



Volunteer, Work Placement Handbook		 
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Next review:	January 2021 Review Period: 3 Year	

St.Modwen's Catholic Primary School Parent, Carer and Volunteer Handbook

Welcome to St.Modwen's Catholic Primary School!

Thank you so much for volunteering at St.Modwen's Catholic Primary School. We welcome volunteers to work with us in school to support and enrich our children's learning. If, after helping, you feel you have any other skills that could add to our wider curriculum (for example, running a club or providing an opportunity for children that isn't already catered for), please feel free to contact the School Business team and let them know.

We hope this handbook will help inform you of some of our procedures and aims. It also aims to provide you with a clear understanding of our commitment to you as a valued Volunteer and in return what commitment we expect from you. Here at St.Modwen's Catholic Primary School we pride ourselves in being a friendly, supportive and high performing team, who in partnership with parents delivers outstanding educational and social outcomes for children. I look forward to working with you and hope your time with us is both rewarding and happy.

Kind regards

Ms M Gibbs
Headteacher

About us

At St.Modwen's Catholic Primary School our faith is central to everything we do. **Together we believe is at the heart of our ABC.**

We show this in many ways. There are regular assemblies, masses and liturgies to which parents are always welcome. Our parish priests visit classes to support our RE curriculum and where possible classes visit church to explore our own parish church.

The curriculum we follow is based around 'Learning and Growing as the People of God' developed by the Archdiocese of Birmingham.

Celebrating the sacraments is a vital part of nurturing the children's faith. Year 3 prepare for First Holy Communion, while the Year 6 programme includes Confirmation. We really appreciate the support of parents in Year 3 and Year 6, through prayers services, celebration and parents' meetings. In this way the home, school and parish work very closely together in partnership.

We expect all children to participate in various RE activities, and we always aim to include all children wherever appropriate. All children have opportunities to lead and participate in prayers, readings and singing whatever their religion. We embrace the culture and heritage of all children and follow a planned programme of work to raise multi-cultural awareness.

The importance of prayer is evident throughout school. The children are encouraged to learn set prayers for the beginning and end of the school day, together with grace before and after meals and traditional prayers of the Catholic Church. Parental support in promoting prayer is very much appreciated.

We celebrate Mass in school most Fridays at 9:15am. Parents and parishioners are welcome to join us. Every family receives a Wednesday Word resource sheet each week to promote family prayer and reflection.

Within our School we endeavour to focus upon the needs of the individual and therefore perceive education in terms of activities and discoveries, which are purposeful, practical and challenging. This helps our children to structure, interpret and understand their experiences of the world. We believe that education should be a personal experience and through the provision of exciting and experimental first-hand learning situations the content will be both significant and relevant.

As a School we know that effective education is about a partnership between the staff, parents and the children. We believe in the active encouragement of parents to participate in the life of the school, which may be in several ways. Parents are welcome to visit the classroom and are given opportunity to come to understand as well as experience the curriculum.

Our School itself is a family but we are also part of a larger family within the community of Tutbury. This provides a wonderful opportunity for our projection into the wider community and we believe a school will provide a richer and more relevant education if links with the community are strong.

Our Vision and Values: Together we **Achieve**, Together we **Believe**, Together we **Care**

- **Achieve** - Together we will be the very best that we can be.
- **Believe** - Together we will live, share, experience and celebrate our Catholic faith.
- **Care** - Together we will be a safe, caring community where we value ourselves, respect and care for others and all of God's creation.

