

Volunteers Handbook

Reviewed: 09.26
To be reviewed: 09.28

St Vincent's School Mission Statement:

> *Inspired by the example of St. Vincent, we work together in a safe and caring atmosphere, where a high standard of education and care are provided. We encourage a sense of achievement, self-worth, moral responsibility and mutual respect, honouring all faith traditions and beliefs. Each one of us in our community is special and unique. Gifts and talents are valued and nurtured through all our work. We are outward looking in our approach to the wider educational and social community and we encourage all our young people to become independent and to integrate fully into society.*

The purpose of this handbook is to define areas of responsibility and outline procedures that operate within the school. The handbook provides a framework for information and directs volunteers to policy and protocols to be followed and where they may be located.

The handbook also provides a checklist of training needs and skills audit for volunteers.

St. Vincent's School Safeguarding Statement

> *As a safer school we regard the well-being and protection of all our young people, staff and visitors from the wider community as a key priority. We require all members of our school to observe and respect this commitment.*

All policies and procedure guidelines are reviewed on an annual basis and can be accessed through the staff server of the school intranet.

Volunteers will have an induction meeting with their Line Manager and will be given an induction training programme following confirmation of current DBS

Volunteers will be given a volunteers agreement.

Volunteers will be given or made aware of:

- Staff List
- Staff Structure
- Governor monitoring and areas of responsibility
- Prospectus
- The Information and communication systems within the school
- Staff Resource Room
- Intranet System including user name allowing access to policies and procedures.
- A walking tour of the school
- Health, Safety and Security Regulations and Policies
- Fire Safety Procedures.
- Guidelines for supporting the visually impaired.
- Identification Badge
- School Contact Numbers

Door codes

As part of our on-going safeguarding the main and inner entrance and residential care groups doors are fitted with key security codes.

- Office and Administration staff will supply the security codes if appropriate once the DBS clearance papers are on record.
- The codes must NOT be divulged to any 3rd Party.
- All volunteers to enter and leave building at Main Entrance.

School Day

A waking day curriculum is implemented within school. All pupils are supported by Care Staff, Teachers and Learning Support Staff throughout the day.

Protocol for both day and residential pupils

- Pupils are received into school from 8.40
- Pupils are signed in to school by their escorts
- All pupils go to designated area
- Late arrivals to school will be signed in by office staff and the reason for late arrival will be recorded.

- In case of pupil absence parents/carers are expected to inform school by telephone and a request is made for a written explanation. Office staff will record and inform staff/volunteer of lateness and absences.

Assembly	Monday 8.50	Friday – 12.40
Registration	8.50am	
Break	Mon-Thurs 10.30 – 10.50am Friday 10.15 – 10.35 am	
Lunch	Monday – Thursday 12.20 – 1.15pm Friday 12.15pm	
End of school day **Monday – Thursday**	Key Stage 1 3.45pm Key stage 2 3.45pm	Key Stage 3/4/P16 3.45pm
End of School Day **Friday**	1pm for all pupils	

Supporting pupils between lessons.

Every pupil has a risk assessment.

- These can be accessed from the main office or Health Care Co-ordinator
- Regular pupil risk assessments updates are given via staff meetings.
- If a pupil has additional needs additional support guidance will be given (see risk assessments.)
- Most class groups have a Learning Support Assistant attached to them however, ***all staff have a responsibility for pupil safety and guidance at all times.***

Specialist Protocol for Care and Guidance of VI pupils

- Address pupils by saying hello to signify your presence.
- Walk on the left of corridors and use left hand side of double doors for safety of all.
- Ask for advice on guiding of VI pupils - pupils should use sighted guide techniques whenever possible
- Be aware of pupils using trailing techniques as a method of orientation.

End of School Day

- Day pupils are signed out of school by their escorts and guided out by Duty Staff.
- Residential pupils join care groups.

Residential Framework	
3.45pm	Received into residential groups
3.45 – 4.30pm	Free choice options
4.30 – 6.00pm	Homework , independence and key session working, activities
5.30 - 6.30pm	Evening meal
6.30pm	Evening activity choices
8.00pm onwards	Relaxation and bedtime routines

The external Night Security Officer undertakes a check of the building security.

