



**POLICY DOCUMENT**  
**Volunteers working in School Policy**

	<b>Name</b>	<b>Date</b>
Written By	SMT	December 2017
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# **Leesons Primary School Volunteers working in School Policy**

## **How much time must I give?**

We appreciate all the time you choose to offer. Some volunteers prefer to have a timetable. Some prefer to arrange single visits when they can spare some time. All we ask is that you let us know if you have made an arrangement with the school but find that you can't attend.

Your work in school is valuable and the teacher may have been counting on you to help with an activity that cannot go ahead without your help. Let us know if you cannot come - phone as early as possible or send a message with your child or a friend so that we can avoid disappointing the children. School is a work place and you will be supporting children's learning and joining a committed team of staff and volunteers.

## **Where can I go in school?**

As a volunteer you will be expected to work with the teacher who you have agreed to help. For most of the school day, therefore, you will be sharing the classroom with the teacher concerned. The teacher will be responsible for you and if you are in any doubt about your role, where you should be working or questions about the school please ask your teacher. Apart from moving about the school in the normal course of the day, we would expect you to stay with the teacher who will supervise your activities.

If you are with us during break times or lunch times, you are welcome to use the parent room. You can leave your personal belongings in the classroom. Please leave valuables at home.

You can use the staff toilets but please do not use the children's toilets.

## **What should I do if I have a problem at school?**

We expect all members of the school community to be polite, courteous and self-disciplined. Pupils watch us and follow our example. The same rules apply to staff, children and volunteers working in school. Please discuss problems with the teacher or Head Teacher. The teachers in school are expected to act 'in loco parentis' – this means in place of the parents. They are responsible for the children whilst they are at school.

Never get into an argument with children or adults. Teachers are trained to deal with problem situations and they are paid to take responsibility. Never tell off a child. The school has a code of discipline which children are expected to follow. As a volunteer you are not expected to discipline children. If there is a problem – tell the teacher straight away.

The only time we would expect any adult to intervene is to prevent a child from hurting him or herself or another child. Do this by telling the child quietly and firmly to stop. Avoid physically restraining a child unless they will hurt another child or themselves and do this with great care:

- Use a calm voice when talking to a child
- Use positive language
- Avoid physical contact
- Avoid being left alone with a child or children
- Read the school policy on bullying and the School Behaviour Code.

## **Child Protection**

Avoid touching children at all times. If a child is misbehaving inform one of the school's staff immediately. If you have any concerns about a child or his or her welfare, again please talk to a member of staff.

## **Smoking**

The school operates a zero tolerance of smoking policy which covers the playground and school trips.

## **Dress code**

Smart dress please!

Men to wear ties

No denim jeans

Sensible footwear (not trainers, except for PE)

Tracksuits and trainers for sports training

No multiple piercings visible

No bare midriffs or cleavages

## **Conversation**

All staff and volunteers are addressed by Mr/Mrs/Miss and surname. Avoid over-familiarity and do not ask personal questions of children