



## Protocol for Volunteers in School

Thank you for offering to come into our school to support us: your help is very much appreciated!

### General Overview:

All visitors must report to the school office, give their names, company and purpose of visit. From there they will be directed to the visitor's book to fill in their details. Here they will be given an official visitors lanyard.

Please ensure this lanyard is returned and you sign when leaving the premises.

In order to ensure we keep our children safe we have drawn up this information sheet for any visitors or volunteers that enter our school.

We hope that this information assists you by:

- Ensuring your experience is positive while supporting activities in school;
- Explaining the best way to work as part of the adult team in school;
- Ensuring that your position is clear when working with our children;
- Protecting you through our guidance within our child protection policy and procedures;
- Showing how valued your contribution is to us.

### Confidentiality:


It goes without saying that confidentiality is vital within the school environment.

Please refer to any member of staff if you see or hear anything about which you feel unsure.

Refrain from talking about what you have seen or been doing in school with other parents: always refer any concerned parents, who want to talk with you about their child's time in school, to the class teacher – rather than being drawn into conversations or giving opinions about school matters.

### Behaviour:

We are very keen at Priory to encourage good and correct behaviour in our children at all times and we have systems in place to help us to do this: Marbles, Above and Beyond boards, Certificates and Stickers – all sorts of positive behaviour management strategies! We also have sanctions that are clear to pupils, including, for example, missing a period of break time.



Please keep in close contact with the teacher or member of staff with whom you are working. They will deal with any discipline or behaviour issues. Once you have finished your sessions, please do not discuss such matters with anyone else.

### **Working with groups or individual children:**

You will usually remain in the classroom when carrying out activities. You should not often find yourself alone with a child or groups of children. On the rare occasion that this happens (e.g. taking children to the cooker in the staffroom or reading with a child) keep the door open, ensure that the adult in charge knows where you are and has agreed on where you are working. Many of our work areas in school are open (e.g. the long corridor between classes Saturn and Mars, which makes them a good base. It is helpful only to volunteer if you are not looking after pre-school children, who would be unable to accompany you in school.

### **Safeguarding Checks:**

All volunteers coming into school are required to have completed the necessary Disclosure and Barring Service application form.

“The Disclosure and Barring Service will refer the details provided on the application form to government and law enforcement bodies in accordance with any relevant legislation. The details provided to these bodies will be used for identifying possible matches to records held by them. Where such a match is established, data may be released to the DBS for inclusion on any certificate issued.”

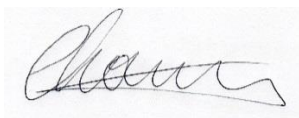
Volunteers not requiring a DBS:

- Those who help out at specific events, e.g. school fete, PSA run events.

Please note the designated safeguarding lead is Cathy Lowry, with Hannah Maskell as deputy.

### **In Conclusion:**

If you feel able to comply with the above Protocol, welcome aboard! We look forward to continuing to develop all aspects of our school family, in which you play an important part. On behalf of the children, staff and governors, thank you for your time, dedication, skills and enthusiasm.



**Cathy Lowry**  
**Head Teacher**