



Volunteer protocol

Thank you for volunteering to help at St Stephens School. Please find below our expectations to keep yourself as well as our students and staff safe.

We welcome volunteers at St Stephens School if we are confident that their intentions are to add value to the school and that their conduct and behaviours will be compatible with the school's vision and values.

Examples of activities may include:

- o supporting school trips
- o raising funds for the school
- o helping with activities
- o listening to children read....and many more!

DBS cleared visitors/ volunteer adults wear yellow lanyards and non-DBS cleared adults wear a red one. Adults with red lanyards must never be left alone with children...this means they must be in sight and hearing of a green lanyard wearer.

As a school who puts our pupils at the forefront of everything we do, we consider carefully the benefits of having additional people helping in classes compared to the risks. No activity can go ahead if it could potentially cause disruption or distress to any students or a reputational risk to the school. This applies equally to activities which involve direct contact with the students and where the volunteer offers to benefit the students indirectly.

All volunteer activities must be pre-approved by the Headteacher who also reserves the right to suspend or permanently stop the volunteering arrangements at any point. The Headteacher's decision is final.

Arriving at School:

Volunteers are required to sign into school at Reception and wear, at all times, the identity badge given.

On arrival, volunteers are asked to:

- o Inform the office of the key contact at school and await the staff member to collect you
- o Read in full the Safeguarding Leaflet
- o The staff member responsible for your visit will show you the Fire Procedure for the area of the school you will be working in.
- o You will be with the named member of staff, for example teacher, throughout your visit and will not



at any point be alone with or responsible for students.

Confidentiality:

St Stephens School needs to be able to trust its volunteers to protect the privacy of its students, staff and the organisational integrity.

Whilst volunteering at St Stephens School volunteers may, on occasions, have access to information or witness events which may be confidential and should not be discussed outside of the setting.

Any volunteer who breaks this confidentiality and trust will be asked to leave and is unlikely to be engaged in volunteering in the future.

Any concerns that volunteers have regarding the pupils they work with or come into contact with should be shared with the class teacher or the School Designated Safeguarding Team.

Concerns should not be shared with any persons outside the school including with the parents of individual children.

Safeguarding:

All volunteers have the responsibility to report any concern that they may have regarding Child Protection to the school's Designated Safeguarding Team;

Mr Lovgreen – Headteacher (Designated Safeguarding lead).

Mrs Costin (Deputy Safeguarding lead)

It is not the role of a volunteer to investigate concerns.

St Stephens School Safeguarding Leaflet explains the guidelines and procedures to follow regarding Safeguarding. A copy of this Leaflet is available at Reception and on the website.

Any concerns regarding the conduct of a member of staff or volunteer should be raised directly with Mr Lovgreen – Headteacher

Dress Code:

Clothes must be smart casual and may not reveal any intimate parts of the body. Clothes and shoes need to be comfortable and suited to the task. Shoes must be secure fully to the ankle and fully cover all of the foot for Health and safety.

It is advised not to wear jewellery that can be pulled such as necklaces or hoop/ dangling earrings or piercings other than studs in the ears.

Tattoos which may cause distress or have adult themes must be covered at all times.

Our Full Health and safety policy is available upon request.



Key Requirements:

Volunteers must ensure that:

- o Mobile phones are not used whilst volunteering; they must be put away at all times this includes camera/ recording devices
- o Under no circumstances are photographs or recordings of children, staff or premises to be taken using personal devices or removed from the school building
- o They do not administer First Aid or physical intervention/ physical contact (restraint or affection) at any time
 - Vaping, E -Cigarettes and smoking are strictly banned on school activities as well as on the school site.
 - Language is positive, supportive and kind at all times before, during and after the school activities and this includes social media and online.
- o If they require First Aid themselves, they report to the main office or Educational trip lead where the appropriate help will be given and documentation completed or the class teacher if in school. It is helpful
- o They maintain confidentiality at all times – both when within the setting and after leaving
- o Respect other volunteers, staff and pupils and make them feel welcomed and valued
- o Be sensitive towards others
- o Be approachable and well mannered
- o They respect and, whilst volunteering on site or on trips, follow the aims and rules of our school

To ASPIRE- “for with God, nothing shall be impossible”

Be Ready, Be Respectful, Be Safe

Date and name of the planned activity:

Staff member approving the adult’s suitability:

I understand the above expectations and agree to abide by the rules specified and have read and will follow the Health and safety policy, safeguarding policy and all other expectations of the school. If medication is used it has been logged with school in case of injury/ medical needs.

Name of the volunteer:

Approval of the Headteacher: