



## VOLUNTEERS IN SCHOOL POLICY

Thank you for offering to come into our school to support us: your help is very much appreciated! Due to the increasing numbers of parents and helpers coming into schools daily, and our commitment to ensuring that child protection procedures are followed and reviewed accordingly, we have decided to draw up this information sheet. We hope that this information assists you by:

- Ensuring your experience is positive while supporting activities in school;
- Explaining the best way to work as part of the adult team in school;
- Ensuring that your position is clear when working with our children;
- Protecting you through our guidance within our safeguarding and child protection policies and procedures;
- Showing how valued your contribution is to us.

**Confidentiality:** It goes without saying that confidentiality is vital within the school environment. Please refer to any member of staff if you see or hear anything about which you feel unsure. Refrain from talking about what you have seen or been doing in school with other parents: always refer any concerned parents, who want to talk with you about their child's time in school, to the class teacher - rather than being drawn into conversations or giving opinions about school matters.

**Behaviour:** We are very keen at St Mary's to encourage good and correct behaviour in our children at all times and we have systems in place to help us to do this: Golden Rules, Golden Time, House Points, Certificates and Stickers – all sorts of positive behaviour management strategies! We are a restorative school which strives to ensure the dignity of each individual while dealing with any issues. We have agreed sanctions that are clear to pupils, including, for example, missing a period of break time to talk to an adult or take time out for thought.

Please keep in close contact with the teacher or member of staff with whom you are working. They will deal with any discipline or behaviour issues. Once you have finished your sessions, please do not discuss behaviour matters with anyone else.

### Working with groups or individual children:

You will usually remain in the classroom when carrying out activities. You should not find yourself alone with a child or groups of children. On the rare occasion that this happens (e.g. taking children to the cooker in the staffroom or reading with a child) keep the door open, ensure that the adult in charge knows where you are and has agreed on where you are working. Many of our work areas in school are open (e.g. the long corridor between Y5 and Y6), which makes them a good base.

It is helpful only to volunteer if you are not looking after pre-school children, who would be unable to accompany you in school. It is school policy that parents are not normally working with their own children. You are asked not to approach your child during the working day. If you have any concerns about your child please see a member of staff. We ask all volunteers to abide by the school's policies, including not smoking on site nor using mobile phones in designated areas.

**In Conclusion:** We aim for all our volunteers to have DBS clearance which, although it may sound alarming at first, is for your own benefit as well as ours - giving security and reassurance to us all. If you feel able to comply with the above Protocol, welcome aboard! We look forward to continuing to develop all aspects of our school family, in which you play an important part. On behalf of the children, staff and governors, thank you for your time, dedication, skills and enthusiasm.

Name of volunteer..... Signature of volunteer..... Date.....

### Documents to be read and acknowledged

Keeping Children Safe in Education/ Fire and emergency procedures/ Code of Conduct



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