

St. John's C of E Primary School



Policy for Volunteers and Visitors

Inclusion Statement

St. John's C of E Primary School is committed to creating a school in which the teaching and learning, achievements, attitudes and well being of every member of the school matter.

We seek to create opportunities for all children to achieve their very best in terms of academic attainments and personal attainments. We aim to make the curriculum accessible to all in a stimulating learning environment in which success is celebrated in all areas. We strive to make everyone feel welcome. We endeavour to work with parents and members of the community to create a supportive environment for learning.

We take account of the Disability Rights Code of Practice 2002 and the Special Educational Needs Code of Practice 2001 in this policy.

Introduction

St. John's C of E Primary School believes that:

The greatest resource a school can have is its staff. However no teacher or teaching assistant can be expected to know everything or be good at everything. Nor must we presume that our professional skills are unique. Parents and other members of the community have many skills which can be deployed in a school on a voluntary basis for the benefit of the children's education.

Volunteer helpers in the classroom are a great asset in helping teachers to offer a much broader and differentiated Curriculum. They can make the most exciting and rewarding of activities which teachers wish to promote actually possible.

Volunteers cannot be expected to just "do". Their generous offer of time, requires of the School to equip them properly for the tasks we ask of them. Instructions must be clear.

Volunteers support and supplement the teacher's work. They do not replace the teacher. Having volunteer helpers in school is not a one way route. It is hoped that not only will volunteers gain a real insight into the work of the school and how education works, but also that they will thoroughly enjoy the experience. Perhaps their work in school may open doors for them.

Volunteer helpers are most welcome.

Aims

- To enrich the educational possibilities for the children.
- To make more effective the teaching within the school.
- To promote the partnership between home and school.
- To demonstrate that education continues through life
- To give adults the opportunity to use their talents in school for the mutual benefit of the children and themselves.
- To give parents and other adults confidence.
- To enable children to have more time to communicate their ideas and thus develop their understanding.
- To release teachers from certain tasks thus giving them more time for quality teaching, preparation and assessment.

Data Handling

St. John's C of E Primary School processes personal data about its pupils and is a "data controller" in respect of this for the purposes of the Data Protection Act 1998. It processes this data to:

- support its pupils' teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well the school as a whole is doing.

In addition to the above, we hold a visitors book which all visitors sign on entering and leaving the site. The book is located in / outside the school office by the main entrance. This book can be shared with other agencies by request. The book is retained by the school for three years. Visitors who are working with children are requested to have completed a Police CRB check. Information regarding police checks can be obtained from the school office. All visitors working in the school building will be given, and required to wear for the duration of their stay a visitors badge.

Confidentiality

Sometimes visitors support the work of children in school. It is important that our visitors respect the need for confidentiality. Issues overheard or discussed referring to children and staff should not be discussed outside school.

Disability

(Discrimination Act 2005 and Education Act 1996)

There are three sets of duties relating to pupils and adults on the school site with disabilities and these are designed to ensure access to education and the inclusion of disabled pupils in every aspect of school life. They focus on the removal of barriers to the progress of disabled pupils. Each set of duties provides an important element;

- The disability discrimination duties provide protection from discrimination
- The planning duties provide for a range of improvements to increase access
- The Special Educational Needs framework provides auxiliary aids and services

Disabled visitors are welcomed at St. John's C of E Primary School.

Access

Access to the site is from Kershaw Road (before 9:00am and after 3:30pm) but only into the school playground. Access to the main reception is from James Street

During some parent evenings when children are off site the playgrounds are opened up for motor vehicles. It is our intention for health and safety reasons to keep pupils and traffic separate.

Other

No volunteer should be abandoned by the teacher responsible for them. They are welcome to use the staffroom for a drink if they wish – at no cost. In the event of a volunteer having difficulties with a child, the child will be removed to work elsewhere.

Remember that the site is a NO SMOKING area.