Together we will:

- **Succeed**
 - Ensure that all children experience success
 - Provide the highest quality of teaching and learning for ALL
 - Monitor and evaluate our performance, as we aim to continually raise standards
- **Inspire**
 - Inspire children to be passionate about learning.
- **Work in Partnership**
 - Develop an active partnership in learning with our families, the parish and the local and wider community.
 - Foster an atmosphere, in keeping with the Catholic ethos, that encourages personal and professional development for everyone at school.
 - Help all children become responsible citizens with a positive multicultural awareness.
- **Develop a shared knowledge and understanding with you as parents to improve the life chances of all children**
 - Build on children's knowledge and understanding so that they can all make the best possible progress.
- **Create exciting and innovative learning experiences**
 - Make learning, challenging and enjoyable.
 - Use a variety of teaching and learning styles within a curriculum which is creative, broad and balanced.
 - Make effective use of a wide range of resources.
 - Promote a healthy lifestyle
- **Learning Skills**
 - Develop children's learning skills so that they can become effective lifelong learners.

Our Aim

It is our shared belief that education is preparation for life and we seek to prepare each child to face life beyond the School with confidence. We aspire to set ambitious standards for personal behaviour and self-discipline, with consideration, courtesy and respect for other people of all ages, races and cultures. We are concerned with the provision of exciting and quality learning experiences in a safe, secure and happy environment. We endeavour to achieve ambitious standards in every aspect of School and Catholic life by making the most efficient use of all the resources available.

Our Headteacher aim is to use education to enable all our learners to reach and maximise their potential to help children to become independent, caring and critical adults who are fully able to contribute and know what to expect from society.

Our Staff Corporate values:

School Staff Corporate Values:

- Positive
- Professional
- Committed
- Supportive
- Loyal

Our Commitment to you

As one of our valued volunteers, we are committed to giving you the following:

- Access to a friendly and supportive working environment
- The opportunity to work as part of a high performing team which delivers outstanding outcomes for children and families
- The opportunity to work with our amazing children and their families
- A mentor and link staff member to support you in your volunteering
- Recognition for the work that you do and its impact on our children's learning and development
- A reference if you apply for paid work here or elsewhere

Your Commitment to us

We appreciate that your time and energies are given freely and willingly. Most volunteers work in school at a set time each week, and if you can commit to this for at least half a term, we would find this helpful. However, we do not insist that you commit to working for a fixed or definitive period of time, or give notice when you wish to stop volunteering at St.Modwens. However, we do ask that you agree to and abide by the guidance contained in this handbook, the accompanying policies and our Staff Corporate values.

We would also ask that you let us know if you have made an arrangement with school to volunteer that you later find you cannot keep. Your work is valuable to the school and your link staff member may be counting on you to help with an activity. We ask that you please give us a call as soon as you know you cannot attend. In addition, when you do not wish to continue volunteering, please inform your mentor, link staff member or our Volunteer Lead.

Key Contacts

Our Volunteer Lead is the School Business Manager, who will be your main point of contact for the first few weeks as you settle into your volunteering post. Our School Business Manager will provide you with as much support as you need to get started.

Whilst you are working at St.Modwen's, your other main contacts will be:

- Your Staff Link Member (usually the class teacher if you are classroom based)
- The School Business Team
- The Headteacher and Deputy Headteacher
- The First Aiders – reference First Aid Policy, First Aider Posters across school

Complaints Procedure

Any complaints about a visitor or volunteer will be referred to the Headteacher or Deputy Headteacher. Any complaints made by a visitor or volunteer will also be referred to the Headteacher or Deputy Headteacher.

The Headteacher reserves the right to take the following actions:

- To speak with the individual about a breach of our agreement and seek reassurance this will not happen again
- Offer an alternative placement in another class

Inform the visitor or volunteer that the school no longer supports their attendance at school.

Policies and Procedures

1. Safeguarding

Disclosure

We carry out a Disclosure and Barring Service (DBS) check for all staff and volunteers who have regular contact with children. All schools need to hold a register of the checks undertaken. For you to work in school as a volunteer, you will need to complete a DBS online check. We will help you get the process started. Please be assured that all information will be treated in the strictest confidence and that these checks are done to safeguard our children. Please contact School Business Team regarding your DBS check.

Child Protection

We have a statutory duty of care to all pupils and adults in school, we must ensure that you adhere to the same policies as all staff.

