

## **Visitor and Volunteer Policy**



### **St. Mary's RC Primary School**

#### **Mission Statement**

We live learn and grow together with Jesus through:

- Showing love to all
- Encouraging friendship to include everybody
- Acting with honesty through prayer
- Being thankful for all God's gifts
- Remaining respectful through our actions
- Forgiving someone when they are sorry
- Displaying patience by being calm and caring
- Demonstrating compassion to everyone in God's family
- Leading in service by supporting our school community

Written by: Laura Wolstenholme

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Policy will be reviewed: Annually

## **Introduction**

We have produced this booklet as a basic guide for those helpers and volunteers who are kind enough to help the children within Saint Mary's RC Primary School. The whole staff values your contribution to the children's learning and appreciates your help. We hope you find your time with us rewarding, enjoyable and informative.

## **Some basic guidelines**

All helpers and volunteers who wish to help in school will need to meet with the Head Teacher or Deputy Head Teacher. Adults helping in school are not left unsupervised with children. If you intend to help in school regularly (other than a one-off) you will be asked for your email address so we can complete a Disclosure and Barring form. We will also talk to you about the school's Safeguarding Policy.

It helps if you can identify a particular morning or afternoon when you are available to help. Please let us know when you can come in. We know that some helpers and volunteers can only come in on an occasional basis or on alternate weeks. Your help will still be very much appreciated so please talk to us about what you can manage.

If you find you are not going to be able to come into school on a particular day, it is really helpful to know in advance even if that's only a phone message on the morning in question. Our school number is 01254 231278

It is our school policy for parents not to work in the same class as their children.

When you arrive please come into school through the front door and sign in at the school office. Don't forget to sign out when you leave.

## **Ways you may be asked to help in school**

*If there are things you particularly like or don't like doing please let us know.*

### **Activities which will take place with one child at a time**

- Hearing children read
- Helping children learn their key words  
Working on number puzzles etc
- Certain art work

### **Activities which involve working with a small group of children**

- Reading in a group
- Painting and craft work

- Playing games
- Working on the computers
- Playing working in the role play area
- Supporting work in various subject areas by talking with children about what they are doing.

### **Occasional activities**

- Helping on local walks and educational visits further afield ( only parents with DBS clearance)
- Walks to church
- Local visits we can walk to e.g. the park
- Helping at times like Christmas plays and parties and special days such as our annual Coffee Afternoon

### **Safety in the school environment**

All visitors are asked to sign in outside the school office. This is part of fire regulations.

#### **Fire alarm**

When the fire alarm sounds, make your way to the playground with any children you are supervising. Do not go back to the classroom.

#### **Smoking**

You are reminded that the whole school is a non-smoking site, including e-cigarettes.

#### **First Aid**

There is a list of first aiders in school. If there are any accidents they are trained to deal with them – just ask. Do not administer first aid yourself.

#### **Use of the Staffroom**

You are welcome to join the staff in the staffroom at break time. There are plenty of spare mugs, tea, coffee and sugar are on the shelf and milk is in the fridge. Sometimes there are biccuits and even cakes if it is someone's birthday! Please help yourself. Please wash your cup when you have finished or place it in the dishwasher. If any hot drinks are taken back to class they **must** be in a lidded cup. It would be appreciated if you would make a contribution to tea and coffee money if you are a regular visitor.

From time to time the staffroom may be used for meetings and training. It will usually be obvious because there will be a sign on the door. If in doubt please ask!

#### **Confidential Information**

Occasionally in school you will become aware of information about children which is confidential or private to the child or their family. This is a delicate matter that requires a great deal of tact on your part. If a child gives you a piece of information of a sensitive

nature please inform the class teacher. Any information that leads you to believe a child is at risk should be immediately reported to the class teacher, the Head Teacher, the Deputy Head Teacher or SENCo.

Any conversation with parents outside school is a breach of the school's confidence. Even quite innocent comments could be misunderstood by other parents. It is therefore important to treat anything you hear or see with regard to particular children as being in absolute confidence and entirely a matter within the school.

Similarly you may find that parents who are friends will ask about the progress or behaviour of their children in school. Again, this is a matter requiring a great deal of tact on your part and it is very important that you suggest if they are worried in any way about their child then they must discuss the matter themselves with the head or class teacher.

Please do not use any form of social media to upload any information about Saint Mary's RC Primary School.

### **Safeguarding**

Safeguarding is everyone's responsibility and you have a duty to ensure that you uphold this responsibility. You will need to be familiar with the school's Safeguarding Policy. You will receive safeguarding procedures information during your induction.

It is also really important that your conduct and practice is transparent and that you make sure that you keep yourself safe. Please also read and sign the Guidance for Safer Working Practice for staff who work in education settings.

You will also need to sign to show that you have read and understood the KCSiE document updated version and the Acceptable Internet Use Policy.

**There is an online course that you should undertake and can be accessed via the following link <http://www3.lancashire.gov.uk/education/data/cypISATrain/>**

### **Thank You!**

In case we forget to say so, please be assured that we really do appreciate your help. (We may sometimes forget to say so because we are busy , but we really do!)

If you have any worries or queries, or any good ideas on how we can improve something, please let us know – we are always willing to listen.

ONCE AGAIN, THANKYOU !!!

