

Trinity Christian Academy

Parent Volunteer Handbook

Introduction

Thank you for volunteering your time to Trinity Christian Academy and our students and staff. Volunteers have a very important role to play in bringing a range of skills and experience that can enhance and promote the learning opportunities that we offer to our pupils.

Our volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-students
- Ex-members of staff
- Students on work experience
- University students
- Local residents
- Friends and supporters of the school

The types of activities that volunteer engage in, include:

- Reading to students from our class reading list
- Listening to students read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual students as an additional tutor
- Accompanying school visits
- Assisting on special days in the dining hall
- Coaching extracurricular activities

Safeguarding

Trinity Christian Academy is committed to the safeguarding of students and everyone who works here. We expect volunteers to share this commitment and follow policies and procedures in relation to this.

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis (e.g. to listen to children read) should approach the class teacher, the assistant director, and the director.

Volunteers should complete a Volunteer Application Form (Appendix 1) and the Volunteer Agreement (Appendix 2) which sets out the school's expectations of its volunteers and confirms that they have received a copy of his agreement.

Process for Recruiting Frequent Volunteers

- Identify the need and role
- Attract candidates by means of a local advertisement or other methods of communication used by the school
- The candidate(s) attend a meeting at the school for an informal discussion to ensure that they are suitable for the role
- A Background Check is undertaken before the volunteer starts working
- The volunteer will be made aware of their role and responsibilities within the school (this is not required where a volunteer is participating in a one-off activity)
- If appropriate, two references should be sought
- Induction – relevant school policies and documentation should be explained and used
- Volunteer records should be kept centrally within the school

Upholding the School Ethos

All adults and young people who work within our school, whether as a paid member of staff or as a volunteer, are expected to work and behave in such a way as to promote Trinity Christian Academy's Mission Statement, as identified below:

TCA is a private non-denominational Christian school. Our purpose is to provide students with a comprehensive, college preparatory education that prepares them for a successful Christian life. Trinity Christian Academy seeks to develop the whole child – academically, spiritually, emotionally and physically – through an educational format using both trained classroom instruction and parental involvement.

- It is critically important for students to see all adults in school as role models.
- You are not expected to make judgments about students' abilities or behavior. Any personal views you may have about a student's ability should not be disclosed to anybody except a member of the school's teaching staff.
- Your help will bring you in close contact with staff and students. Much of what you see in school is confidential, so please do not talk about things outside of school.
- Please do everything possible to avoid any physical contact with students, even touching.
- You should not get drawn into inappropriate topics of conversations with students. If a student begins to talk to you about matters which disturb you, please talk to the classroom teacher or the director.
- Although it can be tempting, please do not seek to use your time in school as an opportunity to discuss personal issues such as your child's educational progress.
- All personal items (bags, valuables, and medications) must be kept with you at all times or locked away securely (a member of the staff will help you with this).
- Mobile phones, personal cameras and recording devices must be kept out of reach of children during school hours and must never be used to take photographs of students, whether in school or out on a school trip or event.
- If you are in doubt about anything, always ask the advice of a member of the staff or the director.
- Many of the above standards are there not only for the protection of our children, but also for your own. A serious breach of any of the standards set out above might lead to a volunteer being removed and considered an unsuitable candidate for further voluntary opportunities. Obviously, we hope and expect that such a situation remains extremely rare.

Supervision

All volunteers work under the supervision of a teacher or full-time member of staff. Teachers retain ultimate responsibility for pupils at all times, including students; behavior and the activity that they are undertaking.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out and the expected outcome of the activity. In the event of any query or problem regarding the students' understanding of the task, their behavior or welfare, volunteers must seek advice/guidance from their designated supervisor.

Health and Safety

The school has safety procedures in place, which will be made available to volunteers working in the school. An appropriate member of the staff will ensure that volunteers are clear about emergency procedures

Complaints

Any complaints made about a volunteer will be referred to the classroom teacher or to the director of the school for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The classroom teacher or the director reserves the right to take the following action:

- To speak with the volunteer about a breach of the Volunteer Agreement and seek reassurances that it will not happen again
- Offer an alternative placement for the volunteer (e.g. helping with a different activity or in another class)
- Based upon the facts identified in the investigation, it may be necessary for the school to inform that they are unable to continue using them

Equality, diversity and Inclusion

At Trinity Christian Academy we aim to ensure that no member of the school community experiences harassment, less favorable treatment or discrimination because of their age; any disability they may have; their ethnicity, color, or national origin; their gender

We value the diversity of individuals in our school and do not discriminate against anyone because of their differences (with one exception, they must be Christian). We give our children every opportunity to achieve their best by taking account of our children's range of experiences when devising and implementing school policies and procedures.

Monitoring and Evaluation

This policy and guidance will be regularly reviewed by the Board of Directors and updated in line with Trinity Christian Academy's policy schedule.

Conclusion

We hope that you will find this guidance helpful and that you will keep it in mind throughout your time in school, We are confident that you will enjoy the experience of working as a volunteer at Trinity Christian Academy, satisfied in the knowledge that you are making a positive contribution.

Volunteer Application

Full Name of Volunteer.....

Date of Birth.....

Address.....

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Telephone.....Mobile Phone.....

What activities or areas of the school's work would you like to help with?

Are there any particular age groups or classes you would like to work with?

Thank you for taking the time to complete this Volunteer Application Form. Please hand to the school office, marked for the attention of the director.

Your offer of help is greatly appreciated, and we will be in touch as soon as possible.

Volunteer Agreement

Thank you for your services as a volunteer at Trinity Christian Academy. Your offer of help is greatly appreciated, and we hope that you will gain much from your experience.

Please sign this Volunteer Agreement and hand it in to the school office.

I have been accepted as a volunteer at Trinity Christian Academy, and I can confirm the following:

- I understand and accept Trinity Christian Academy's Volunteer Policy Guide, which applies to my involvement as a volunteer
- I agree to support TCA's aims and educational goals
- I agree to adhere to TCA's policies and procedures at all times
- I agree to work within the boundaries of TCA's safeguarding procedures at all times
- I agree to treat any information obtained from within the school with the strictest of confidence
- I agree to undertaking an enhanced Criminal Records Bureau check
- I have been informed of who will be my designated supervisor

Signed:

Full Name:

Date: