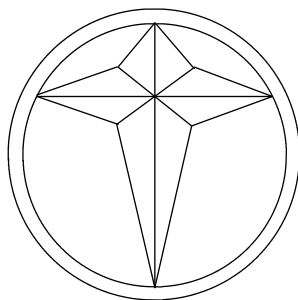
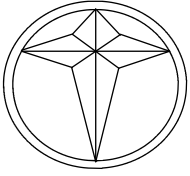


St Catherine's C of E Primary and Nursery School



SAFEGUARDING CHILDREN

VOLUNTEER POLICY AND GUIDANCE



SAFEGUARDING OF CHILDREN—VOLUNTEERS

As a school we appreciate very much parents and carers who volunteer to help in school on a regular basis. We hope you will continue to do so.

We take our role of safeguarding pupils very seriously and with this comes procedures we must follow.

Parents and carers who volunteer to help out on a regular basis (at least come into school 3 x in any one month) must undertake a DBS (Disclosure and Barring Service) check. **This has to be completed before any volunteer can start.**

It will involve logging onto the website—<https://disclosure.capitarvs.co.uk>

username: **STCATHERINES**

password: **cornwallcouncil**—and completing online form.

Following that pass your allocated number and photographic ID/ birth certificate and a recent household bill to the School Office for the process to be completed. A valid passport should always be used if you have one.

Once you have started volunteering after all checks have been sanctioned you must do the following:

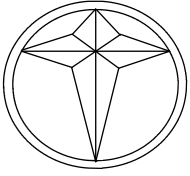
- ◆ SIGN IN THE VISITOR BOOK EACH TIME YOU VISIT SCHOOL TO VOLUNTEER.
- ◆ SIGN AND DATE THE ATTENDANCE REGISTER THAT THE CLASS TEACHER WILL HOLD IN THEIR CLASSROOM.
- ◆ PLEASE NOTIFY SCHOOL IF YOU WILL NO LONGER BE VOLUNTEERING.

ANY BREAK IN VOLUNTEERING OF OVER THREE MONTHS MEANS THAT ALL PREVIOUS DBSs ARE NULL AND VOID.

CLASS TEACHERS ARE RESPONSIBLE FOR KEEPING THIS REGISTER UP TO DATE.

IF A NEW VOLUNTEER OFFERS TO HELP PLEASE GIVE THEM THE DBS CLEARANCE LETTER.
NO VOLUNTEERS CAN START UNTIL DBS CLEARANCE HAS BEEN UNDERTAKEN.

NOTIFY THE SCHOOL OFFICE OF NEW VOLUNTEERS AND ENSURE LIST OF **CURRENT VOLUNTEERS** IS KEPT UP TO DATE.



Advice on Regulated Activity and the Supervision of this Activity

The Protection of Freedoms Act 2012 has made a number of changes to criminal records and barring arrangements. One of the changes, which came into effect on 10 September 2012, is the new definition of regulated activity.

All staff on school payrolls will remain in regulated activity. However the new definition may affect your **volunteers and governors.**

Volunteers

The Act has removed the requirement to routinely carry out criminal record checks on all volunteers, even where they regularly work with children. Instead, the Act introduces the concept of **supervision of volunteers.**

Where a school is satisfied that it can provide an adequate level of supervision by a suitably checked person, for example someone who is defined as working in regulated activity, you may not need to check the volunteer.

At St Catherine's all volunteers are DBS checked.

The Department for Education has now published guidance to help schools decide what level of supervision would be considered adequate. Further information, together with the Guidance can be found here: <http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren/a00209802/disclosure-barring>

The law in relation to supervision makes three main points:

there must be supervision by a person who is in regulated activity;

the supervision must be regular and day to day; and

the supervision must be "reasonable in all the circumstances to ensure the protection of children".

Supervision by a person in regulated activity means that the supervisors must be in regulated activity themselves and therefore must have an Enhanced DBS check in place. The duty that supervision must take place on a "regular basis" means that supervision must not, for example, be concentrated during the first few weeks of an activity and then tail off thereafter. It must take place on an ongoing basis, whether the worker has just started or has been doing the activity for some time. The above document gives full statutory guidance on supervision of activity.

The responsibility for ensuring that volunteers are robustly recruited and appropriately checked resides with the school. The Local Authority advice is that when there is any opportunity that a volunteer may be unsupervised then a criminal record check should be undertaken.

For the purposes of an Ofsted inspection, schools should be able to explain the rationale for those who have been checked and those who have not. Ofsted, in their briefing paper, *Inspecting Safeguarding* (September 2012), advises that Ofsted inspectors will explore with senior leaders and governors how a school reached the decision

not to undertake a criminal record check for a volunteer. To meet this requirement, schools may therefore consider undertaking a documented risk assessment process detailing how they have assessed the level of supervision provided and how the decision was reached.

Governors

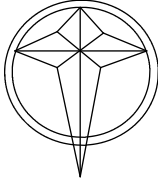
The Act has removed the requirement for schools to carry out a criminal record check on governors simply because of their office. However, we strongly recommend that governing bodies continue this practice to safeguard themselves. Each governing body will need to make a judgement on whether they will continue to undertake enhanced criminal record checks on their governors.

At St Catherine's we follow Local authority guidance and all Governors are DBS checked.

The clear advice of the Local Authority is to ensure that criminal record checks are carried out where governors are likely to have regular contact with children and young people.

If the school's decision is made not to undertake an enhanced criminal record check on a governor then please be aware that the governor should not be left unsupervised in any capacity where there is opportunity for contact with children.

