

*In God's love we believe and achieve*



# St. Michael's

Catholic Primary School

## Adult Volunteer Policy

# Mission Statement

## In God's love we believe and achieve

As a welcoming Catholic community we will:

- Follow in the footsteps of Jesus



- Deliver the best possible education for all of our children



- Value and love each other in our school and our community



- Provide an inclusive environment where everybody reaches their full potential

# Adult Volunteer Policy

## Introduction

Welcome and thank you for volunteering to help in our school. St. Michael's is an open and welcoming school and we value the help we receive from others in supporting the children. We encourage parents and other adults to help staff in a variety of ways. Our overriding concern and emphasis is the safety of the children in our care. This document sets out our school's policy, which is to ensure that the children benefit from as much help and support as possible with safeguarding as our number one priority.

This policy sets out the arrangements for volunteer helpers only.

## Volunteer helpers

Volunteer helpers support the school in a number of ways, including:

- Supporting individual pupils;
- Hearing pupils read;
- Assisting with classroom organisation;
- Assisting with the supervision of children on school trips;
- Assisting with group work
- Assisting with other school related activities.

Volunteer helpers are not allowed to:

- Change children, or supervise them changing ( EYFS);
- Supervise children engaged in PE or other specialist activities
- Take children off the school site without a teacher in charge
- Work with a child alone in a room

The responsibility for the health and welfare of the child remains with the class teacher at all times.

## Induction

All volunteers will be invited into school to carry out an induction with Miss Davies, Deputy Head. During the induction the volunteer will have a Health and Safety briefing including a tour of the school. Safeguarding procedures will be explained and policies made available. All procedures as highlighted in this policy will be discussed.

## Signing in

On entry to the school, all volunteers must sign in on the electronic signing in system at the school office. They will be given a visitor's badge, which they should wear at all times. They must also sign out using the same system.

## **DBS checks**

It is St Michael's policy that all volunteer helpers are DBS checked before they commence any volunteer work in school. For their own protection, volunteers must not work alone in a room with a child. The Head teacher has the authority not to accept the help of volunteers if he or she believes it will not be in the best interests of the children.

## **Deployment of Classroom Volunteers**

Volunteers will be asked to support in classes where there is the most need for individual support. Volunteers with children at St Michael's will not be asked to help in their own children's classroom. If a helper feels uncomfortable in any situation, they should inform the head teacher.

All volunteers are asked to follow the teacher's direction with respect to the policies and procedures of the school and seek their advice when unsure.

Confidentiality is of upmost important and volunteers are asked not to discuss the children including progress, behaviour, ability etc. out of school.

Your help in school is greatly valued and appreciated and we hope that you will find your experience rewarding and enjoyable.

Name of Volunteer.....

Signature of Volunteer.....

Date signed.....

## **Monitoring and review**

The day-to-day monitoring of this policy is the responsibility of the Head teacher. The Head teacher will report to the governors annually, stating the contributions of the adult volunteer helpers in the school, and informing them of the work they have done with the children.

This policy will be reviewed by the governing body every 2 years and signed off by Mike Volynchook on behalf of the Governing Body.

Signed by M Volynchook 03/02/2022

Signed Copy available from school office