

Volunteer Helpers Induction

At St. Mary's we welcome the support you can give the children and for you to be happy and comfortable helping in school we need to share some important information with you

Please take the time to read this brief guidance to aid your support. If you have any queries please do not hesitate to ask at the school office, or any member of staff.

Before you start:

- Volunteers need to have a Disclosure Baring Service (DBS) check, please see staff in the office for the relevant forms to fill in. Volunteers cannot work on their own with children unless they have the DBS check.
- Visit the school to have a tour around to get to know where essential areas are.
- Meet with a member of staff to go over:
 - Times when you are able to help
 - Confidentiality and appropriate contact with parents. This is a sensitive issue. Parents trust their children's progress and welfare will be treated with confidentiality. It is therefore essential that anyone helping in school respects confidentiality and follows school policies and procedures. There are many things about the children which must be kept completely confidential, eg. children's progress, medical needs or complex family circumstances which may impact on their behaviour in school.
 - Contact with the children: this should be minimal e.g. not cuddling children or sitting with them on your lap.
 - Attire, you are a role model so dress codes must be followed.
 - Go over emergency procedures
 - The relevant Key stage behaviour management guidance to help volunteers so they can refer good or poor behaviour to the class teacher for rewards or sanctions. Volunteers are asked to let teaching staff know of any inappropriate behaviour, if you let it go children may think it is ok to behave less well with some people than others.
 - health and safety advice
 - Safeguarding guidance.
 - Any medical issues you need to be aware of.
- Meet the member of staff you will be supporting to get to know procedures and expectations and so ensure the best possible use of your time.

When you arrive:

- Show the office staff your DBS (only necessary the first time you come in).
- Sign in using the visitors booklet on the hatch in Reception
- Go to the area you will be helping and let the class teacher know you have arrived.

Thank you for your support, please ask if there is anything you are not sure of. We hope your time in St. Mary's is enjoyable.