

Our Volunteers include:

- Parents of pupils
- Ex-pupils
- Students on work experience.
- Ex-members of staff.
- Local Residents.
- Friends of the school.
- Members of Sporting Organisations.

The types of activities that volunteers engage in, on behalf of the school, include:

- Helping with Arts and Crafts – eg. Knitting, making St. Brigid’s Crosses, painting lessons
- Accompanying school tours.
- Helping with Music Classes.
- Assisting with Coffee Mornings.
- Fundraising.

Becoming a Volunteer.

Anyone wishing to become a volunteer must approach the principal, Mrs. Hynes.

Volunteers may be asked to complete a Volunteer Application Form, with their contact details, types of activities they would like to help with, and the times they are available to help.

All volunteers must have current Garda Vetting through Scoil Íde.

In the case of students from secondary school e.g. Salerno Transition Year Students, students observing), it is the responsibility of the secondary school to ensure Garda Vetting has been secured.

In the case of Teaching College Students, it is the responsibility of the colleges to provide Garda Vetting prior to Teaching Practice commencement.

In the case of Spanish Student Teachers, appropriate Vetting should be provided to the school prior to Teaching Practice Commencement.

Confidentiality.

Volunteers in our school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the designated teacher and/or Mrs. Hynes.

Any information gained at the school about a child or adult should remain confidential.

Supervision

All volunteers work under the supervision of a teacher. Teachers retain responsibility for pupils at all times, including the pupil's behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the teacher/designated supervisor as to how an activity is carried out.

Volunteers must never be alone with an individual child and must never be left in sole charge of a class.

Health and Safety.

Our school has a Health and Safety Policy and this is available on our website.

Volunteers need to exercise due care and report any obvious hazards/concerns to the class teacher.

Our school has a Healthy Eating Policy. We have a number of children with severe food allergies and we request that volunteers do not give any food items to children.

Child Protection.

The welfare of our pupils is paramount. To ensure the safety of our pupils, we adopt the following procedures.

The Volunteer Policy will be available on our School website.

All of our volunteers must have current Garda Vetting through the school.

Physical contact with the children is not permitted.

We expect that volunteers will always act in a professional and appropriate manner.

Where a volunteer is engaged in a 'one off' activity, eg. Helping out on school tour/class visit, Garda Vetting is not required – however, such volunteers will be under the constant supervision of a member of our school teaching staff.

Any concerns a volunteer has, about Child Protection issues, should be referred to Mrs.Hynes, or in her absence, Mrs. Ostheimer.

Due to Covid-19 it is unlikely that we will have volunteers in the school during the academic year 2020/2021.

Many thanks,

Signed on behalf of Scoil Ide Board of Management.

Volunteer Agreement.

Thank you for offering your services as a volunteer at Scoil Ide.

Your offer of help is greatly appreciated and we hope you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and hand it in at the office.

- I have received a copy of Scoil Ide's Volunteer Policy.
- I agree to support the School's ethos of Care.
- I agree to treat information obtained from being a Volunteer in Scoil Ide as STRICTLY CONFIDENTIAL.
- I understand that Garda Vetting is mandatory.

Signed:

Name:

Date: