

*'St Mary's Catholic Infant and Junior Academies are committed to safeguarding
and promoting the welfare of children and young people and expects
all staff and volunteers to share this commitment.'*



ST MARY'S
CATHOLIC INFANT AND JUNIOR ACADEMIES

Volunteer Policy

2025 2026

Designation	Name	Date Approved	Date of Renewal
Executive Headteacher	Mrs Samantha Birchall	March 2025	March 2026
Chair of Governors	Mrs Vanessa Wells	March 2025	March 2026

Statement of intent

St Mary's Catholic Infant and Juniors Academies are secure, friendly and faith-centred community where we seek to realise the full potential of all our family through the living love of Christ. All our work with children and their families, staff, governors, parishioners and the wider community is influenced by our core values which are:

Compassion

Respect

Resilience

We promote these values by our words and deeds, and Catholic doctrine and practice therefore permeates every aspect of our school's activity

We want our school to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. However, our overriding concern is for the safety of the children in our care. This document sets out our school's policy, which is to ensure that the children benefit from as much help and support as possible, and safeguarding remains the highest priority.

The school has a variety of adults working on the premises at any one time. They can be categorised as follows:

- Paid full- or part-time staff employed by the school:
- trust staff;
- teachers;
- learning assistants;
- caretaker;
- cleaners;
- mid-day supervisors;
- school office staff;

Adult workers employed by another organisation:

- peripatetic music teachers;
- trainee teachers;
- LA advisers and inspectors;
- health visitors;
- grounds maintenance staff;
- contract workers (e.g. an electrician/heating engineer/builders etc.)
- sports coaches

Volunteer helpers:

- parents or other adult helpers working alongside teachers;
- students on work experience.
- Adults working towards teaching assistant qualifications

1. **[Updated]** Legal framework

[Updated] This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- The Childcare Act 2006
- UK General Data Protection Regulation (GDPR)
- The Data Protection Act 2018
- **[Updated]** DfE (2023) 'Keeping children safe in education 2023'
- DfE (2018) 'Disqualification under the Childcare Act 2006'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Allegations of Abuse Against Staff Policy
- Low-level Safeguarding Concerns Policy
- Complaints Procedures Policy
- Safer Recruitment Policy
- Data Protection Policy
- Staff Code of Conduct

2. Definitions

The following definitions apply for the purposes of this policy. For the purposes of this policy:

“Volunteers” are individuals who engage in an activity which involves spending time, unpaid (except for travel and other approved expenses), doing something which aims to benefit some third party, i.e. the school, and not a close relative.

“Occasional volunteers” are individuals who only accompany staff and pupils on one-off trips that do not involve overnight stays, or who volunteer at specific one-off events, such as sports days.

“Regular volunteers” are individuals who volunteer at the school:

- Three or more times in a 30-day period
- Once a month or more
- On an overnight stay.

A volunteer will be engaging in **“regulated activity”** if they:

- Will be responsible, on a regular basis in school, for teaching, training, instructing, caring for or supervising children.

- Will be working on a regular basis in a specified establishment, such as a school, or in connection with the purposes of the establishment, where the work gives opportunity for contact with children.
- Engage in intimate or personal care or healthcare or any overnight activity, even if this only happens once.

3. Recruitment

Anyone who wishes to become a volunteer at the school, either on an occasional or more regular basis, will be required to submit a [Volunteer Application Form](#) to the school office.

Occasional volunteers

Occasional volunteers will be appointed at the headteacher's discretion and will not be required to go through the recruitment process. A written risk assessment will be conducted to determine what checks, if any, are required.

An occasional volunteer will always be supervised by a member of staff, unless the appropriate DBS checks have been obtained.

Regular volunteers

Regular volunteers will always go through the following recruitment process:

- The individual will be asked to have an informal discussion with a member of the SLT to ensure they are suitable for the role
- The appropriate safer recruitment checks will be undertaken
- The individual will be made aware of the roles and responsibilities they will be undertaking
- References will be sought where appropriate

Safeguarding checks

Under no circumstances will a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

The school will conduct a risk assessment and use its professional judgement to decide what checks are required. The risk assessment will consider:

- The nature of the work with children, especially if it will constitute regulated activity, including the level of supervision.
- What the school knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers.
- Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability.
- Whether the role is eligible for a DBS check, and if it is, the level of check required.

Details of the risk assessment will be recorded and any DBS checks applied for will be recorded on the schools Single Central Record.

If a volunteer will be working in regulated activity, an enhanced DBS check with children's barred list information will be required. The school will not request barred list information on a volunteer if they are supervised, as they are not considered to be engaged in regulated activity.

