

STAFF/VOLUNTEERS POLICY

Introduction

In line with its aims, the Leicester St Nicholas & St Xenophon Greek School seeks to employ suitable, well-qualified and experienced staff/volunteers to lead classes.

It seeks to involve volunteers to give children/young people additional individual and small group support and to ensure that there are always enough adults to supervise the children/young people and keep them safe.

Parents/carers are encouraged to volunteer as members of the management committee and as assistant tutors.

In recruiting and appointing staff/volunteers, we shall follow our Equal Opportunities Policy, Health and Safety Policy and Child Protection Policy.

We will aim to ensure, as far as is possible, that anyone, paid or voluntary, who seeks to work with children/young people at the school and who gains substantial access to them is as safe to do so in child protection terms as can be guaranteed.

- All prospective staff/volunteers will be appointed by the head teacher and at least one management committee member.
- Volunteers will work in teams, or in open environments where they are not alone with children.
- All staff/volunteers will:
 - be supervised by a named manager
 - be given a clear job description or role description setting out expectations for their work and conduct

- show that they meet a person specification for the post or role
- fill in a form on first appointment and annually at the start of each school year to update their personal details, previous and current work/volunteering experience and qualifications
- supply the names of two referees who will be contacted personally
- complete an Enhanced Criminal Records Bureau check on appointment and every three years thereafter
- be given an induction into the school and their own area of work, covering:
 - Health and Safety and Child Protection policies and procedures
 - the role of volunteers
 - a list of all staff/volunteers
 - a list of Management Committee members
 - copies of all relevant policies
 - essential procedures i.e. timekeeping, rota etc.
 - schemes of work, lesson materials, positive management of behaviour
 - training and staff/volunteers development
 - information about the Quality Framework and Code of Practice
 - other information as appropriate.

There will be a trial period of 4 weeks to give the organisation and new member of staff/volunteer time to discover whether they are suited to each other. A review will be made midway through the trial period and also at the end.

Supervision, support and training

We at Leicester St Nicholas & St Xenophon Greek School are committed to the provision of training for all members of staff/volunteers.

Guidance, schemes of work and lesson materials will be provided by the head teacher. Staff/volunteers will be observed at work and will meet the head teacher for feedback on their performance, where they can raise any issues or problems and discuss training needs.

We shall hold a staff/volunteers meeting every term to discuss general support and supervision needs and give information about training opportunities. We shall hold updates on training in behaviour management, health and safety procedures and child protection each year.

Insurance

The school has insurance under the general indemnity of the church.

Health and Safety

All staff/volunteers are covered by, and must implement, the school's Health and Safety Policy. All adults have a duty of care towards the children/young people of the school and must have concern for their safety at all times. Further guidance can be found in the Health and Safety and Child Protection Policies.

Confidentiality

Staff/volunteers and volunteers, including Management Committee members, are required to observe confidentiality at all times.

Problem solving

If we feel that there is a concern about the work of a staff/volunteers member or volunteer, we shall attempt to resolve it by:

- asking the person to explain their dissatisfaction to any other staff/volunteers members or volunteers concerned
- if that does not resolve the concern, meeting with the head teacher and/or the school committee
- if that does not resolve the issue, meeting formally with the Chair of the Management Committee.

For staff members, we shall follow current employment law.

For volunteers, we shall sever the school's formal links with the person if the issue cannot be resolved.

At all times, staff/volunteers and volunteers will be freely able to state their case and can have a friend to accompany them.

Signed:	Dated:	Date for revision:
---------	--------	--------------------