



“Learning Together, Loving God”

Volunteers’ Policy

Reviewed September 2026
To be reviewed July 2027

Aim

The aim of this policy is to ensure that all volunteers working at St Mary & St Michael Catholic Primary School understand their role in supporting children's learning, while upholding the highest standards of safeguarding, confidentiality, and respect. As a Catholic school, we are guided by our mission to be a community that learns together in the love of God. We expect all volunteers to reflect our Values of kindness, honesty, respect, responsibility, and love in their interactions with children and staff.

Rationale

We believe that the support of adult volunteers enhances the learning experiences of our pupils and builds strong connections with our wider community. Volunteers bring valuable time, skills and enthusiasm that can make a real difference. To ensure this support aligns with our safeguarding responsibilities and Catholic values, all volunteers must follow the guidance in this policy.

Objectives

- To protect and promote the welfare of all children at St Mary & St Michael.
- To provide clear and consistent guidance to volunteers.
- To ensure volunteers are aware of and act in line with the school's safeguarding procedures.
- To promote respectful and professional conduct at all times.
- To support volunteers in contributing effectively to the learning and wellbeing of all pupils.
- To reflect the Catholic character of the school in all voluntary work undertaken.

Guidelines

Before You Begin Volunteering

1. All volunteers must hold a valid DBS check. Please speak to the school secretary to start this process.
2. Once cleared, volunteers must wear their DBS identification each time they help in school.
3. Volunteers without a valid DBS must not be left in sole charge of children.
4. All volunteers are required to complete the States of Guernsey Level 1 Child Protection Training. We will support you in accessing this.
5. Volunteers must sign in and out at the school office, wearing a visitor's lanyard or DBS badge while on site.
6. Volunteers must not use mobile phones on school premises. Phones must be switched off and put away.
7. Volunteers must not take photos of children, bring hot drinks into learning spaces, or give sweets or treats to pupils.

Safeguarding and Child Protection

- Any concerns about a child's welfare must be reported immediately to the class teacher, who will refer it to a member of the Senior Leadership Team if appropriate.
- The Headteacher and Deputy Headteacher are the school's Designated Safeguarding Leads.
- Volunteers must treat all information seen or heard in school as strictly confidential. This includes not discussing children's behaviour, progress, or needs with other parents.

Supporting Learning

Volunteers may support the school in a variety of ways, including:

- Hearing children read (individually or in groups)
- Playing educational games
- Helping with art, craft, cooking or gardening
- Sharing particular skills or areas of expertise

Class teachers will provide clear instructions. Volunteers should follow guidance carefully, particularly where support or challenge is needed.

If you are volunteering regularly, you may be asked to note down which children you worked with and to share any helpful observations with the teacher afterwards.

Reading Support – Key Tips

- Talk about the book, pictures, and what might happen next.
- Encourage expression and enjoyment.
- Help children decode words kindly – guessing from context or offering support to keep the story flowing.
- Always make reading time positive, calm and engaging.

Working with Your Own Child

Sometimes, it may not be appropriate for volunteers to work in their own child's class, particularly if it causes distraction or disruption. In these cases, we may ask you to support another class. Please help your child understand that you are in school to support all children, not just them.

Conclusion

We are truly grateful for the time, commitment and care our volunteers offer. You play an important part in our school family. By working together—learning together and loving God—we aim to offer every child the best possible start.

If you have any questions, ideas, or concerns, please speak to a member of staff. We are always happy to help.

Thank you for your support.