Roan St Patrick’s PS



Volunteers and Visitors Policy

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| Policy created | September 2019 |
| Policy reviewed by staff | October 2019 |
| Policy reviewed by parents | October 2019 |
| Policy reviewed and ratified by Governors | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# Rationale

When children are enrolled in Roan St Patrick’s, teachers and parents become partners in their care and education. Through complementary roles, mutual support and open communication the bond between home, community and school can greatly enrich a child’s general progress and experience of the school. In addition to providing on-going assistance with homework, uniform etc parents and friends are encouraged to become actively involved in the life of the school in many ways, for example as librarians, as members of the Parents’ Support Group or as helpers on educational visits. It is our hope that such involvement is as enjoyable for the volunteers as it is useful to the children and staff. Without wishing to dissuade or offend those who are enthusiastic and generous with their commitment to school it is important that we follow procedures that will give confidence to children, parents and staff and to the volunteers themselves.

This policy has been written to comply with Department of Education (DENI) Circular 2017/04, DENI Circular 2008/03 “The unsupervised and unmanaged access of unsuitable adults to the school”.

Roan St Patrick’s uses DENI’s definition that “a volunteer is an individual who, subject to the satisfactory completion of the procedures set out below either

* Assumes unpaid duties in a school on a regular basis on more than two occasions or is
* Engaged by the school to accompany or assist in school visits or trips; summer activity schemes or residential activities; or to undertake coaching in sports activities”.

# Recruitment of Volunteers

There are many opportunities for people to become involved with school and individuals may wish to be generally available, or to offer their assistance with a particular age group or task. Some children are not ready to have their parents assisting the teacher in their own classroom as it may be difficult to adjust to a different relationship. **In these incidents it is better for the parent to volunteer to work in another area of the school.**

All volunteers follow the same procedures and a list is held in school of those people who:

* Have applied to be volunteers
* Have completed the necessary paperwork
* Have been vetted by DENI, Education Authority and Access NI criminal records procedures

People are encouraged to volunteer at any time and application forms are readily available from the office through contacting any member of staff. Parents or friends of the school may be asked to help when a particular need arises.

# Induction

Following clearance, the volunteer will be asked to come to school for an Induction meeting with the principal. This meeting will give an opportunity for the volunteer to ask any questions and for the school to familiarise the volunteer with key school policies relating to their role such as:

Safeguarding and Child Protection

Code of Conduct

Health and Safety

Positive Behaviour

Pastoral Care

The meeting will also provide an opportunity for both the volunteer and the school to agree the start date and frequency of the support being offered, to sign the code of conduct for staff and volunteers and to complete the relationships with students outside of work declaration.

As part of the schools’ safeguarding procedures all v**olunteers are requested to sign the visitor’s book at the main entrance and wear the visitors’ lanyard.**

Parents volunteering to accompany on school visits may do so **without a disclosure** (as they are working under the teacher’s guidance) and will be reminded not to put themselves in any compromising situation and will not work on a one to one basis**.**

# Code of Conduct (Appendix 1)

While helping in school, volunteers are entitled to be treated with the respect and in a manner appropriate to a member of staff. Children are told to refer to volunteers as Mr, Ms or Mrs rather than by first names.

As semi-professionals volunteers at Roan St Patrick’s are expected to:

* Demonstrate their support for education and give their full attention to the task in hand. For this reason, volunteers should not bring children with them to school unless as part of the group with which they are working. Parents who volunteer outside school hours may at times find it necessary to bring siblings to school. At these times those children must be under the parents’ direct supervision. **The parents are responsible for their own children’s safety and must keep these children with them at all times.**
* Treat what they see and hear in school **as confidential**. Working with other peoples’ children is a privilege with responsibilities. Children observed in the classroom or the school **should not be discussed outside, even with that child’s parents**. Questions relating to individual children should be addressed to the child’s teacher or principal. Volunteers would not normally have access to children’s records. An exception might be relevant medical information.
* Arrive on time and be ready to start the agreed task. Roan St Patrick’s relies on volunteers to support much that is important in the life of the school and its children. It is important that volunteers are available for the duration of the task. **If they must cancel, the volunteer is asked to call the office (02837548355) as soon as possible to allow time for a replacement to be found.**
* Leave all matters of discipline to the teacher with responsibility. Volunteers may address behaviour or safety issues if the teacher is **temporarily unavailable**. The volunteer **should inform the teacher as soon as possible**.
* Accept direction and supervision. Volunteers **are not intended to take the place of staff but to assist and provide enrichment**. They should be consistent with the teacher in supporting the school’s ethos and behaviour. Volunteers should therefore agree to operate under the direction of Roan St Patrick’s staff.
* Clearly communicate interests and expectations.
* Present a positive role model. Volunteers should be patient, flexible, appreciative, respectful and considerate particularly in their dealings with children.
* Adhere to the school’s Health and Safety Policy.
* Adhere to the school’s Pastoral Care, Safeguarding and Child Protection Policies.
* Adhere to the school’s Safe Handling and Reasonable Force Policy.
* Dress in a manner that is appropriate for professional working in a primary school.
* Refrain from inappropriate language or topics of conversation.
* Adhere to the school’s drugs policy.
* Adhere to the school’s E-safety policy.
* Switch off mobile phones inside the school building or any venue for an educational visit

