



## **Scoil Mhuire Policy on Volunteers in School**

The staff of Scoil Mhuire really appreciate the assistance of volunteers in various school activities. The help volunteers provide to the school greatly benefits the children. Some of the activities volunteers help with are as follows:

- Paired reading
- Stations
- Sports Day
- Intercultural Day
- Accompanying classes on school tours and outings (to the church, library etc)
- Accompanying classes to sporting events

In this policy, all personnel who volunteer in the school will be referred to as 'volunteers'.

### **Enlisting volunteers -**

- Any parent/friend of the school who wishes to volunteer in the school must apply for Garda vetting from the National Vetting Bureau through Archbishops House. Garda vetting forms are available in the school office from the secretary.
- The school will compile a list of volunteers who have been Garda Vetted.
- If the Principal or the staff need volunteers for an activity, they will contact people from the 'volunteer list' (This ensures all volunteers are Garda vetted)

### **Volunteer work Guidelines –**

- All volunteers must work under the guidance of the Principal and the Class Teacher.
- Volunteers should familiarise themselves with the Child Safeguarding Statement, the Code of Behaviour and Data Protection Guidelines.
- Volunteers must sign in at the office every day they come to the school.
- Volunteers must inform the class teacher when they are leaving the premises for Health and Safety reasons.
- Scoil Mhuire is fully committed to safeguarding the well-being of its pupils. Every individual in the school community should, at all times, show respect and understanding for the rights, safety and welfare of others and conduct themselves in a way that reflects the principles and ethos of the school.
- It is expected that volunteers respect the teacher's classroom rules and the structures which are in place in the school.

- Volunteers should respect the pupils, staff and school community at all times.
- Volunteers should treat all children in an equitable and fair manner regardless of age, ability, gender, religion, social and ethnic background, political persuasion or special educational needs.
- Volunteers should take care not to expose any child, intentionally or unintentionally, to embarrassment or disparagement by the use of flippant or sarcastic remarks.
- Volunteers should maintain the highest standards of conduct when interacting with children.

#### **Child Protection-**

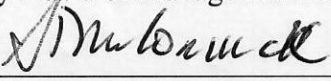
- All volunteers will be given a copy of the school's Child Safeguarding Statement before they commence volunteer work in the school. All volunteers must sign to say they have read same.
- All volunteers must be Garda Vetted before they begin work in the school.
- Volunteers will work under the supervision of the class teacher at all times. No volunteer will be left alone with a child.
- If a volunteer has a welfare concern about a child, they should report it to the DLP (the Principal) or the Deputy DLP (the Deputy Principal) as soon as possible.

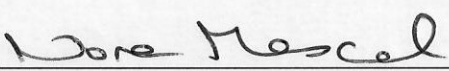
#### **Confidentiality –**

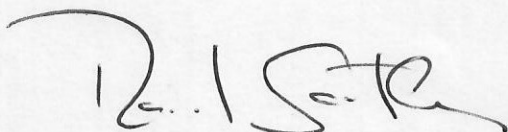
- There is a huge amount of confidential material in every primary classroom and volunteers must maintain total confidentiality.
- Photographs/videos of the children cannot be taken.
- Volunteers cannot have access to children's files.
- All volunteers must sign a confidentiality agreement before they begin volunteering in the school.

**Any breach of this policy will result in the cessation of the work of the volunteer in the school.**

This policy was ratified by Board of Management of Scoil Mhuire on 22/3/18.

Signature of Chairperson  Date: 22/3/2018

Signature of Principal  Date 22/3/18



## **Scoil Mhuire Volunteer Agreement**

**Name of volunteer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contact phone no:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Date of commencement of volunteer work:** \_\_\_\_\_

**I have read the Policy on Volunteers in School** ☐

**I have been Garda Vetted by the National Vetting Bureau** ☐

**I have read the school's Child Safeguarding Statement** ☐

**I agree to the confidentiality clause** ☐

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_