Your Induction Programme will require you to:

- Undertake level 1 Staffordshire Children's Safeguarding board training – completed in-house by a member of staff who is Designated Safeguarding Lead (Level 4) trained
- Read and familiarise yourself with latest DfE Guidance Safeguarding policy – **Part 1 – Keeping children safe in education**
- Read and familiarise yourself with school safeguarding policies and procedures

School expects all staff to take responsibility for ensuring they keep their safeguarding skills and knowledge up to date. School will support this by providing regular Safeguarding training (inset days), opportunities for key staff to access enhanced safeguarding training from Staffordshire Children's Local Safeguarding Board, staff briefings, update e-mails, agenda items on team meetings and information on notice boards in staff room

The school's designated safeguarding lead is Headteacher and the deputy designated persons are Deputy Headteacher and School Business Manager.

It is possible that children may tell you (or try to tell you) things relating to some form of abuse. If this happens, let your link staff member know immediately, and allow them to deal with the matter. You will need to reassure the child that to keep them safe you need to tell someone in school, you must also ensure that once you have passed the matter on you do not discuss it with anyone else. If you are in doubt about the safety of a child, immediately tell your link staff member, our Family Support Worker, or one of our designated safeguarding leads.

Safe Practice

To protect the children, you are helping and yourself from any false accusation, please follow these steps:

- only work in public areas such as classrooms and corridors
- try to work close to where other volunteers or staff members are working
- avoid any physical contact with children
- try to ensure that your conversation with children is friendly but not over familiar
- never accompany a child into the toilets.

Communication with Pupils

Volunteers should not give their personal mobile phone numbers to pupils, nor should they communicate with them by text message, social networking sites or personal email. Volunteers should be aware that it is not appropriate to use social media to communicate with pupils.

Use of Mobile Phones and Cameras

Mobile phones should not be used when working with the children. Neither staff, volunteers nor children may use their own mobile phones to take photographs for school activities.

2. Health and Safety

You must comply with the schools Health and Safety Policy, observing any specific requirements whilst volunteering. Do not take part in, or ask anyone else to take part in, any action that might cause you or another person to be put at risk of injury or harm. You should always advise a teacher or member of the management team of any potential hazard or situation that you feel puts people at risk. They will then report this as necessary.

Reference our Health and Safety Policy.

Security

- When in school please ensure you 'sign in' using the Entrysign system in the reception area or in the rear staff entrance
- You will receive a 'Volunteer badge' with your photograph displayed on the front – please ensure that you wear this at all times whilst in school
- At the end of your volunteering session please ensure that you 'sign out' using the Entrysign system and hand your 'Volunteer badge' in at the School Business Office.
- All volunteers must ensure that people trying to gain entry to the school enter via the main entrance and sign in
- We ask volunteers to let us know if they see anyone acting suspiciously near our school at any time
- Volunteers to contact the School Office or a member of staff in an emergency, via classroom telephones. Office number is 01283 247560. Other numbers can be found on list by telephones
- All external classroom doors should be closed during break times or when the classrooms are empty

We ask all staff members, volunteers and site visitors to be vigilant about signing in and out school. It is vital in the case of an emergency evacuation that we can account for everyone 'signed in' to school.

Fire notices are displayed in every room in the school and all volunteers are expected to familiarise themselves with the procedure including location of extinguishers and routes of exit. Procedures for evacuation will be explained to you by the Volunteer Lead when you start.

We ask everyone to be patient – good security can be frustrating!

Reference our Emergency Evacuation and Major Incident Plan, School Fire Evacuation Procedure and Business Continuity Plan

First Aid: Please do not administer first aid to children whilst you are volunteering in school. First Aid can only be administered by staff who hold a current first aid or paediatric first aid at work certificate. Please talk to your class teacher in the first instance if a child needs medical attention.

All medication must be sent to the office and is administered from there. When changing children after an accident or washing, two adults must be present and at least one must be a member of staff.

Reference our First Aid Policy, Medicines in school and Supporting pupils with Medication conditions policies and procedures.

