



Avoca National School

S. N. PHÁDRAIG NAOFA

**Scoil Náisiúnta Phádraig Naofa,
Avoca,
Co. Wicklow.
18198A**

Volunteer Policy.

Scoil Náisiúnta Phádraig Naofa, Avoca has consistently welcomed and benefited from volunteers in many areas of school life. Parental involvement is an essential and much valued aspect of our school community. It is hoped that we can build on the many years of volunteering that have taken place at all levels in the school.

Child Protection

With this in mind, all volunteers must be Garda Vetted in accordance with school policy which is defined by the following guidelines; The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016., Children First Act 2015, Child Protection Procedures for Primary and Post Primary Schools 2017 and the Children First National Guidance 2017.

Vetting Procedures for Volunteers

Access to and storage of personal information Applications for clearance will be submitted to the school Principal on appropriate forms. The Principal will in turn process these through the National Vetting Bureau. On receipt of cleared forms, information will be stored securely on school premises and will only be accessed with the consent of the Principal and the Chairperson of the Board of Management. A list of approved/unapproved names will also be stored securely on the school premises and will only be accessed with the consent of the Principal and the Chairperson of the Board of Management.

Role of volunteers

Volunteers will play a role in the various activities of the school. Some of these are listed below: -Classroom support -Accompanying teachers and pupils on school trips -Providing additional activities during school hours.

Incidents of misbehaviour will be brought to the attention of the teacher and not discussed with parents.

Confidentiality

In the case of volunteers providing direct support to children in the classroom, the volunteer will agree not to share information regarding children or discuss matters relating to them with anyone other than the class teacher or Principal. Similarly,

This policy has been formulated by the Board of Management. It will be reviewed annually, alongside the Child Protection Policy.

Conclusion

The policy was originally formulated and ratified at a Board of Management meeting 2018. It was reviewed and ratified at a meeting of the BoM on ____ February 2021 and will be reviewed in 2024 or prior to this date should the need arise.

Signed _____
Marian Canavan (Chairperson)

Mary Cahill (Principal)

Date: _____