

## **Collaton St. Mary C of E (VA) Primary School**

### **Policy for Volunteers in School**

#### **Rationale**

The governors and staff of this school greatly appreciate the efforts of voluntary helpers. We wish to encourage and maximise as much useful help and support as possible, so that our children and staff benefit from as much support as is potentially available, in order to enrich and enhance the curriculum.

We acknowledge that parents and friends of our school can bring extra knowledge, skills and understanding that will support and develop our children's learning. Teachers cannot be experts in everything! Above all, we acknowledge the need that the community can bring as much to the life of the school.

#### **Guidelines**

1. All volunteers are subject to child protection CRB checks to be able to work with children. Up to receipt of clearance, volunteers must not work unsupervised with children.
2. Each teacher will identify the help required for their class.
3. Parents may prefer to volunteer for work in classes where they have no children.
4. Volunteers must sign in at Reception on every visit.
5. Training and instructions will be given so that volunteers know what they will be doing and how to do it.
6. Information about school policies relating to Health and Safety including Risk Assessment, Anti-Racism, Behaviour and Discipline and related courses, will be shared.
7. In return we have some expectations of you, namely:
  - Total confidentiality about the children you work with.
  - No judgmental comments in reading diaries or similar.
  - A message, if you can't help at your usual time.

## **Insurance**

Volunteers are covered by the Council for third party liability. You may wish, privately, to arrange for your own personal insurance to cover both personal injury and theft of or damage to, your own equipment.

## **Links to :**

- Parents policy
- Child Protection policy
- Teaching and learning policy
- Volunteers – Torbay Council Guidance

**Review:** Annually