



# **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:**

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

### **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.

***For the purpose of this policy school refers to all levels of education offered at Cayman Prep and High School and student(s) refers to all children enrolled at Cayman Prep and High School.***

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## **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 approved volunteers who will have direct contact with students in on-site or off-site school activities. For the purposes of this policy, only volunteers who will assist on a regular, on-going basis with one or more activities will participate.

### **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 Volunteers**

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

- 1) complete the School's Volunteer Application and Agreement Form  
<https://form.jotform.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 (every 3 years) and an approved online Child Protection course (only once)
- 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 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.



## 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. 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.

## **CAYMAN PREP AND HIGH SCHOOL VOLUNTEER POLICY**

*I confirm that I have read and understood the Volunteer Policy for Cayman Prep and High School and agree to abide by its contents.*

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*\*\* 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.*