



Scoil San Treasa's Code for Volunteers

Introduction

Parents and volunteers play an important role in the life of our school, contributing in many meaningful ways and bringing a wealth of skills and experience that can enrich learning opportunities for our pupils. The Board of Management welcomes, and is very grateful for the generosity of time and expertise which is so willingly shared.

At Scoil San Treasa, our mission is the provision of primary education of the highest quality for all our pupils in a happy, safe, Christian environment. Key school policies help us in realising this goal. Having a protocol for volunteers affords a measure of clarity to volunteers as they engage in their work, and assists us in safeguarding the wellbeing of those in our school community.

Accordingly, all volunteers must sign up to Scoil San Treasa's Code for Volunteers (Appendix 1), confirming that they understand their role and responsibilities. It is essential to have Garda Vetting satisfactorily processed prior to volunteering. An induction meeting will be held for new volunteers, so that there is a clear understanding of roles and responsibilities, and an opportunity for questions/clarifications.

Aims

The aim of this policy is to provide a Code of Practice for Volunteers and in so doing to:

- Provide a safe and secure environment for our pupils, staff and volunteers
- Establish clear protocols and procedures to support the coordination of Volunteers, whilst maintaining the welcoming and inclusive ethos of our school.

Procedures

Child Safeguarding

- None of the protocols or procedures named here are intended to conflict with our Child Safeguarding Statement.
- All child protection concerns must be reported directly to the Principal (DLP) /Deputy Principal (DDL) in line with Child Safeguarding Procedures.
- Volunteers will have access to Scoil San Treasa's Child Safeguarding Statement and Risk Assessment.
- When working with children, two volunteers must be present at all times – e.g.: a volunteer cannot be alone/one-to-one with a child.

School Policies

- In the interest of each child's overall wellbeing and safety, it is important that volunteers are familiar with Code of Behaviour, Child Safeguarding Statement and Bí Cineálta Policy – at www.sstreasa.ie.

Health and Safety

- Volunteers are required to take a careful and sensible approach to health and safety.
- Volunteers are asked to sign in/sign out on arrival/departure at the school.
- All concerns or any behavioural issues are reported to the class teacher or supervising staff. It is not appropriate for volunteers to engage in any form of discipline.

Confidentiality

- At Scoil San Treasa, where learning is our central focus, the privacy and dignity of all children and staff must be protected at all times. Any information acquired during volunteering—whether related to a child, adult, staff member or school matter—must not be discussed or divulged. This is especially important for volunteers who have direct contact with pupils, including those who may be experiencing difficulties, have additional learning needs, or health issues. Volunteers are required to show the same respect for the privacy and dignity of others as they would wish for their own child.
- Any breach of confidentiality will be taken extremely seriously and may result in immediate discontinuation of the volunteering role. The matter may also be referred to the Board of Management and, where appropriate, external authorities.

Media/Recording

- It is not permissible to record data on pupils in any form, i.e. handwritten, electronic, photo/video etc.

Monitoring and Review

The Board of Management will continue to monitor all aspects of this Code and accept feedback from relevant parties on the effectiveness of its implementation. This policy will be amended and updated as required.



Scoil San Treasa
Board of Management

The Rise, Mount Merrion, Co. Dublin A94EK75



Appendix 1

I _____(please print name) hereby agree to adopt

Scoil San Treasa's Code for Volunteers.

Signed _____

Date _____

Name/s of child/ren in Scoil San Treasa _____

Phone Number _____

Principal's Signature _____

Date _____