




Christleton Primary School
Be the best you can be

Volunteer
Guidelines

Date of Policy	March 2017
Policy Reviewed	
Next Review	March 2019
Signed Head teacher	
Signed Chair of Governors	

Christleton Primary School

Volunteer Guidelines

Volunteer Guidelines at Christleton Primary

Welcome to Christleton Primary School and thank you very much for volunteering to support the children and staff at school. Voluntary support in school is invaluable and can enrich children's learning and well-being in many ways. It is also fantastic that our children see that learning is a lifelong experience and your involvement helps us to illustrate this. You may have been volunteering for a while and already 'know the ropes' or this may be the first time you have helped. This leaflet is designed to help you understand the role of a volunteer helper and give you the information you require to carry out this important role successfully.

Activities

If you are volunteering in school as part of a training course or return to teaching role then each teacher will endeavour to accommodate your needs as much as possible. There is a wide variety of activities you may be involved with, which may include working in class with small groups, hearing readers, helping at lunchtime in the hall or on the playground, supervising the children on school trips or on local walks, giving lifts to children to and from off-site activities, gardening, photocopying, preparing resources, helping with displays.... the list goes on and on. While some activities may need particular skills, there may be times when you are asked to complete or supervise activities that could seem mundane. We ask in these situations that you respect the decision of the teacher as these tasks often need completing.

DBS (CRB) Check

Schools are now required to ensure that all adults working in school either employed or on a voluntary basis, have an up to date DBS check. If you are not sure how often you are going to be able to help, it is wise to wait and see. If you intend to regularly work in school then you will only be able to when a 'Notification to Proceed' has been received by the school. You can collect a form from the school office and should present the completed form together with the original documents required to the office.

Child Protection

The school operates a **Safeguarding and Child Protection Policy** in line with Cheshire West and Chester's Child Protection Procedures. You should make yourself familiar with the policy and operate within it at all times. Copies are available from the school office.

The **Senior Designated Person for Child Protection is Mr Mitchell** and the **deputy is Miss Sue Lloyd Williams**.

Should you have any concerns or questions with regard to Child Protection, you must speak to Mr. Mitchell in the first instance and as soon as possible.

First Aid

There are children in school with a range of allergies and medical conditions. In the event of an emergency please seek the help of a member of staff immediately.

Health and Safety.

The school operates a **Health and Safety policy** in line with Chester West and Chester's Health and Safety Procedures. You should make yourself familiar with the policy and operate within it at all times. Copies are available from the school office.

Fire

In the event of fire, evacuation procedures are displayed in the classrooms and in prominent positions around the school. Please make yourself familiar with these and the fire meeting points.

Security

When you arrive at school, please use the main entrance and sign in at the school office, noting your time of arrival. We need to know who is on our site in the event of an incident, such as a fire practice. You will be issued with a badge to wear during your time in school. Please return all badges and sign out when you leave. When moving around school please ensure that exterior doors are shut behind you and inform a staff member if you notice anything that concerns you regarding safety.

Confidentiality

It is extremely important that you respect confidentiality at all times. Any information about pupils, staff or families gained through observation, documentation or any other means may not be shared with other parents either directly or indirectly. The importance of this cannot be emphasised strongly enough as any breach of confidentiality can damage relationships and trust. Should you have any concerns at all, you must discuss them with the head. If you are asked by other parents to share information, you should remind them you have a duty to respect confidentiality and refer them to the class teacher, Mr Mitchell (Headteacher) or Miss Sue Lloyd Williams (deputy headteacher).

The Staff Room

You are very welcome to go into the staff room during your set break times in school to make a drink. Please remember that this is primarily a rest area for staff when not on duty and their time is often very short. In light of this we kindly request that once you have made your drink you take it to the 'hub' or your placement classroom so privacy and the need of a place of sanctity for the staff is maintained.

Off-site visits

Teachers undertake a risk assessment for any off-site activities they lead. This may include individual risk assessments for pupils with specific needs. If you are helping on an off-site activity, the class teacher will share the risk assessment with you and make sure that you know what to do. If you are unsure of your responsibilities, please check with the class teacher.

Duty of Care

As a volunteer it is important to remember that the class teacher retains the responsibility for the teaching, safety and behaviour management of the class. The class teacher has the duty of care for all children in their class and this duty cannot be delegated to you. The class remain the teacher's responsibility at all times.

In welcoming volunteers into school we are hoping to strengthen our links with the community and open the door on what happens inside school. Throughout your time in school, remember that working with children places you in a position of respect and trust. Staff at Christleton Primary School work hard to ensure that the children in their care feel safe, respected and are given many opportunities. We ask that you join us in partnership in working towards these ideals.

Christleton Primary School Volunteer Contract – 2017-2018

I, _____ (insert full name)

have volunteered to help in Christleton Primary this academic year. I recognise in doing this that I am in a position of trust and accept that I must maintain confidentiality at all times. I have read the above information and asked for clarification on any matters that are unclear.

Signed: _____ Date: _____