any safety aspects associated with a particular task (e.g. using cookery equipment). If a volunteer attends a school trip, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher, deputy headteacher or Headteacher

#### Complaints procedure

Any complaints made about a volunteer will be referred to the headteacher/deputy headteacher for investigation. Any complaints made by a volunteer will be referred to the headteacher/ deputy headteacher for investigation.

The school has the right to take the following actions:

- Speak with the volunteer about a breach in the volunteer agreement
- Offer an alternative placement for a volunteer
- Inform the volunteer that they are no longer required to help in school

All necessary public liability insurance is in place.

#### Monitoring and Review

This policy has been approved by the governing body and will be reviewed annually and updated in the light of new guidance from either the DfES or the LA.