



St Mary's Catholic Primary School  
Live, Love, Believe

---

St Mary's Catholic  
Primary School

---

Volunteers Handbook

Please do not hesitate to ask if you need any further information

As a school we are delighted that members of our community join us and give up their own time to help out at the school. The time you so kindly share with us means that children benefit from your generosity. This booklet is our way to enable you to feel more confident in the decision you have made to share your precious time with us.

So, can we start by saying - Thank You!

## Our Mission

Our Mission is central to our School. It provides the focus for all the relationships within the school and purpose for the school. Our Mission is more than a statement; it is the faith vision that we live through our daily lives

Things to consider to ensure that Volunteering is a positive experience for you.

To ensure that people, who are kind enough to volunteer, feel comfortable within our school community here are some helpful points.

All volunteers will be required to have a Disclosure and Barring Service (DBS) check or share their portable DBS number with the school.

All volunteers will be given a copy of this induction booklet. Volunteers are required to make themselves familiar with the safeguarding policy which is available from the school website or school office.

YOU SHOULD REPORT ANY CONCERNS YOU HAVE ABOUT ANY PUPIL TO MRS BROOME AS A MATTER OF URGENCY. We are all responsible for the safety of the pupils at the school.

All volunteers will have a meeting with the Site manager Mr John Robjant, who will explain Health and Safety issues for them.

Volunteers Handbook

All volunteers will be asked to sign in when they arrive and leave the school premises.

All volunteers will be given a tour of the school so that they are familiar with our environment. Things that will be pointed out will include the toilets, the fire alarm points (and an explanation of the protocol if the fire alarm sounds), the staff room and the school office.

All volunteers will speak to the Head or other appropriate member of staff to discuss their role and ensure they are supported in the volunteer role.

**It is essential that volunteers keep any information about children confidential and do not discuss children with others outside school in any context. This includes with family and relations of the children. No social media posts about the school should be made.**

Do not wander around the school on your own

Report any breakages or accidents to the relevant person

Use appropriate language and behaviour with children

**Mobiles should not be used by volunteers in space within the school grounds. Photos should not be taken at all. If a call is needed to be answered, please do this off the school site.**

To ensure that all who work within our community understand our expectations we ask the following:

All volunteers contact the school if they are not able to attend as expected.

All volunteers recognize the need to stay away from the school if they are ill in a way that would affect the children they are working with. Volunteers should leave 48 hours after the last episode of sickness and/or diarrhoea before attending school again. Further guidance can be found from the school office.

All volunteers to be guided by the Mission Statement. These are the tenets which guide the relationships, attitudes and behaviour within the school.

All volunteers wear appropriate clothing for the activity they are involved with. This may include weather appropriate clothing and suitable shoes.

All volunteers to be adhere to the role model established by the class teacher or Head of School.

We are a Catholic Primary School. Each day will start and end with prayer. We also say grace before and after meals. Volunteers are welcomed to join in those prayers. There should be no volunteer work taking place during these times so that a quiet and reflective time can be encouraged for all.

Volunteers are welcome to use the tea and coffee facilities at school. Please use any mug/cup that you choose and all we ask is that it is returned to the dishwasher for cleaning. School meals can be purchased through the school office.

If the fire alarm rings during the volunteer time, please walk the child through the nearest fire exit and assemble on the school playground with the rest of the class and notify the teacher that you have returned the child to the class.

There are trained first aiders at school. If during your time volunteering a child is injured, please inform a member of staff immediately who will then be able to follow the correct protocol and enable you to complete any paperwork that is required.

You should not to take a child to the toilet. Children will take themselves to the toilet and if there are any issues the class teacher would be responsible for the needs of the child.

**Volunteers Handbook**

The St Mary's school day starts at 8:30am and ends at 3pm. Break is between 10am and 10.45am depending on the Key Stage. Lunch is split and lasts between 12-12.45pm

If you have any concerns regarding protocols or children, please bring your concerns either to the class teacher or the Executive Head or Head of School.

If a child says something to you that causes you concern, please report this to the School's Designated safeguarding leads as soon as possible.

Please do not promise the child that you will keep what they say a secret. Thank them for telling you what they have said and inform them that you will need to share this with some adults in the school so that they are kept safe.

The School phone number is St Mary's 01983 562000. We always try to let volunteers know when things are happening that might impact on their time at school such as school plays, trips etc. Please complete the attached form so that we are able to contact you if such a need arises.

Name:

I confirm I have read, understood and agree to work within the expectations as set out in the Volunteer induction protocol.

Signed..... Dated.....

Address:

Contact Phone numbers:

Home:

Mobile:

Medical Conditions:

In Case of Emergencies:

The name and contact details of the person you would want us to contact:

DBS paperwork handed in

DBS number provided

I have received the school tour.

I have read and understood the safeguarding policy

Car make, model and registration details

Executive Head: Mrs Maggie Sanderson

Head of School: Mrs Sian Broome

Office Manager: Mrs. Helen Hoey

School Business Manager / EVC: Mrs Claire Attrill

School Bursar: Mrs. Debbie Purdue

School Site Manager: Mr John Robjant

Reception Team: Mrs Kathy Ball, Miss Evie Dean & Miss Megan Wade

Year 1 Team: Mrs Lizzy Knight, Mrs Darrell Reeve, Mr Laurence Matthews & Mrs Wendy Cleverdon

Year 2 Team: Miss Ella Rose & Miss Jane Dobson

Year 3 Team: Mrs Gosia Whitmore, Mrs Sarah Wiltshire, Mrs Claire Sim & Mrs Sian Hitchcock

Year 4 Team: Mrs Jo Cass & Mrs Juliet Gane

Year 5 Team: Mrs. Jane Sandy & Mrs. Justine Salter

Year 6 Team: Mr Mike Dignan & Miss Lisa Young

SENDCo: Mrs Kristy Skelley

Woodland staff: Mrs Sian Hitchcock, Miss Jennie Buchanan, Miss Megan Wade & Mrs Wendy Cleverdon

Pre-School leader: Mrs. Katie Beiser

Pre-school Staff: Miss Corrine Atkins, Miss Demi Cotton

School Cook: Zoe Alexander. Kitchen assistant: Mrs Kim Cotton

Lunchtime Supervisors: Mrs. Justine Salter, Mrs. Claire Beaumont, Mrs Darrell Reeve, Miss Juliet Gane, Mrs Jane Dobson

School Cleaners: Mrs Claire Beaumont, Mr Laurence Matthews

## Map of St Mary's