An Daras
Multi Academy Trust



St. Catherine's C of E Primary School
Moorland Road
Launceston
Cornwall

Head Teacher: Ms S Chapman B.Ed. DPSE.
Email: head@st-catherines.cornwall.sch.uk/

Telephone: 01566 772198
Telephone/ Fax: 01566 777910

DBS CLEARANCE

Dear Volunteer

Government legislation requires completion of a CRB (Criminal Records Bureau) check for volunteers that help out in schools on a regular basis. This would include parents who help with swimming lessons, reading roundabout, school trips, volunteer drivers, after school clubs and any other activity that involves parents being in school for more than three days in any month. We value your help but there is always paperwork to do!!

This can now be done online and you can access Cornwall Council's online CRB application system from any computer/laptop with internet access. As you are involved these activities you will need to access the system using the following web link:

<https://disclosure.capitarvs.co.uk/cornwall/>

For Section 1 (orange box) START APPLICATIONS you must enter the following:

Organisation Reference: STCATHERINES

Password: cornwallcouncil

Once you have completed the form you will need to make a note of the application number and bring your proof of identity documents to school for us to complete the form and send it off.

If you do not have access to the internet please come to the Office and we will assist you in the process.

Once you are cleared you will be notified and we will be sent a confirmation letter. School will keep details of your clearance on a Central Record in School. This Record is confidential and is only available for appropriate staff at St Catherine's and relevant personnel at County Hall and Ofsted to view.

Yours sincerely,

Sarah Chapman

Head Teacher



International
School Award



INVESTOR IN PEOPLE



Healthy School



DIOCESE OF TRURO

DISCOVERING GOD'S KINGDOM
GROWING THE CHURCH



What is expected of volunteers.

Confidentiality

Please remember everything you hear about children, staff and school is confidential and should not be discussed outside of school.

You are required

- **To ensure that all information concerning each child remains within the school**
- **To ensure that all information concerning each adult associated with the school remains within the school**
- **To comply with the Data Protection Act for sharing information**

General information about children

Adults and students working in the school, in whatever role, have access to much information about the children within it. It is vital that such information remains in the school as nothing must be disclosed outside that could damage the pupils or the school itself.

Some information may be obviously sensitive, but we must all be sure that we do not give away information of any kind outside the school, this includes social networking sites.

Supervision

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking. Volunteers should have clear guidance from the Teacher as to how an activity is carried out / what the expected outcome of an activity is. Volunteers are encouraged to seek further advice / guidance from the Teacher in the event of any query / problem regarding children's understanding of a task or behaviour.

Talking to parents

Other parents may try to elicit unofficial information or opinions from you, but such parents must always be referred on to the class teacher, SENDCo, Head/Assistant Head of School. Be careful of talking about school as what you say may be repeated and become distorted in the repetition.

Personal opinions

You may disagree with a decision or procedure within the school, but it is important that your opinion is expressed only at school. Everyone is entitled to his or her own point of view, but we must not damage the reputation of the school in the community by disagreeing publicly with matters of policy. If something concerns you please talk to the relevant member of the School Leadership Team.

Mobile phones

These should be kept in a secure location and not on your person during work sessions except where there are exceptional circumstances. They should not be used for taking images or video in school. Personal ICT products eg cameras, tablets should not be used in school.

Child Protection

All volunteers will be asked to undergo a DBS check and their details will be added to the Single Central Record. Any change in circumstances should be notified to the Child Protection Manger. All volunteers will be given a copy of the Level 1 Child Protection leaflet and the advice for temporary staff/ volunteers. As with any member of staff, volunteers should ensure that they do not put themselves in a vulnerable position where children are concerned. They should not be alone with a child particularly if asked to oversee visits to the toilet. As part of the schools Safeguarding responsibility, it is the school's duty to carry out appropriate checks and exercise due diligence to prevent any organisation or individual from using the school's facilities or interaction with the children to disseminate extremist views or radicalise pupils or

staff.

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 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 or Head of School.

Complaints Procedure

Any complaints made about a volunteer or by a volunteer will be referred to the head teacher 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.

GUIDANCE ON FIRE DRILL

When the fire bell rings please observe the following procedure and follow instructions from class teacher, HLTA or Senior Leader.

The adult in charge will:

- Leave the classroom or work area by the nearest exit, shutting doors behind you.
- Encourage the children to move quietly and without panic.
- If possible, take class attendance sheet out to the playground.
- Assemble the children in class lines in the large playground.
- Check that all children and helpers are out of the building.
- The Head of School or Senior Leader will check with staff before giving the all clear.

VOLUNTEER AGREEMENT

Before commencing volunteer activity the volunteer will agree to:

Undergo the relevant DBS Checks

Read the Volunteer Policy

Agree to the terms and conditions as stated in the policy.

Will support the young people in enjoying the trip and actively contribute to the smooth running of the event/ activity.

OFF-SITE VISITS VOLUNTEER AGREEMENT

School trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: you will have an important role to play in the success and safety of this school trip. Please read this guidance and sign and return the helper's slip.

This is part of our school's risk assessment planning.

Role of the Volunteer Helper

- to be responsible and look after, in equal measure, all of the children in your group
- to stay with your allocated group of children, ensuring that their well being and safety is maintained for the total duration of the school trip
- to promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- to ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- to contact your child's class teacher/member of staff immediately if there are issues with first aid, safety and/or behavior and maintain confidentiality of such

Working alongside school staff

School staff expect volunteer helpers to:

- comply with all of the above whilst being under the direct line management of school staff
- show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest

follow guidance from the school staff

What is not permitted

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip.

Volunteers are not allowed to touch or reprimand children but should speak to a school staff member if there are any difficulties. If you need to move a child or gain a child's attention we always use their name and under no circumstances are we to come into physical contact with a child.

First Aid

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid box(es) will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible.

If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