Equal Opportunities

Implicit in the care of children and young people is the recognition of the dignity and value of all. At St. Vincent's we will seek to ensure that race, nationality, gender, age, beliefs, sexual orientation, level of ability or understanding are not a source of discrimination and we will work in such a way as to give equality of opportunity.

Children's Rights

- All staff and volunteers will uphold and seek to ensure that the principles of the UN Convention on the Rights of the Child are implemented.

Confidentiality

In the collection and use of all information regarding children and young people volunteers will ensure that the information shall be:

- obtained fairly and lawfully
- held only for lawful purposes as specified in the agency registration under the Data Protection Act 2018
- used and disclosed only in accordance with the agency entry on the Data Protection Register
- adequate, relevant and not excessive for those purposes
- accurate and up-to-date
- kept no longer than is necessary for the specified purposes
- made available to the child, or their parent/carer, on request and subject to access provisions
- protected against loss or unlawful disclosure.

Volunteers Responsibilities

- All volunteers MUST sign in and wear identity badges.
- All visitors will be booked in and assigned a Visitors badge in Reception.
- Staff/volunteers are to accompany visitors in and around the school building.
- Screening documents are implemented as necessary.
- Be aware of and adhere to safeguarding practices and procedures.

Code of Conduct

In line with our code of conduct volunteers have a duty to:

- Protect the rights and promote the interests of the pupils.
- Promote the independence of young people.
- Respect the rights of pupils.
- Be accountable for the quality of their work and take responsibility for maintaining and improving their knowledge and skills.
- Volunteers should not use their personal mobile phones whilst on premises.

Professional conduct and integrity

- Volunteers will avoid any act, which may bring their profession or service into disrepute.
- Volunteers should be aware of the course of action to be taken if they consider that a person or organisation is not consistently working towards the aims and objectives of school policy.
- Volunteers will maintain appropriate professional relationships with colleagues but if they consider a colleague's behaviour, competence or integrity is defective or deficient, they should discuss their views with the colleague. If no satisfactory outcome is achieved or it is a matter of serious concern, the complaint should be referred to the line manager.
- If a volunteer receives a complaint or concern from a pupil they should listen carefully, give due consideration to its content and advise the pupil of the formal and informal avenues to obtain consideration of the complaint.

Absence and Leave of absence

- See Absence Notification Arrangements and Absence Management Procedure.
- All volunteers should contact the school to inform of their absence by 8am.

Positive Management of Pupils

Please refer to:

- Code of Conduct, Discipline, Rewards and Sanctions Policy

Keeping of Records and Reporting of Incidents

- The school has a recording system for incidents, accidents, sanctions and intervention with respect to positive handling, which is kept in the main school office.
- Refer to Keeping of Records and Reporting of Incidents policy
- Refer to Code of Conduct, Discipline, Rewards and Sanctions Policy
- Refer to Positive Handling Policy

Safeguarding/Child Protection Policy and Procedures

The Principal is the lead person responsible for safeguarding. All staff have a responsibility to Safeguard as outlined within the Safeguarding//Child Protection Policy.

Designated Safeguarding Lead (DSL) Mr M Morris

School DSO: Mr L Green & Miss Ellison

Governor SO's: Mrs Bernadette Buckle

In addition, all pupils are safeguarded with regard to:

- Use of images
- Consent school trips and visits
- Data protection

House/Commendation System

Pupils are allocated to a house group; Ash, Elm and Oak. The school operates a positive rewards scheme through the merit system, up to end of Key Stage 3.

Pupils from Key Stage 4 and Post 16 currently have a system of 'Letters of Commendation' following a request from the school council. This is currently under review.

Daily Journals

- All pupils are issued with daily journals as a means of recording homework and information sharing between home school and group.

- Entries from parents requiring direct action is via Family and Learning Coordinator.

Induction Programme				
Volunteers Name:			Role:	
Induction	**Date undertaken**	**Induction by**	**Further Action**	**Staff Signature**
DBS Clearance				
Induction Programme				
Volunteers Handbook				
Identification Badge				
Safeguarding				
Policy Checklist				
Health and Safety ● Walk-through ● Fire Regulations				
Building Awareness				
Fire Regulations				
Guidance of VI Pupils				