

# St Peter and St Paul Catholic Voluntary Academy



## Volunteers and Visitors (To be read in conjunction with the Procedure for Visitors Appendix 2)

**'I have come that they may have life and have it to the full'**

John 10:10

### **The Ethos of St Peter and St Paul**

*"Our school is a community where Jesus Christ is our role model and his message the guiding principle behind all we do.*

*Every member of our community is responsible for creating an environment that is caring, fair and respectful of each individual.*

*We develop our potential, celebrate our talents and go forward together in faith."*

Christ is the foundation of everything we do and the Gospels provide us with our influence and inspiration. We are therefore committed to promoting:

### **The uniqueness of the individual**

We believe that every person is a unique individual, created in God's image and loved by Him. We are therefore committed to treat every person with equality of esteem and the respect and dignity due to a child of God.

### **The search for excellence**

We are called to seek perfection in all aspects of our lives. We celebrate the enrichment of the total community, which flows from diversity of age, gender, racial and social origins, abilities, culture and religion. We are therefore committed to ensure that all are to be given every opportunity to develop their talents to the full.

### **The education of the whole person**

We offer young people the experience of life in a community founded on Gospel values and working in harmony. Through this and a variety of educational experiences and interactions we aim to prepare young people for a life working with others in communities which maybe diverse socially, culturally and religiously. We recognise that it is also important to help pupils to understand their own ethnic identity and cultural heritage as well as helping them to understand that of others irrespective of whether the school serves or is located in an ethnically diverse community.

### **The education of all**

We have the duty of care for all to ensure that we provide for those who are socially, academically, physically, emotionally or financially disadvantaged.

### **Moral principles**

Our belief in the Gospel message commits us to be in the forefront of the movement for social and racial justice and harmony. We believe this is fundamental to the common good. We aim to prepare our young people to serve as witnesses to these moral and spiritual values in the wider world.

### **Consequently, we still strive to ensure that:**

Any person recruited to the service of the school, whether as a member of staff or as a volunteer, is made fully aware of our aims and objectives and required to support them;

Children who are admitted to the school and their families are fully aware of our aims and objectives and undertake to support them;

All of our structures and policies are evaluated and kept under constant review in order to see that no individual is subject in any way to unlawful discrimination, whether intentional or unintentional, and to ensure that all are enabled to reach their full potential.

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### **1. Introduction and aims**

We believe that volunteers provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience.

We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

The aim of St Peter and St Paul Academy's volunteer policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers

**This policy has been developed in line with the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education.**

### **2. How we use volunteers**

At St Peter and St Paul Academy volunteers may:

- Hear children read
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT or art

Volunteers may be:

- Members of the governing board
- Parents
- Former pupils
- Students on work experience
- Local clergy or members of the congregation

NB: Members of the governing board working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings), are not covered by this policy. They are covered by our governor code of conduct.

### **3. How to apply to volunteer**

Contact the Academy by emailing [sspp@sspp.lincs.sch.uk](mailto:sspp@sspp.lincs.sch.uk) giving clear information on how you would like to support the academy.

### **4. Appointment of volunteers**

- Volunteers are appointed by either the Headteacher, ITT Co-ordinator, Subject/Dept Leader, Teacher.
- Intake of new volunteers can take up to 6 weeks and is dependent on the candidate and available spaces within the school.
- All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training.
- The Headteacher reserves the right to terminate a placement at any time.
- Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation. The school will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.

### **5. Safeguarding**

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we're upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks on volunteers who:
  - Work one-on-one with pupils unsupervised
  - Work with groups of pupils unsupervised
  - Supervise or accompany groups of pupils on overnight residential visits
- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in
- Provide safeguarding training to all volunteers prior to them beginning work at the school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education
- Require volunteers to agree and adhere to our code of conduct (which can be found in the SSPP General Teams folder / Policies) and to read, and adhere to, the school's policies on:
  - Safeguarding
  - Use of mobile phones
  - ICT and internet acceptable use
  - Online safety
  - Behaviour
  - Privacy notice
  - Equality and Diversity
  - Whistleblowing
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils

- Conduct a risk assessment (see Appendix 1) to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
  - The nature of the work they will be doing
  - What we know about them
  - The frequency of their on-site activities
  - References from employers or other voluntary roles

The distinction between visitors and volunteers - people 'volunteering on a one-off basis and who are working unsupervised will be classed as a visitor rather than a volunteer. Volunteers coming from another organization will be asked to produce their DBS certificate from that organization.

All volunteers will be recorded on the Academy's Single Central Register.

## **6. Induction and training**

Volunteers must complete appropriate training prior to beginning work at the school. Training requirements will be determined by the Headteacher, or the appropriate member of staff.

**All volunteers** must have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing.

## **7. Confidentiality**

- Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation.
- If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents.
- This doesn't prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).
- If concerns relate to safeguarding, volunteers must follow the guidance in our [child protection and safeguarding policy], and inform the designated safeguarding lead.
- If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

## **8. Conduct of volunteers**

Volunteers must comply with the Staff Code of Conduct policy which can be found in the SSPP General Teams folder / Policies.

