



Our Lady and St John's Catholic Primary School

Boston Park Road, Brentford, Middlesex, TW8 9JF

www.ourladyandstjohns.org.uk

Volunteer Policy

Policy Start Date	Policy Review Date	Frequency
Autumn 2025	Autumn 2028	Three Years

Introduction

We want our school to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. This document sets out our school's policy, which is to ensure that all children benefit from as much help and support as possible, providing, at the same time, for their best possible security.

We define volunteer helpers as:

- parents or other adult helpers working alongside teachers to support the children, the school and various areas of the curriculum;

Volunteer helpers support the school in a number of ways, including:

- hearing pupils read;
- helping with classroom organisation;
- maintaining resources;
- helping with the supervision of children on school trips;
- sport

The responsibility for the health and welfare of the child remains with the class teacher at all times.

Signing in

When helpers arrive at the school, they must sign in electronically at the reception desk. The system will produce a visitor's badge, which they should wear at all times. The electronic system requires the visitor to sign out when they leave the school.

Police checks

Volunteer helpers are engaged at the discretion of the Head Teacher /Deputy Headteacher. For the children's safety, all volunteer helpers are required to have police clearance DBS before they work in the school.

Child Protection and Safeguarding

If a child makes a 'disclosure' to a volunteer or says something that makes the volunteer feel concerned this must be reported immediately to the designated person for Child Protection and Safeguarding.



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The designated child protection officer is:

Mrs. Kelliher

The deputy child Protection officer is:

Mrs. Sheehan and in her absence **Mrs. Whitehouse**

The designated Governor for child protection is:

Ms. Tiffany Bolton

The deputy designated Governor is:

Fr. Gerard Quinn

The disclosure will then be dealt with appropriately by the designated person. This should not be discussed with any other person and the child should not be questioned at the time or in the future.

Deployment of volunteer helpers

Our school is dedicated to ensuring that children have every opportunity to be heard read, independently, on a regular basis. Listening to individual readers is a daily part of our timetable and we ask that adult volunteers be committed to a specific day and time in order to help us fulfil this arrangement.

Helpers will be asked to support in classes where there is the most need for individual support. It is the policy of this school, as far as it is possible, that parent helpers do not support in their own child's classroom, as this can be distracting for the child.

The School Session.

An introductory session will be given, with written guidance backup, and the support of a member of staff will be available, should it be needed. To comply with health and safety regulations, adult volunteers are asked not to wander around the school or playground. Please respect the privacy of the staff by not entering the staff room at any time.

We would ask that adult volunteers respect the confidentiality of the children and staff; and that issues seen or heard in school are not discussed outside. Any concerns must be taken to the class teacher or Deputy Head teacher.

Health and Safety

Fire drills take place each term. If you hear the fire bell tuck in your chair, tell the child to do this also and leave together via the nearest door. Do not send the child back to their classroom.

Assemble at the Fire Assembly Point clearly marked in the playground.

Monitoring and review

The day-to-day monitoring of this policy is the responsibility of the Headteacher. The Headteacher will report to the governors annually, stating the number of adult volunteer helpers in the school, and summarising their value to the children.

This policy will be reviewed by the governing body every three years, or earlier if considered necessary



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APPENDIX 1

Safeguarding Children documents and Child Protection policy

Name: _____

Post: _____

I have been made aware of my duty to safeguard and promote children's welfare ☐

The procedure for reporting concerns about a child has been explained to me ☐

I have read and understand the child protection policy ☐

I have read and understood informed about the volunteer policy and the confidentiality policy ☐

Designated Senior lead – Marcella Kelliher

Deputy designated Senior leads– Mary Sheehan & Dawn Whitehouse

Child Protection Governor – Tiffany Bolton

Deputy Child Protection Governor – Fr. Gerard Quinn

All documents concerning Child Protection can be found in the policy folder on the shared drive.

Child protection and welfare are the responsibility of all staff in school and ANY observation, information or issue, which results in concern for a pupil's welfare MUST be reported to the Designated Child Protection Officer

Signature: _____

Name: _____

Date: _____



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APPENDIX 2

Our Lady and St John's Volunteer Agreement

Name of volunteer

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at Our Lady and St John's Catholic Primary School. Your offer of help is greatly appreciated and we hope that you will enjoy your experience here.

Please read and sign this volunteer agreement sheet and hand it in at school. You will receive a copy for your records.

- ☐ I agree to support the school's mission statement
- ☐ I agree to treat all information I learn from being a volunteer in school as confidential
- ☐ I will not speak to anyone about confidential items in school, post anything on any social internet site, take any photographs or engage in any conversations that share information I have gained as a volunteer in school
- ☐ I agree to work only as directed by school staff.
- ☐ I understand that I am required to undergo a Disclosure and Barring Service check to advise the school as to my suitability as a volunteer.
- ☐ I have had a full induction and been given a copy of the school's volunteer induction pack, which includes copies of Health & Safety and Child Protection Advice.
- ☐ I understand that if I break this agreement in any way or behave in a way which makes other members of the school community lose confidence in me, I will be asked to stop any volunteer work immediately.
- ☐ If I have any issues or concerns I will discuss them in the first instance with Mary Sheehan (Deputy Headteacher) or in her absence Marcella Kelliher (Headteacher) or another member of the Senior Leadership Team.

Signed:

Print name:

Signed (member of school staff):

Position:

Date:



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APPENDIX 3

Listening to Readers

- 1) Check in the Reading Comments Book which page the child has read to.
- 2) Listen to the child read an extract aloud and talk about the text.
- 3) Write the date, title of the book and pages read in the Reading Comments book and initial your entry.
- 4) Please do not write any comments in the child's book; if you have any queries please see the class teacher.
- 5) Please date and initial the Reading Register.

Headteacher:		Date:	
Chair of Governors		Date:	