3. Insurance

Volunteers are covered by the school's public liability insurance, which is currently operated by QBE Insurance (Europe) Limited, renewed six monthly, and the limitations of this insurance are explained carefully to volunteers. Volunteers may wish to make their own arrangements for insuring against theft, personal injury or damage to their own property.

4. Confidentiality

It is very important that all staff, parent volunteers and other adults working in the school adhere to a policy of confidentiality. It is vital that you do not share anything about specific children outside of school with friends, family members or a child's parent if you know them. The teachers in school have the responsibility of informing parents of any concerns about a child. Volunteers working in classrooms do so on the understanding that they support the teaching staff and will not pass opinion on such matters as discipline or teaching styles outside of school.

Reference our GDPR Policies and Staff and Volunteer Acceptable use of ICT Policy Agreement

5. Code of Conduct

Professional Conduct: Whilst working in school, you will be afforded the same respect, gratitude and courtesy as all paid members of staff. In return you will be expected to conduct yourself inline with our Code of Conduct. Please ensure you read our Code of Conduct and adhere to its content at all times. This will ensure we maintain a happy, harmonious and professional workplace for all.

Dress Code: We have very high expectations of dress and presentation from our pupils. As adults, we also need to model this. We simply ask volunteers, as with all staff, that you adhere to the school's dress code as set out in our Code of Conduct.

Attendance and Timekeeping: In the event of absence, the school office should be notified.

Smoking

To promote a healthy and pleasant working environment and because of the fire risk, smoking (in any form, including the use of e-cigarettes) is not allowed anywhere on site.

Reference our Code of Conduct policy

6. Equal Opportunities and British Values

Equal Opportunities: At our school, we do not tolerate discrimination on the grounds of age, disability, race, ethnic background, colour, race, religion, gender, sexual orientation, history of illness, non-relevant criminal records or your marital, employment, financial or social status. As a volunteer, you must treat people with respect at all times and ensure that there is no unlawful discrimination, abuse, harassment or bullying in your dealing with children, colleagues or others at the school. If you feel that you have been unfairly discriminated against please discuss this with your link worker.

British Values: Across school we create and enforce clear and rigorous promotion of the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

Reference our Equal Opportunities and Catholic Life Policies

7. Frequently asked Questions

This section is designed to answer some of the common questions new volunteers ask. If you have any other questions please do not hesitate to ask your link staff member.

Question	Response
What are the tea/coffee arrangements?	If you are in school over the break period, there are tea and coffee making facilities for volunteers in the staffroom which you are welcome to use. There is no charge for volunteers' tea and coffee. We ask that all staff and volunteers using the staff room facilities respect health and safety and food hygiene regulations at all times.
Where can I find the photocopier and Laminators?	Photocopiers are located in the Library and Reprographics Room (School Office). Laminators are located KS1, KS2 and Reprographics Room. You may be asked to use these machines to support the class teacher to prepare classroom resources. If you are unsure how to use them please ask a member of the School Business Team to help you.
Can I buy a school lunch?	School Lunches are available to staff members, volunteers and work experience students. Payment can be made in the School Business Office, using ParentPay. To order a school lunch please complete your name and date you require a school lunch on the menu board located in the Hall. A school lunch costs £2.30.
Where can I park?	If you drive to school, please park on one of our staff car park. If you cycle, there are cycle racks located in the main play area.
Where can I leave my belongings?	It's not a good idea to bring too many personal belongings and valuables into school with you. However, your link staff member will let you know where you can leave your coat and bag etc.

Where can I work?	The teacher with whom you are working with will give you a suitable place to work in.
Where can I go?	Most of the time, you will be working in your link staff member's classroom or shared spaces. If you need to visit other classrooms (for example, to collect children for reading), please be as discreet as possible while lessons are taking place.
Where can I go the toilet?	There are staff toilets located on the second floor near the staffroom. There are also a number of disabled toilets on the ground floor (reception, KS1 and KS2)

8. Next Steps for volunteers

By volunteering at St.Modwen's Catholic Primary School you are already making an outstanding contribution to our children's learning and development. We would never expect you to give more time and energy than you do, but if you are interested in becoming more involved in school life, here are a few ideas.

