

## **Volunteers**

We seek for a climate of mutual trust and confidence in our school. We greatly value our home/school partnership which we believe enriches the education of our children. We welcome volunteers into our school to support our work. We hope that our code of practice will be supportive to those who volunteer to help in school and to all children, parents, carers and teachers. All voluntary helpers are asked to enter into an agreement with the school.

### **Code of Practice**

- Volunteers should sign in on entry and exit and wear a visitor badge.
- If the fire bell sounds, leave the building by the nearest exit and make your way to the back of the small playground. Please report to Mrs Heatley, School Administrator.
- Teachers will communicate with volunteers to advise on the tasks for the session.
- Volunteers should maintain a professional working relationship with teachers, children and their parents/carers.
- Any aspects of the work volunteers enter into with children are confidential and should only be discussed with the child's teachers.
- Volunteers should not comment on a child's behaviour, progress or achievement to anyone, but the class teacher. This includes the child's parents and family.
- Mobile phones must be switched off in the classroom and when working with children.
- If a volunteer has any concerns he/she should contact the Headteacher.
- Volunteers are a role model for children in the same way as school staff.
- Personal belongings are the responsibility of the volunteer.

## **Child Protection**

Our designated Child Protection Officer is Mr M Whitehead, Headteacher. In his absence, the role will be filled by Mrs H Large, Assistant Headteacher.

We are concerned to maintain the highest levels of care and control to ensure our children's health and safety. Whilst in school staff act in loco parentis which is largely common sense and it is essential that volunteers observe the following points:

- Volunteers should refer to the class teacher any incident of rudeness or lack of respect on the part of a child.
- Volunteers should not answer personal questions from a child about their own life.
- Volunteers should refer any injury or complaint of feeling unwell to the class teacher or another member of staff. They should not attempt to treat an injury.
- In the event of a child being upset, please refer the matter to a member of staff.
- The school reserves the right to determine the placement of a volunteer.
- Volunteers will be required to undergo a DBS check.

We thank you for giving up your time to volunteer at West Didsbury C of E Primary School and hope that you will find it an enjoyable and rewarding experience.

**WEST DIDSBURY CE  
PRIMARY SCHOOL**



Volunteer Handbook