For volunteers who are not in regulated activity, but who have the opportunity to come into contact with pupils on a regular basis, it is at the discretion of the school to decide whether or not a DBS check is required.

Volunteers will not be re-checked if they have already had a DBS check; however, the school will consider obtaining a new DBS check, at the level appropriate to the role, if there are concerns about a volunteer.

All checks will be conducted in line with the school's Safer Recruitment Policy.

4. Supervision

If a volunteer is required to be supervised when undertaking an activity, who would otherwise be in regulated activity if not supervised, the school will ensure that:

- There is supervision by an individual who is in regulated activity.
- The supervision is regular and day-to-day.
- The supervision is reasonable in all the circumstances to ensure the protection of the pupils.

When determining what supervision is reasonable so that the volunteer would not be in regulated activity, the school will take the following factors into consideration:

- The ages of the pupils, including whether there is a large gap in their ages
- The number of pupils that the volunteer is working with
- Whether or not there are other staff members present during the activity
- The nature of the volunteer's work and the opportunity for contact with pupils
- How vulnerable the pupils are
- How many volunteers would be supervised by each member of supervising staff

5. Induction

Volunteers will be required to read and agree to the Volunteer Code of Conduct and Staff Code of Conduct before starting their role at the school.

All volunteers will be required to make themselves familiar with school procedures as part of their induction, including the following:

- Child Protection and Safeguarding Policy
- Allegations of Abuse Against Staff Policy
- Low-level Safeguarding Concerns Policy
- Staff Equality, Equity, Diversity and Inclusion Policy
- Health and Safety Policy
- Fire Safety Policy

- Behaviour Policy
- Anti-bullying Policy
- Whistleblowing Policy
- Disciplinary Policy and Procedure
- Complaints Procedures Policy
- Allegations of Abuse Against Staff Policy

Volunteers will be provided with access to the above documents upon their induction.

Volunteers will be required to read Part 1 of 'Keeping children safe in education' as part of their induction.

All volunteers will be provided with a point of contact within the school who they can go to if they have any questions or issues they need to discuss.

6. Safeguarding

Volunteers will be provided with safeguarding information as determined by the governing board, using a proportionate, risk-based approach.

The school will ensure that activities are planned properly and safely, and that volunteers are informed of these plans. The school will ensure that volunteers have access to a member of school staff, should they wish to discuss difficulties or report on issues that may arise.

All volunteers are required to be identified and located at all times. For this reason, the following process will be adhered to:

- Volunteers will sign in and out of the building at the school office.
- Volunteers will wear a visitor's badge at all times
- The executive headteacher and or head of school will be made aware of where the volunteer is working

Volunteers will be made aware that they must report any safeguarding concerns in line with the school's Child Protection and Safeguarding Policy. The identity of the school's DSL and any deputies will be made known to all volunteers.

Any safeguarding concerns or allegations raised regarding a volunteer will be dealt with in line with the Low-level Safeguarding Concerns Policy and/or the Allegations of Abuse Against Staff Policy.

7. Health and safety

Volunteers will be required to read the Health and Safety Policy prior to undertaking any activity on behalf of the school.

Volunteers will ensure that they are familiar with emergency procedures, e.g. evacuation, and of any health and safety procedures relating to the activity they will be undertaking, e.g. whilst in a cookery class.

If a volunteer notices any potential hazard which may put another individual at risk of harm, they will report this immediately to the class teacher or senior member of staff.

8. Absence

Volunteers are required to inform the school office by 8:00am on the days they were due to attend if they are unable to attend at the agreed time.

Failure to inform the school on more than three instances may result in the volunteer being unable to attend the school on any further occasions.

If a volunteer is called away in the event of an emergency while volunteering, they will inform the class teacher or senior leader, and will sign out of the building before leaving the premises.

9. Confidentiality

All volunteers will be required to act in line with the Staff / Trust Confidentiality Policy.

Volunteers will not be permitted to discuss any confidential information regarding a pupil or member of staff with any other individual.

Information will be shared with volunteers on a need-to-know basis, and they will not have access to the school's records unless access is required to fulfil their role.

Any volunteer who breaches the confidentiality rules will be asked to leave the premises and will not be able to return to undertake any further activity.

There may be instances where a volunteer is required to pass information to a member of staff, such as if they notice a pupil being bullied or subjected to harm. Volunteers will report any concerns to a member of staff and are instructed not to notify the parents.

10. Complaints

Any complaints made in relation to a volunteer will be managed in line with the school's Complaints Procedures Policy.

11. Monitoring and review

The executive headteacher will review this policy on an annual basis and will communicate any changes to all members of staff, existing volunteers and relevant stakeholders.

All volunteers will be required to read this policy prior to their attendance at the school.

