

St Peter's Church of England Primary School

Volunteers in school policy Statement



Vision Statement

'Faith, Family, Future'

Jesus built his church upon the strength of St Peter - who was his rock. At St Peter's, we provide a solid foundation on which our community thrives through our rich, aspirational curriculum. As a family, we nurture and unlock individual potential through mutual love and respect; enabling all to flourish now and in the future.

'Each of you should use whatever gift you have received to serve others'

1 Peter 4 v10

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: -

- a) 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.
- b) Regular support. This is when parents or volunteers offer regular weekly support to the school for a period of time.

We encourage and recognise parents as educators and support them by offering courses for parents organised through East Kent College. The college can offer a range of adult learning programmes tailored to the learner. We always welcome parents/volunteers into school. We offer work experience for young adults in training as well as young people wishing to have a work experience of school life.

GUIDELINES FOR VOLUNTEERS WORKING IN SCHOOL (booklet - copy below)

PLEASE MAKE SURE THAT YOU HAVE COLLECTED A SAFEGUARDING LEAFLET AND FIRE EVACUATION PROCEDURE LEAFLET FROM RECEPTION.

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.

The points of contact for volunteers in school are as follows:

- the class teacher you work with
- the school office
- the Headteacher

It is important for school security and fire regulations that all staff, visitors and volunteers to the school can be identified and located at all times and we ask you to follow the simple routine of :-

- Signing in and out when coming into and leaving the premises
- Wearing the Visitor badge we give you at all times whilst in school

WHERE CAN I WORK?

The short answer is — Almost anywhere!

Please let us know if you have a strong preference about the age group with which you would like to work or if there is a particular task on which you would like to focus. You might even have a preference for which class you would like to volunteer. If you would like to share your time between several classes or if you find you do not enjoy the volunteering opportunity we offer, please let us know. We want you to be happy and we want you to know that we value your time and energy.

HOW MUCH TIME MUST I GIVE?

Another short answer — It's up to you!

We appreciate all the time you choose to offer. Some volunteers prefer to have a timetable. Some prefer to arrange single visits when they can spare some time.

All we ask is that you let us know if you have made an arrangement with the school but find that you cannot come. Your work in school is valuable and the teacher may have been counting on you to help with an activity that cannot go ahead without your help. Let us know if you cannot come - just give us a call or send an email to the headteacher, so that we can avoid disappointing the children.

School is a work place and you will be supporting children's learning and joining a committed team of staff and volunteers.

WHERE CAN I GO IN THE SCHOOL?

As a volunteer you will be expected to work with the teacher/s whom you have decided to help. For most of the school day, therefore, 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. Apart from moving about the school in the normal course of the day, we would expect you to stay with the teacher who will supervise your activities.

If you are with us during break times, you can join your teacher in the staff room. You can leave your personal belongings in the staffroom. You should use the toilets that the staff use. Please do not use the children's toilets.

WHAT SHOULD I DO IF I HAVE A PROBLEM WHILST WORKING IN SCHOOL?

We expect all members of the school community to be polite, courteous and self-disciplined. Children 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.

AM I INSURED WHILST WORKING AT THE SCHOOL?

You will be insured for the same activities as teachers. Basically, as long as you follow the guidelines in this booklet you will be covered by the school insurance policy for most ordinary occurrences.

WHAT WORK SHOULD I NOT UNDERTAKE?

Some activities would bring volunteers into conflict with employed persons and may strain industrial relations. Health and Safety Regulations will prevent you undertaking some activities.

Some activities will expose you to unnecessary risks and teachers supervising your work should ensure that this does not happen. For example, never be left alone with a child or children. You should be clear about your responsibilities and your role at the school. If in doubt check with the Headteacher.

DO I NEED TO FILL IN ANY FORMS?

For legal reasons all adults with substantial and long-term contact with children in the school must undergo a DBS check. We will help you to complete the check. This is for the safety of the children, which you will agree is of prime importance.

PAYMENT FOR A DBS

Where a parent/volunteer has approached the school for a voluntary placement to support training, or to offer a service where they will receive payment from parents, you will be asked to pay the fee for the DBS check.

Where the volunteer is volunteering through a specific group, or where they are offering to support reading on a weekly basis, school will pay for the DBS check.

WHAT ABOUT CONFIDENTIALITY?

We expect our volunteers to abide by the same code of confidentiality as teachers. Anything you see or hear in school is confidential. You may work with children who you know well, but you must remain professional at all times. Under no circumstances should conversations be had outside of school about anything you have seen or heard whilst volunteering in school.

WHAT IF I AM NOT HAPPY?

If you are unhappy in the meantime please tell us! Please do not just leave. 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!

MOBILE PHONES

Mobile phones must NOT be used while on the school site. We ask that you turn them off while working with the children and keep them in your bag. If you do need to use your phone in an emergency, this can be done in the school office. You **MUST NOT** use your phone, or any other personal device, to take photos of children.

AND FINALLY....

We would like to thank you for offering to volunteer to help at our school. We regard you as a 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!

Last updated: March 2026

Date endorsed by Governors 17th March 2026

Signed: Headteacher

Chair of Governors