

# Guidance for Volunteers working in school or helping with a trip



Thank you for giving up some of your valuable time to support the children and staff of St Peter's Catholic Primary School.

It is lovely that our volunteers are not just parents but grandparents and members of St Peter's Community; this relationship really strengthens the very important home/school/parish partnership.

When volunteering at St Peters we would like you to feel comfortable and know what to do in certain circumstances. Included is some information that we ask you to read before starting to volunteer. (ie. Going on a trip with your child's class, or helping in school)

## Our Mission Statement

To provide a	Catholic Education, embracing world faiths,
Nurturing	Happy and motivated children
Who want to	Reach to achieve high expectations
	In partnership with parents
	Supported by a committed staff and Governing Body
Who help children	To feel self-worth and know success

## BEHAVIOUR

An effective approach to behaviour management at St. Peter's should:

- reflect the Gospel values of love, care and mutual respect
- encourage all adults to model these values to each other, pupils, parents and visitors
- set high expectations of pupils' behaviour and good manners
- make explicit what is expected of each pupil
- be understood and supported by each pupil's family
- be fairly and consistently applied by all staff
- encourage calm, orderly behaviour within school so that effective teaching and learning can take place

- help to develop each child's sense of self-discipline and an acceptance of responsibility for his/her own actions
- encourage pupils to take a pride in, and look after, THEIR school.

## **REWARDS**

We will emphasise positive encouragement rather than negative criticism. Praise will be given in many ways ranging from a nod, smile or approving gesture to stickers and names on the happy side of the board. House Points are given for a wide range of different things from lining up well to producing good work.

## **SANCTIONS**

The first 2 sanctions may be used by volunteers then the teacher should be informed.

### **Ladder of Consequence**

If pupils choose to break the rules the following sanctions will be applied consistently:

1. Reminder of the rule.
2. Visual reminder i.e. sad face/cloud etc.
3. Child remains behind at the end of the lesson and teacher discusses the child's behaviour and reminds him/her of the rule.
4. Child misses his/her next playtime and considers his/her actions and the consequences and plans how to improve. Teacher and child will discuss. Teacher may decide to take golden time (at KS1) at points 1-3 dependent on the bad behaviour.
5. Child is sent to the head teacher who will talk with the pupil, investigate the rule breaking, record the incident(s) and plan with the child how to change the behaviour. If the child breaks the rule a further time within a term the head teacher will contact the parents and invite them in to discuss their child's behaviour.
6. If a child swears or is physical this is logged centrally and if it happens a second time in a term, parents are called by the Head Teacher.

## **SAFEGUARDING**

- Any person working with children in school is required to provide a DBS check.
- Mrs Oxley, Mrs Swinfield and Mrs Quinn are the named Designated Safeguarding Leaders (DSL).
- Any concerns should be recorded as soon as possible, signed and dated.
- Any concerns need to be reported directly to the DSL's
- If a child makes a disclosure, do not ask any questions and explain that you need to share this information with the DSL's
- Annual Safeguarding updates are required to be read and understood.

