



## ST. JUDE'S CHURCH OF ENGLAND PRIMARY SCHOOL VOLUNTEER/VISITOR/STUDENT POLICY

### **Introduction**

Volunteers in school bring with them a range of skills and experience that can enhance the opportunities and enjoyment of the children. We welcome and encourage volunteers and visitors from the local community.

### **Becoming a Volunteer**

Anyone wishing to become a volunteer should make an appointment with Miss New or Mr. Winn, and complete the *Volunteer Information Sheet* (Appendix 1) with their contact details and the times they are available to help.

All adults who work in the school, whether a paid member of staff or a volunteer, are expected to work and behave in such a way that promotes high expectations and positive attitudes within a happy, safe and caring environment.

### **Confidentiality**

Volunteers and students are bound by a code of confidentiality. Any concerns about a child or another adult should be discussed with the Headteacher. ***(Please see the staff code of conduct and our safeguarding for visitors leaflet)***

### **Supervision**

All volunteers work under the supervision of St. Jude's staff. St. Jude's staff retain the responsibility for the children at all times. Visitors / Volunteers should under no circumstances be left alone with a child or groups of children.

### **Safeguarding Children**

The welfare and safety of our children is paramount. All volunteers will be given a copy of the safeguarding policy and asked to sign a *Volunteer Agreement* (Appendix 2). This agreement sets out our expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

***In addition all volunteers / visitors who have contact with children must have a current and clear DBS.***

## APPENDIX 1

### VOLUNTEE INFORMATION SHEET – For Students/Apprentices/Volunteers/Visitors

Name of Volunteer/Student/Visitor	
Date of Birth:	
Other names known by (including maiden names):	
Address:	
Phone:	
Emergency Contact Details:	Name: NO: Relationship: Name: NO: Relationship:
What skills / areas would you like to help?	
Are there any particular age groups you would like to work with?	
Do you have any disabilities / other needs we need to take into account when working as a Volunteer at St. Judes? ((please give details)	

*Thank you for taking time to complete this Volunteer Information Sheet.*

**To be completed by a staff member at St Jude's:**

**Name of member of staff:**

**Date:**

- DBS – checked, we must receive a paper copy before work here begins.  
DBS number:
- Has the Safeguarding Policy been shared?
- Has the Safeguarding leaflet for visitors been shared?
- Has the staff code of conduct (including dress code) been shared and signed?
- Has the Acceptable Use Policy been shared and signed?
- What is the agreed start date, and time?
- Have relevant staff been informed, including office staff?

Any other important information:

## **APPENDIX 2**

### **STUDENT/APPRENTICE/VISITOR AGREEMENT**

***Please Confirm that you have read and understood this agreement by signing this form and returning a copy to Miss New***

Thank you very much for volunteering to help in school. We value your involvement very highly. To ensure that your visits run smoothly and is rewarding and beneficial for all who are involved there are a few do's and don'ts that we ask volunteers to observe.

- Please DO come! A regular commitment is particularly helpful as it allows for very positive teaching relationships to be built up.
- Please DO be prepared to work in any class. Parents will not be asked to work in their own child's class as this can often cause disruption.
- Please DO come at the time you have agreed – if you can't make it please telephone the school office and leave a message.
- Please DON'T discuss individual children or classes with other parents as this can lead to misunderstandings and feelings of distrust. Any written comments by the teacher, or discussion with the teacher about the progress of an individual child is strictly confidential. If you have a concern please discuss it with the class teacher, Mr Winn or Miss New.
- Please DO say what you enjoy doing, we often have a range of jobs on hand, and we are always developing our talent bank.
- Please DO show understanding and respect for the pupils, and persuade them to feel good about themselves as learners.
- If you don't have all the equipment you need for the job you are doing or you know of a better way to do it, DO mention it to the teacher, perhaps we can organise it better the next time you come.
- Please DO involve yourself in the class based activities, such as singing, tidying or listening as this encourages the children to accept you as a member of the school community.
- Please DO use the staff room to have your break/lunch/make yourself a hot drink (hot drinks must not be taken to class).

- Please DO NOT use your mobile phone in school or anywhere in the school premises. The only place this is permitted is in the staffroom.
- Taking photos on your mobile phone is strictly prohibited – please refer to the schools Acceptable Use Policy.
- Please follow the school’s dress code policy - jeans and trainers are not permitted. This policy will be shared with you.
- Please follow the school staff code of conduct – this will be shared with you.

***Thank you for taking the time to read this, your help is invaluable and we hope you enjoy your time in school.***

I have read and understood this agreement

Volunteer’s/ Visitor’s / Student’s Signature:

Date: