St James' CE Primary School is committed to the safeguarding of our pupils and staff.

St. James CE Primary School

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Volunteer Policy



Statement of Vision and Values

In consultation with pupils, parents, governors, community members and staff our vision and values were generated based on our inspiration from the Parable of the Sower and how this links to our children and their journey with us.

Our School Vision:
Within our community we strive to develop deep roots, strong growth and freedom to flourish as a unique and whole child of God.

Matthew 13 - The Parable of the Sower – '… but the seed falling on good soil refers to someone who hears the word and understands it. …….produces a crop, yielding a hundred, sixty or thirty times what was sown."





Values

We decided at St James CE Primary School that Kindness and Respect are values which we feel underpin our vision and are incorporated in all we do and say – so therefore these two values will be taught alongside all the other six values we have chosen.

½ termly focus	Value
Autumn 1	Responsibility
Autumn 2	Friendship
Spring 1	Perseverance
Spring 2	Trust
Summer 1	Courage
Summer 2	Positivity

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Introduction

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

Our Volunteers include:

- Members of the Governing Body
- Parents of pupils
- Students on work experience
- University students
- Local residents
- Friends of the school
- Mother's Union

The types of activities that Volunteers can be engaged in may include:

- Hearing children read
- Working with small groups of children
- Cooking with children
- Working alongside individual children
- Undertaking art & craft activities with children
- Running after-school clubs e.g. art /language/sport club
- Working with children on the computers
- Accompanying school visits
- Providing positive role models and one to one support

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one-off event such as a school visit or on a more regular basis, e.g. hearing children read, should contact the school office.

Volunteers should complete the *Volunteer Information Sheet* (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help.

Before starting to help in school, volunteers must read and agree to follow the Volunteer Code of Conduct (available from the office and provided to all volunteers on commencing their placements).

Vision Statement

Our vision is:
Within our community we strive to develop deep roots, strong growth and freedom to flourish as a unique and whole child of God.

This relates to the bible: **Matthew 13 - The Parable of the Sower – '… but the seed falling on good soil refers to someone who hears the word and understands it. …….produces a crop, yielding a hundred, sixty or thirty times what was sown."**

Everything we do as a school is underpinned by this statement, as it is a living vision. In turn it is also backed up by the school values that are taught throughout the year and embedded into the culture of our school. We decided at St James CE Primary School that Kindness and Respect are values which we feel underpin our vision and are incorporated in all we do and say – so therefore these two

values will be taught alongside all the other six values we have chosen. These are: responsibly, friendship, perseverance, trust, courage and positivity

All members of our community, including volunteers need to act as role models to our children, to support our vision and uphold our values.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that Volunteers have about the children they work with / come into contact with should be voiced with the Class Teacher and NOT with the parents of the child / persons outside school. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Head of School/Executive Headteacher.

Online safety

At St James' CE Primary School, we understand the responsibility to educate our pupils in online safety issues; teaching them the appropriate behaviours and critical thinking to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom. Volunteers are asked to read the Online Safety Policy and Sign the Acceptable Use Agreement (Appendix 3)

Supervision

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. If they are not assigned to a class, they will be supervised by another allocated member of staff. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the Teacher or allocated supervising member of staff as to how an activity is carried out / what the expected outcome of an activity is. Volunteers are encouraged to seek further advice / guidance from the Teacher or allocated supervising member of staff in the event of any query / problem regarding children's understanding of a task or behaviour.

Health & Safety

The school has a Health & Safety Policy and this is made available on request to Volunteers working in the school. Class Teachers ensure that Volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment / accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher / Headteacher.

Fire Safety

Please take your time to familiarise yourself with your nearest fire exit. In the event the Fire Alarm should sound, please walk your group of children calmly and quietly to the playground. Pupils should line up in their registration groups, counted and a roll call carried out to ensure the class is complete.

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Fire Practices are regularly held in school and the children are well accustomed to our procedures. It is imperative that you sing in and out of the visitor's book on the days which you are based in the school in the event of a fire drill.

Child Protection

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

- All volunteers must read and sign the Child Protection and Safeguarding Policy prior to beginning any work in school. All concerns regarding safeguarding MUST be reported to a Designated Safeguarding Lead or Deputy and follow school procedures, as set out in the Child Protection and Safeguarding Policy

- All Volunteers are given a copy of the Volunteer Code of Conduct and asked to sign to confirm that they have read this and agree to follow it.

- To ensure the safety of our pupils at all times, Volunteers who work with children unaccompanied by a member of staff, must have been cleared by the Disclosure and Barring Service (DBS). A certificate is issued to the individual to produce in school.

Where can I go in the school?

As a volunteer you will be expected to work with the member of staff to whom you have been allocated.

You will be sharing the classroom/office/working area with the teacher or member of staff concerned. The member of staff 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.
You can use the toilets that the staff use located within the staff area. We request that adults do not use the children's toilets. A member of staff will show you to an allocated room which will be available for you during break and lunchtimes, and will support you in ensuring you have access to refreshments as required. However, please note that no hot drinks are allowed in the classrooms.

What do I do if I have seen challenging behaviour or something that concerns me?

It is very important that you share any concerns with the class teacher. What you have seen or heard may be part of a bigger picture and will need investigating further. If you are unable to talk to the class teacher, please report it to the school office.

We have well defined procedures for informing parents of what has happened whilst the children are at school. Please do not be tempted to relay anything you have seen or heard in the classroom to other parents. We need to be assured that you will exercise total discretion in all respects when you are helping in school.
We ask that all volunteers sign the volunteer's agreement before they start volunteering with the school.

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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.

- Read the Behaviour Policy (this can be found on the school website) – all staff and children within the school follow this policy and it will be implemented in accordance with the school procedure
- As a school, we uphold our vision and associated values, living them out and modelling appropriate behaviour at all times; examples of what this looks like for staff are set out in our School Staff Charter (a copy of which can be given by the office)
- It is important to note that behavioural incidents or sanctions of any kind will be acted upon in accordance with our policy by a member of school staff; this is not part of the volunteer's role
- Avoid physically restraining a child – if there is a situation where a child could be in danger, alert a member of staff straight away

What medical/accident procedures must I follow?

We have several qualified first aiders in school who are on hand to deal with any first aid treatment. We ask that helpers do not administer first aid of any kind. If a child requires first aid, please see a Learning Support Assistant(LSA), Lunch-time Playleader or the Medical & Well-Being Officer - Ella Tona. If you are injured whilst on the school site, please report this to the school office. In the event of an emergency, each class has a telephone and a message can be sent to the school office. If you are responding to an emergency yourself, please stay with the child and send another child to fetch a member of staff.

Complaints Procedure

Any complaints made about a Volunteer will be referred to the Head of School for investigation. Any complaints made by a Volunteer will be referred to the Head of School.

The Head of School may refer to the Executive Headteacher, who reserves the right to take the following action:

- To speak with a Volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again;
- Offer an alternative placement for a Volunteer, e.g. helping with another activity or in another Class;
- Inform the Volunteer that the school no longer requires their services.

Reviewed: December 2025

Next review due: December 2027

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