## **9. Data protection and record keeping**

Our privacy notice for volunteers explains what information we collect about volunteers and why we collect it. We will retain records relating to volunteers in line with our records retention schedule.

## **10. Monitoring and review**

This policy has been approved by the Our Lady of Lourdes MAT and will be reviewed regularly.

## **11. Roles and Responsibilities of the Organiser**

- Have initial meeting with the volunteer
- Ensure volunteer produces a valid DBS document,
- If the volunteer has not had an Enhanced DBS check then the organiser must complete the Risk Assessment (Appendix 1) to confirm the volunteer will be working supervised –

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John 10:10

in this circumstance the organiser will be responsible for ensuring the volunteer is supervised at all times once a start date has been agreed.

- Once approved by the Headteacher, all details must be passed to the Office Manager who will issue all the relevant policies and documents to the volunteer along with the Academy training requirements.

Once confirmation has been received that all training has been complete the organiser will confirm a start date with the volunteer.

**12. APPENDIX 1**

**Risk Assessment for Volunteers  
To be completed by the Organiser**

This risk assessment should be completed when considering whether a person working as a volunteer at the school should be asked to apply for an enhanced DBS certificate.

Name of Person .....

Is the volunteer in 'Regulated' Activity? Yes  No

If 'yes', an enhanced DBS with Barred list check is required.

If 'no', an enhanced DBS without a Barred list check *may* be obtained

**Areas to consider**

What is the age group of the students that the volunteer will work with?	
Are these students regarded as particularly vulnerable?	
How frequently will the volunteer be in school?	
What is the connection of the volunteer to the school?	
What motivates the volunteer to want to work in the school?	
Is the volunteer in paid employment or do they work in a voluntary capacity elsewhere with children? Can the volunteer provide at least one reference from someone other than a family member, including a senior person at the employment or voluntary service named above? What information does the school already know about the person?	
Has the person's identity been verified?	
Is the person signed up to the DBS Update Service?	

Has a check been completed on the DBS Update Service?	
Is the person aware of any reason why they should not volunteer to work with children?	
Is the school aware of any reason that the person should not work with children?	
Is the volunteer with children between the hours of 2am and 6am?	

**Decision**

- ⓧ **High Risk** – The person has no previous connection with the school AND cannot provide references from elsewhere.  
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school should consider whether the person’s uncorroborated background would raise an unacceptable risk.
- ⓧ **Medium Risk** – The person can provide suitable references for other work with children (either paid or unpaid), they have a connection to the school, and no issues have come to light that would mean they would be unsuitable. There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school may wish to do so, as no enhanced DBS has been seen.
- ⓧ **Low Risk** – The person is signed up to the DBS Update Service and the checks reveal no negative information OR The person is employed or volunteers elsewhere and has a recent enhanced DBS and can provide references OR the school knows the person well (eg. may be a former employee)  
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, unless the person uses the DBS Update service, the school may decide to obtain a new enhanced DBS.

**Decision**

Application for enhanced DBS check is not needed. State reason(s) below:



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Application for an enhanced DBS check is needed. State reason(s) below:

Member of Staff completing form: .....

Headteacher (Print Name) .....

Headteacher (Signature) .....

Date .....

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**1. Appendix 2**

# The Procedure for Visitors

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The procedure set out below is for all staff to follow when arranging visitors to the Academy and for checking documentation.

If any member of staff arranges for a visitor / agency worker to come into school to work unsupervised with students, that member of staff **MUST** ensure the visitor has DBS clearance before any arrangements are confirmed. Ideally evidence of this should be brought in prior to their visit, if that is not possible then they **MUST** bring it with them, together with photographic ID on the day they visit. It is only necessary on the first day as once this has been checked they will be added to our DBS visitors list.

It is the responsibility of the member of staff who has arranged for the visitor/volunteer to ensure they are collected from Reception upon arrival.

Under GDPR regulations it is not permitted to keep copies of their documentation. It is therefore essential that the member of staff viewing the documentation records:

- Name of visitor / Role
- Reason in school
- DBS number
- Date of DBS
- What ID was provided
- Your name
- Your position

Then email this information to the Office Manager.

**Only the member of staff who has viewed the documentation should be emailing the information.**

If they do not bring in these documents they will **NOT** be permitted to work unsupervised with students.

### **Lincolnshire County Council Employees**

Sight of their LCC photo ID card is adequate as all checks will have been carried out by LCC. Take a note of their staff number and forward this, with their name / role to the Office Manager.

In the event that two or more people are coming in from the same agency, the same rules apply – if they are to work unsupervised with students then **ALL** visitors must produce the correct documentation. If one of them does not have this then the workers must be supervised by a member of Academy staff. The supervisory role cannot fall on to any visitors.

DBS checked visitors will be wearing a green lanyard.

All other visitors will be wearing a red lanyard – these visitors must not be left unsupervised with students. Visitors with a red lanyard should not be unsupervised at any time, so staff should challenge any they encounter around the site.

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If hazardous activities are to take place the worker should supply us with a risk assessment to show they have thought about the risk implications in a school environment.