(arrangements can be made to deal with any essential call/s)

# Volunteers’ Rights

School Volunteers have the right to:

* Be recognised for their invaluable contributions to the educational experience of our children.
* Be assigned worthwhile tasks.
* Access any school policies and procedures that are relevant to their roles.
* Any training or supervision that is necessary for the success of their activities.
* Deal with any complaint through the school’s formal general complaints procedure.

This policy will be reviewed annually.

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|  | Roan St Patrick’s – Volunteer Application Form |  |

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| --- | --- |
| Surname and Title: | Forename: |
| Previous Names: | DOB: |
| Home Tel No: | Mobile: |
| Email address: |  |
| Relevant skills, training qualifications or job history if applicable: | |
| Medical History disclosure:  Eg back complaint/epilepsy etc | |
| Please indicate what kind of work you are volunteering for? | |
| Other information in support of this application: | |
| Please give the name and contact details of a referee who has known you for at least 2 years. This should be someone who knows you in a professional capacity, not a friend or relative. | |
| Referee’s Name: | |
| Referee’s Address: | |
| Position: | |
| Telephone Number: | |
| Email address: | |
| The Board of Governors is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  The school requires all volunteers working **on a regular basis** to complete an application form for an Enhanced Records and agree and sign a code of conduct and complete a relationships with students outside of work declaration.  Disclosure | |
| Signature: | Date: |

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|  | Roan St Patrick’s Primary School – Volunteer Application Form |  |

This document sets out the agreement between the named person and the school for voluntary work. This agreement is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

The process of arranging a clearance and induction process for volunteers takes time and cost to school staff and we would therefore request that your commitment to the school is for a minimum of 5 sessions.

|  |  |
| --- | --- |
| Name of Volunteer: |  |
| Agreed Start Date |  |
| Frequency/duration, general area(s) of work: | |
| School Link Person: |  |
| Signed: | (Principal) Date: |
| Signed: | (Volunteer) Date: |

**Appendix 1** *(Taken from DENI Circular 2017/04)*

**Code of Conduct for Staff and Volunteers in Schools**

**Objective, Scope and Principles**

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff and volunteers are expected to observe. School staff and volunteers are role models and are in a unique position of influence and trust and must adhere to behaviour that sets a good example to all the pupils/students within the school. As a member of Roan St Patrick’s, each person has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This Code of Conduct applies to all staff and volunteers of the school.

This Code of Conduct does not form part of any employees’ contract of employment.

**1. Setting an Example**

1.1 All staff and volunteers who work in Roan St Patrick’s set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore for example avoid using inappropriate or offensive language at all times.

1.2 All staff and volunteers must, therefore demonstrate high standards of conduct in order to encourage our pupils/students to do the same.

1.3 All staff and volunteers must also avoid putting themselves at risks of abusive or unprofessional conduct.

1.4 This code helps all staff and volunteers to understand what behaviour is and is not acceptable and regard should also be given to the disciplinary rules set out by the employing authority.

1.5 All staff and volunteers are expected to familiarise themselves and comply with all school policies and procedures.

**2. Safeguarding Pupils/Students**

2.1 All staff and volunteers have a duty to safeguard pupils/students from physical abuse, sexual abuse, neglect and exploitation.

2.2 The duty to safeguarding pupils/students includes the duty to report concerns about a pupil/student or colleague to a member of the school’s Safeguarding Team (Designated Teacher (DT)/Deputy Designated Teacher (DDT) for Child Protection or the Principal).

2.3 The school’s DT is Mrs Ann-Maria O’Lone

and the DDT is Mrs Lisa Magill.

2.4 All staff and volunteers are provided with personal copies of the school’s Child Protection Policy and Whistleblowing Policy and must be familiar with these documents and other relevant policies e.g. E-Safety and Acceptable Use Policy.

2.5 All staff and volunteers should treat children with respect and dignity. They must not demean or undermine pupils, their parents, carers or colleagues.

2.6 All staff and volunteers should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of students, embarrassing or humiliating students, discriminating against or favouring students.

2.7 All staff and volunteers must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare. Staff should also complete risk assessments where appropriate in accordance with school policies.

**3. Relationships with Students**

3.1 All staff and volunteers must declare any relationships that they may have with pupils/students outside of school; this may include mutual memberships of social groups, tutoring or family connections. Staff and volunteers should not assume that the school are aware of any such connections. A declaration form found in the appendix form must be completed.

