

All Saints' C of E Primary School - Alrewas

Guidelines for Volunteers



'Believe to Achieve'

Mission Statement

'To provide quality education for our children in a happy, secure Christian environment, encouraging pupils to achieve their potential academically, spiritually and socially.'

Guidelines for Volunteers In School

The School has established a policy in support of Parents (and other adults) wishing to work as volunteers in School.

There are two main ways of helping: -

Occasional support e.g. at sports events or school trips. These are individual events and generally parents/volunteers only commit themselves to one or two occasions.

Regular support. This is when parents or helpers offer regular weekly support to the school for a period of time. Usually the commitment will be for a term and will consist of one or two timetabled weekly sessions.

We encourage and recognise parents as educators, we always welcome parents into school. We sometimes offer work experience for young adults in training as well as young people wishing to have a work experience of school life.

The document below is some information given to volunteers on their first visit:

WELCOME TO OUR SCHOOL

Thank you for your interest in volunteering in school.

Volunteering can take many forms and we appreciate the help that our volunteers give us to support the work of the school.

We value our volunteers and we hope that you will enjoy working with us.

We have produced this guide to help you feel comfortable working in school and we hope that you will also feel able to ask any questions as they arise.

As a volunteer you will be expected to work with the teacher/s whom you have decided to help.

You will be sharing the classroom with the teacher/s concerned. The teacher will be responsible for you and if you are in any doubt about your role, where you should be working or questions about the school please ask your teacher.

If you are with us during break times, you can use the kitchen in the KS2 block to make a hot drink. You can leave your personal belongings in the classroom.

You can use the toilets that the staff use. Please do not use the children's toilets.

What Should I Do If I Have a Problem While At School?

We expect all members of the school community to be polite, courteous and self-disciplined. Pupils watch us and follow our example.

The same rules apply to staff, children and volunteers working in school.

Please discuss problems with the teacher or headteacher. The teachers in school are expected to act "in loco parentis" -this means in place of the parents. They are responsible for the children whilst they are at school.

Never get into an argument with children or adults. Teachers are trained to deal with problem situations and they are paid to take responsibility

Never tell off a child. The school has a code of discipline which children are expected to follow. As a volunteer you are not expected to discipline children. If there is a problem – tell the teacher straight away.

The only time we would expect any adult to intervene is to prevent a child hurting themselves or another child. Do this by telling them quietly and firmly to stop. Avoid physically restraining a child unless they will damage another child or themselves and do this with great care.

Never shout at a child
Never hit a child
Never threaten to hit or manhandle a child

Never be left in sole charge of a child.

Read the school policy on bullying

If it is work or other problems one of us will be pleased to listen and help if we can. It's the least we can do in return for your valuable time and commitment!

AND FINALLY...

We would like to thank you for offering to volunteer to help at our school. We regard you as a friend and member of our team. We have a professional duty to you - just as we have to all members of staff - to make your time with us happy

and fulfilling.

Together we make a great team!

