



## **Volunteers Policy**

At Cayman Prep and High School, we appreciate our volunteers and the range of knowledge and skills that they bring. A volunteer is anyone who undertakes, without pay, a role that supports a classroom, school-wide or system-wide programme. This policy applies to all volunteers who will have direct contact with students in on-site or off-site school activities. For the purposes of this policy, volunteers are divided into two types: regular volunteers are those who will assist on a regular, on-going basis with one or more activities; one-time volunteers are those who will assist with a specific, one-time activity, usually a class trip.

### **Safeguarding Students**

Cayman Prep and High School (“CPHS” and/or the “School”) is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share this commitment. In furtherance of this and in accordance with the requirements of the Ministry of Education and with current best practices, the School will require a RCIPS Clearance Certificate for every regular volunteer **before** he/she begins volunteer work, and will clearly set out the requirements and responsibilities of all volunteers. All volunteers will be advised to alert the school’s Child Protection Officer if they have concerns regarding a child’s wellbeing. (School Counsellor).

### **Volunteer Application and Agreement Form for Regular Volunteers**

All regular volunteers (except as noted on page 2) must complete the School’s Volunteer Application and Agreement Form and provide a current Police Clearance Certificate. (A RCIPS Clearance certificate which is 6 months or less is deemed to be current). On acceptance of these documents by the School the volunteer will be notified. A Police Clearance Certificate will be required every two years. Approval must be signed off by the Principal, Deputy Principal or Head of School.

All regular volunteers are also expected to attend a Child Protection and Safeguarding session with our School Counsellor, on an annual basis.

### **Volunteer Identification and Supervision**

All volunteers shall wear school issued identification while volunteering. For the protection of volunteers and students, volunteers shall take all appropriate steps to avoid being alone with an individual student in any place where observation by another person is not possible. Teachers retain primary responsibility for all students at all times, including student behaviour and activities. Volunteers should expect and follow guidance from the teacher about any activity they are carrying out. In the event of any query or problem, a volunteer should seek advice and clarification from the class teacher. All volunteers/visitors must sign in and out of the school in the School Office, as well as wear a “Volunteer” badge at all times.



# Cayman Prep & High School

(Owned and operated by the United Church in Jamaica & the Cayman Islands)

## **Health and Safety**

The School places high importance on the health and safety of its students. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using specialist equipment/accompanying students on visits). Volunteers should exercise due care and attention and report any obvious hazards or concerns to the class teacher or a member of School management.

## **Confidentiality**

Comments regarding student behaviour or learning can be highly sensitive and (made inappropriately) can cause distress. All volunteers shall treat confidential information obtained about the School and its students in the course of their volunteer efforts as such and not disclose or discuss such information.

## **Code of Conduct**

To assist schools in providing a safe environment and a positive education climate, volunteers are asked to comply with the *Code of Conduct* for Volunteers. This code includes but is not limited to:

- Limiting use of their cell phone to only when necessary.
- Taking photographs or videos of children is not permitted.
- Maintaining standards of behaviour in keeping with the interests and standing of the school.
- Treat students with respect and dignity.
- Report any problems as they arise to your supervisor in the workplace.
- Seek guidance through clarification where you may be uncertain of tasks or requirements.

## **One-Time Volunteers**

Volunteers assisting with a “one-time” activity, for example a school trip, are not required to complete the Volunteer Application and Agreement Form nor provide a Police Clearance Certificate. One-time volunteers shall wear school issued identification while volunteering, will be under direct supervision of CPHS staff and may not be on their own with an individual student at any time. One-time volunteers who are supervising school trips are to be given a copy of the Volunteer Guidance Notes for School Trips in advance of the trip.