



Cayman Prep & High School

Whole School

Volunteers Policy

School Mission Statement:

At Cayman Prep and High School, we aim to provide a stimulating learning environment, firmly rooted in Christian principles, in which our Children become critical creative thinkers, responsible citizens and lifelong learners in an ever-changing world".

Core Values:

<i>Loyalty</i>	<i>Forgiveness</i>
<i>Self-Discipline</i>	<i>Empathy</i>
<i>Integrity</i>	<i>Friendship</i>
<i>Excellence</i>	<i>Caring</i>
<i>Respect</i>	<i>Communication</i>

This Policy:

Cayman Prep & High School (CPHS) recognises the value of volunteering and appreciates the range of knowledge, skills and support that Volunteers provide. As a school we are committed to safeguarding and promoting the welfare of our students and require all staff and volunteers to share this commitment.

Contents

- Introduction
- Safeguarding Students
- Volunteer Application and Agreement Form for Regular Volunteers
- Volunteer Identification and Supervision
- Health and Safety
- Confidentiality
- Code of Conduct
- One-Time Volunteers



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. Furthermore, 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. In addition, every regular volunteer must attend a safe-guarding/child protection session **before** he/she begins volunteer work, which will clearly set out the requirements and responsibilities of all volunteers and complete two online Child Protection courses as required by the Ministry of Education. All volunteers will be advised to alert the school’s Child Protection Officer if they have concerns regarding a child’s wellbeing.

Volunteer Application and Agreement Form for Regular Volunteers

Each year **before** volunteering can begin, all regular volunteers (except as noted below) must:

- 1) complete the School’s Volunteer Application and Agreement Form
<https://form.jofform.com/232745247918061>
- 2) upload a current Police Clearance Certificate (required every two years) to the online form.
- 3) attend a safe-guarding/child protection session conducted by the school and complete the Ministry of Education required Child Protection training which currently includes completing the online portion of the Ministry of Education Child Protection course and an approved online Child Protection course
- 4) Volunteers of the volunteer reading program must also complete phonics and reading training.

Please note: For new Volunteers a RCIPS Clearance certificate which is 6 months or less is deemed to be current. Once completion of the above, approval will be determined, and the volunteer will be notified of same.

Volunteer Identification and Supervision

All volunteers shall wear school issued identification while volunteering. For the protection of volunteers and students, volunteers are not to be alone with students and must be under the active supervision of a CPHS member of staff at all times. 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



Cayman Prep & High School

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

problem, a volunteer should seek advice and clarification from the class teacher. All volunteers must sign in and out of the school at the School Office, as well as wear an orange Visitor lanyard at all times.

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. Health and safety matters will be covered during the volunteer training and the induction process.

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 confidential and not disclose or discuss any information, with members of the wider school community.

Code of Conduct

To assist us 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:

- Not using cell phones on school grounds.
- Not taking photographs or videos of children.
- Maintaining standards of behaviour in keeping with the interests and standing of the school.
- Treating students with respect and dignity.
- Reporting any problems as they arise, to your supervisor in the workplace.
- Seeking guidance through clarification where you may be uncertain of tasks or requirements.

One-Time Volunteers

Volunteers assisting with a “one-time” activity, for example an educational visit off site, are required to complete the online Volunteer Application Form but not provide a Police Clearance Certificate. One-time volunteers shall wear school issued identification when volunteering. Volunteers will be under the direct supervision of CPHS staff and may not be on their own with an individual student at any time. One-time volunteers who, supervising educational visits off site will be provided with a copy of the Volunteer Guidance Notes for Educational Visits Off Site in advance of the trip.



Cayman Prep & High School

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

*** Disclaimer: Currently, we are unable to count/track volunteer hours. The Office can, however, provide a letter, upon request, confirming your volunteer status and for the approximate length of time. We do apologise for this inconvenience and appreciate your understanding in this matter.*