3.2 Relationships with students must be professional at all times.

**4. Pupil/Student Development**

4.1 All staff and volunteers must comply with school policies and procedures that support the well-being and development of pupils/students.

4.2 All staff and volunteers must co-operate and collaborate with colleagues and external agencies where necessary to support the development of pupils/students.

**5. Honesty and Integrity**

5.1 All staff and volunteers must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

5.2 Gifts from suppliers or associates of the school must be declared to the Principal with the exception of “one off” token gifts from students or parents. Personal gifts from individual members of staff or volunteers to students are inappropriate and could be misinterpreted and may lead to disciplinary action. A record will be kept of all gifts received.

**6. Conduct Outside of Work**

6.1 All staff and volunteers must not engage in conduct outside of work which could seriously damage the reputation and standing of the school or the staff/volunteers own reputation or the reputation of other members of the school community.

6.2 In particular, criminal offences that involve violence, possession or use of illegal drugs or sexual misconduct are to be regarded as unacceptable.

6.3 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school. It should not contravene the working time regulations or affect an individual’s work performance in the school. Staff should seek advice from the Principal when considering work outside the school.

**7. E-Safety and Internet Use**

7.1 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the schools’ E-Safety and ICT Acceptable Use Policy at all times both inside and outside of work.

7.2 Staff and volunteers must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff and volunteers should ensure that they adopt suitably high security settings on any personal profiles they may have.

7.3 Staff should exercise caution in their use of all social media or any other web based presence they may have, including written content, videos or photographs, and views expressed either directly or by ’liking’ certain pages or posts established by others. This may also include the use of dating websites where staff could encounter students either with their own profile or acting covertly.

7.4 Contact with students must be via school authorised mechanisms. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with students.

If contacted by a student in an inappropriate route, staff should report the contact to the Principal immediately.

7.5 Photographs/stills or video footage of students should only be taken using school equipment for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given.

**8. Confidentiality**

8.1 Members of staff and volunteers may have access to confidential information about students in order to undertake their everyday responsibilities. In some circumstances staff may be given additional highly sensitive or private information. They should never use confidential or personal information about a student or his/her family for their own or others’ advantage. Information must never be used to intimidate, humiliate, or embarrass the student.

8.2 Confidential information about students should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the student’s identity does not need to be disclosed the information should be used anonymously.

8.3 There are some circumstances in which a member of staff may be expected to share information about a student, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated child protection responsibilities.

8.4 If a member of staff is in any doubt about whether to share information or keep it confidential he or she should seek guidance from a senior member of staff. Any media or legal enquiries should be passed to senior leadership.

8.5 Adults need to be aware that although it is important to listen to and support students, they must not promise confidentiality or request students to do the same under any circumstances.

8.6 Additionally concerns and allegations about adults should be treated as confidential and passed to a senior leader without delay.

**9. Dress and Appearance**

9.1 All staff and volunteers must dress in a manner that is appropriate to a professional role and promoting a professional image.

9.2 Staff and volunteers should dress in a manner that is not offensive, revealing or sexually provocative.

9.3 Staff and volunteers should dress in a manner that is absent from political or other contentious slogans.

**10. Disciplinary Action**

Staff and volunteers should be aware that a failure to comply with this Code of Conduct could result in disciplinary action including but not limited to dismissal.

**11. Compliance**

All staff and volunteers must complete the form in (Circular 2017/04 Appendix 8) to confirm they have read, understood and agreed to comply with the code of conduct. This form should then be signed and dated.

**Confirmation of Compliance**

I hereby confirm that I have read, understood and agree to comply with the school’s code of conduct

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| --- | --- | --- | --- |
| Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Position/Post Held | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Signed | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Once completed, signed and dated, please return this form to the Principal.

APPENDIX 2 *(Taken from DENI Circular 2017/04 Appendix 8)*

**Relationships with Students Outside of Work Declaration**

It is recognised that there may be circumstances whereby staff and volunteers of the school are known to students outside of work. Examples include memberships of sports clubs, family connections or private tutoring.

Staff must declare any relationship outside of school that they may have with students.

|  |  |  |
| --- | --- | --- |
| Employee Name | Student Name | Relationship |
|  |  |  |
|  |  |  |

I can confirm that I am fully aware of the code of conduct relating to contact out of school with students in line with this policy.

If I am tutoring a student outside of school I am aware that the following must be adhered to:

* I do not, at any point teach the child in question as part of my daily timetable - this is a stipulation of such tutoring.
* I emphasise to parents that this is done completely independently of the school.
* No monies come through the school at any point, informally (eg via the child) or formally.
* No private tutoring is to take place on the school premises.

I confirm that if these circumstances change at any time I will complete a new form to ensure the school are aware of any relationships.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Once completed, signed and dated, please return this form to the Principal.