

# St Mary's Catholic Primary School

## VISITORS AND VOLUNTEERS POLICY



Visitors and volunteers at our school bring with them a wealth of skills and experience that can enhance the learning opportunities of the children. St Mary's welcomes and encourages them.

### Visiting and Becoming a Volunteer

We have many requests from a variety of people who wish to visit or volunteer. These may be parents of children at St Mary's, members of the local community, ex-pupils or individuals interested in pursuing a career with children. It is important that we keep track of who is working in our school, where they are placed and for how long they will be with us. For this reason all requests (not connected with trips) from visitors and volunteers should be directed to the Deputy Head who has responsibility for the organisation and/or placement of such individuals. Class teachers will approach parents either as a group or as individuals as and when to ask if they would like to volunteer on visits. The class teacher decides who to approach.

### Aims and Values

All adults who work in our school, whether a paid member of staff or volunteer, are expected to work and behave in such a way as to actively support our school aims and values listed below.

- We aim to safeguard and promote the welfare of all children in our care by providing an environment in which they are safe and secure and can be supported in their spiritual, physical and emotional needs.
- We aim to provide a happy and healthy school environment where children and adults respect each other and take responsibility for their own actions.
- We support a policy of inclusion, where there are equal opportunities for all.
- We will provide a curriculum that is broad and balanced, that will help children prepare for the opportunities and responsibilities that are needed for now and later in life.
- We expect everyone to achieve high standards of work and behaviour both inside and outside school.
- We will encourage the children to develop spiritually in their faith, morally, culturally, mentally and physically.
- We strongly believe that communication is crucial between all staff, parents and children and we will foster an ethos of openness whilst maintaining appropriate confidentiality.

### Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that visitors and volunteers may have about the children they come into contact with should only be discussed with the class teacher. Visitors and volunteers concerned about what another adult in the schools says or does, should raise the matter directly with the head or deputy head teacher.

## **Supervision**

All visitors and volunteers are under the supervision of a class teacher. The class teacher sets the groups and allocates the adults (staff and volunteers) to each group. It is for the class teacher to decide which adults are with which group. Teachers retain responsibility for the children at all times. Visitors and volunteers should have clear guidance from the teacher as to how an activity involving children may be carried out and what the expected outcomes of any activity are. Visitors and volunteers are encouraged to speak to the teacher if they have a query about any aspect of a child's understanding or behaviour.

## **Health & Safety**

Class teachers ensure that visitors and volunteers are made aware of any emergency procedures (eg. what to do in the case of a fire alarm) and about any safety issues associated with a particular task (eg. during a practical task). Visitors and volunteers are asked to exercise due care and attention and report any obvious hazards or concerns to the class teacher.

## **Safeguarding Children**

The welfare of our children is paramount. To ensure the safety of our children we adopt the following procedures;

- I. All visitors and volunteers are given a copy of this policy.
- II. Visitors and volunteers must wear an identification badge whilst on the premises
- III. All volunteers must sign a Visitors and Volunteers Agreement (appendix 1)
- IV. The school reserves the right to ask for a character reference if necessary
- V. We encourage *all* visitors and volunteers who work with children to have a Disclosure and Barring Service (**DBS**) check.
- VI. Anyone visiting or volunteering on a regular basis and who has substantial access to children *must* have a full, up to date DBS check.

## **Complaints Procedure**

Any complaints about a visitor or volunteer will be referred to the head or deputy head teacher. Any complaints made by a visitor or volunteer will also be referred to the head or deputy head teacher.

*The head reserves the right to take the following actions:*

- I. To speak with the individual about a breach of our agreement and seek reassurance this will not happen again
- II. Offer an alternative placement in another class
- III. Inform the visitor or volunteer that the school no longer supports their attendance at school.

## **Monitoring and review**

This policy has been approved by the governing body and will be reviewed annually or in the light of new guidance from the DFE.

Drafted: January 2016  
Review date: January 2017



**St Mary's Catholic Primary School**

**Off- Sites Visits – Volunteer Agreement**

Thank you for volunteering. School trips are an integral part of learning at school and you will have an important role to play in ensuring the success and safety of this trip. The class teacher has overall responsibility for the children at all times, but designates responsibility to voluntary helpers who may have charge of a small group. It is for the class teacher to decide which adults are with which group.

Please read this agreement, sign and return it to the office.

**The Role of a Volunteer Helper**

- To be responsible for and look after, in equal measure, all of the children in your group
- To stay with your allocated group and ensure their well-being and safety for the duration of the trip
- To promote polite, respectful and courteous behaviour amongst the group and towards members of the public
- To ensure that your group keeps up with the rest of the school visit party
- To contact your class teacher if there are issues with first aid, safety or behaviour
- To show a commitment to the group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and by helping to explain areas of interest.
- To follow guidance from school staff

**Not permitted**

- Please do not bring additional siblings on the school trip
- Please do not use your mobile phone unless the call or text is urgent
- Volunteers are not allowed to smoke, drink alcohol or engage in any illegal practices
- Volunteer are not allowed to take photographs of the children unless requested to do so by the teacher in charge
- Volunteers are not allowed to buy their group treats eg ice cream, sweets etc – before or after the school trip unless requested to do so by the teacher in charge.

**Emergencies**

Please inform a member of school staff as soon as possible. If you are separated from the rest of the school party, please telephone one of the staff members or the school.

I understand and agree to the conditions outlined in this agreement.

Signed.....

Name.....

Date.....

## ST. MARY'S CATHOLIC PRIMARY SCHOOL, ISLEWORTH



### VISION STATEMENT

Our school family at St Mary's wants this to be a safe, caring, creative and happy place, where we all have a fair chance to learn and grow together and to do the best we can. We do this by knowing and loving Jesus more every day and by following his teachings in a joyful way.

### MISSION AND AIMS

To provide a safe, caring, happy community where each individual is given an equal opportunity to develop to their full potential in the light of Christ's teaching and to share in His mission.

We aim to achieve this vision via the quality of education we provide in partnership with the home and parish.

Here at St. Mary's, education is for the whole person.

We aim to:-

- a) assist the growth and development of the whole school by encouraging that growth and development in all its members;
- b) meet each member of the community on their faith journey and help them grow and develop in their relationship with God;
- c) provide a well-balanced and broad-based curriculum that fulfils the legal requirements placed on it and develops the spiritual, moral, social, emotional, physical and intellectual needs of the individual;
- d) create an outward looking working community united by our common aim. This includes the pupils, staff, parents, governors, clergy and wider community.

*With Christ in our hearts we grow in love to help others.*