PTA: We have a very active and effective Parent Teacher Association in school, but they could always do with more help, whether it's helping out at a school disco, going to meetings or running a stall at the Summer Fair, there's lots you can do. Please contact the School Business Team if you would like to find out more about joining our PTA.

Governors: Occasionally there is a vacancy for a parent governor. The governors are responsible for overseeing the running of the school and being a parent governor is an excellent way to contribute to this aspect of school life. If you are not a parent at the school, we also sometimes have vacancies for community and Local Authority governors. Please contact the School Business Team if you would like to find out more about being a parent governor in school.

References: Occasionally, volunteer's ask the school to provide written references when they are seeking employment. We stipulate a minimum qualifying period of three months attendance of regular volunteering (e.g. once a week) before we feel able to provide a work-based reference. We believe that this is fair to both perspective employers and candidates.

Volunteer/Work Placement Information Sheet

Thank you for showing an interest to Volunteer/complete a Work Placement at St.Modwen's Catholic Primary School. In order to help us better understand how you would like to be involved, please complete this form and hand it back to the School Business Office.

Name:	Telephone:	E-Mail:
Postal Address:		
Name(s) of any children attending St.Modwen's Academy:		

Reason for applying as a Volunteer/Work Placement:	
Right to work in the United Kingdom	Delete as applicable
Do you have the right to work in the United Kingdom?	Yes/No
Is this subject to a work permit/visa/worker registration scheme? *If yes, evidence must be provided	Yes/No
Do you have any disabilities / other needs we need to consider when you are working in school? (please give details)	
Please indicate the skills, knowledge. Interests or experience you have that might benefit the children/school.	

Any other relevant information/comments

Please tell us your volunteering status. (Please note you only need to complete if you are applying to become a volunteer in school)

Volunteering Status	Please tick
I am an existing volunteer and I would like to continue to offer my help	
I have not helped voluntarily at St.Modwen's Academy before but I would like to in the future	

Please tell us which subjects and activities you would like to volunteer in (please tick)

Curriculum subjects and other activities				Administrative activities	
Reading		Music		Library	
Writing		Topic Work (History/Geography)		Resources	
Mathematics		PE/Sport		Displays	
Science		IT/Computing			
Art		School Trips			

Please tell us your availability for volunteering in school. *If you are able to offer help on a weekly or regular basis please indicate which days and times you would be available

Volunteering availability					Please tick
I can offer help weekly*					
Monday	Tuesday	Wednesday	Thursday	Friday	
I can offer help on a regular basis*					
Monday	Tuesday	Wednesday	Thursday	Friday	
I can offer help when needed					
I can offer help occasionally					

Details for two referees (Volunteers only):

Referee Details		Referee 1	Referee 2
Title and Full Name			
Relation to the applicant			
Work place (if applicable)			
Contact details	Address		
	Phone Number		
	E-Mail Address		
Dates known from and to			

Volunteer Agreement

Thank you for offering your services as a volunteer at St.Modwen's Primary School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement sheet and hand it to the School Business office.

You will receive a copy of it for your records.

- I have received a copy of the school's Parent, Carers and Volunteers Handbook and Induction Pack
- I agree to support the school's aims and values and follow all school policies and procedures
- I agree to uphold St.Modwen's Catholic Primary School Staff Corporate Values
- I have been made aware of who is my Volunteer Link Worker
- I agree to treat information I gain from being a volunteer in school as confidential.
- I understand that I am required to undergo a DBS check to advise the school of my suitability as a volunteer.
- I understand that I will need to provide the school with two references.
- I understand that I will need to provide evidence if my right to work is subject to a work permit/visa/worker registration scheme.

Signed: _____

Name: _____

Date: _____

Note: this agreement is in honour only and is not intended to be a legally binding contract of employment