Volunteer code of conduct

All volunteers are expected to maintain high standards of behaviour and conduct when undertaking any activity at the school.

Volunteers will:

- Observe the high standards of behaviour and ethical conduct mandated by the school.
- Respect other volunteers, members of staff and pupils, and make them feel valued.
- Be approachable, pleasant and positive role models for pupils.
- Adhere to all school policies, including the Child Protection and Safeguarding Policy, Health and Safety Policy, Data Protection Policy, Anti-bullying Policy, and Behaviour Policy.
- Maintain confidentiality of personal information at all times, unless there is a need to report an issue to a member of staff.
- Treat all pupils and members of staff equally.
- Report any incident of challenging behaviour to the class teacher or a senior member of staff immediately.
- Dress appropriately and behave in a manner which promotes healthy and safe working practices.
- Accept and follow directions from the supervisor and seek guidance through clarification where uncertain of tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report any potential hazards in the workplace to the supervisor.
- Make proper use of the resources.
- Conduct work in a cooperative manner.
- Turn off mobile phones while on school premises.

Volunteers will not:

- Discipline pupils; if there are any problems, the class teacher or a senior member of staff will be informed immediately, and they will manage the situation.
- Shout at, hit, threaten or handle a pupil.
- Take photographs in school without the prior permission of the headteacher.
- Develop 'personal' or sexual relationships with pupils.
- Work with pupils when not in the proper physical or emotional state to do so, e.g. under medication which causes drowsiness, or under extreme stress which may impair judgement.
- Behave in an illegal, improper or unsafe manner, e.g. smoking or drinking alcohol.
- Share personal contact details with pupils or make personal arrangements to meet pupils outside school.
- Express any extremist or discriminatory views, or any views that would offend others.
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
- Behave in a manner which may bring the school into disrepute when representing the school.

- Give or receive (other than 'token') gifts, unless arranged through the headteacher, e.g. giving an outgrown sports kit, football boots or uniform to a pupil.

I, _____, have read the code of conduct and agree to abide by the rules outlined in this policy.

Signed: _____

Date: _____

Volunteer agreement form

This agreement form must be completed before you undertake any volunteer work at [name of school](#). In the first section, please write each piece of information in the relevant box on the right. In the second section, please tick each box on the right once you have read the corresponding policy – these policies can be accessed via [the school website](#). Please sign and date the first row of the third section.

Name	
Name of staff member to whom you will report	
Number of times that you will volunteer in the school	
Dates that you will volunteer between (to be reviewed after one month)	

Please tick the appropriate box once you have read and understood the following documents	
Behaviour Policy	
Anti-bullying Policy	
Child Protection and Safeguarding Policy	
Health and Safety Policy	
Staff Equality, Equity, Diversity and Inclusion Policy	
Cyber-security Policy	
Data Protection Policy	
Staff ICT and Electronic Devices Policy	
Online Safety Policy	
Social Media Policy	
Fire Safety Policy	
Allegations of Abuse Against Staff Policy	
Low-level Safeguarding Concerns Policy	
Whistleblowing Policy	
Disciplinary Policy and Procedure	
Complaints Procedures Policy	
Staff Confidentiality Policy	
Photography and Images Policy	

I understand that I am a volunteer and will therefore not receive payment for my duties, other than agreed travel and other out-of-pocket expenses			
Signature of volunteer		Date	
Signature of supervisor		Date	

Volunteer application form

This application form must be completed before you undertake any volunteer work at St Mary's Catholic Infant and Junior Academy. In the first section, please write each piece of information in the relevant box. In the second section, please circle whether your application is in connection to an educational course and, if so, fill out the table that follows. In the third section, please fill out your availability. Please sign and date the fourth section in the boxes on the right.

Please give details of why you wish to volunteer and the activities you want to undertake

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Name		Date of birth	
Postcode		Telephone	
Address			

Is your application in connection to an educational course? (please circle)	Yes/No
--	---------------

If you answered 'yes' to the above, please fill out the table below

Name of educational setting		Postcode	
Address			
Course details			

Qualification		Length of course	
Link tutor		Telephone	

Please fill out the sections below, providing accurate details of when and how long you are available for

I wish to work on the following school days (please tick):

- Monday**
- Tuesday**
- Wednesday**
- Thursday**
- Friday**

I wish to work (please tick):

- A full day (8:30am – 3:30pm)**
- Mornings**
- Afternoons**

Please list any other requirements in terms of availability (e.g. specific times):

If accepted, I understand that I will need to attend an induction meeting and will need to be aware of, and follow, all school policies

Signature of volunteer

Date

Volunteer/Student Handbook

Thank you for your interest in volunteering at our school. We appreciate the help that all our volunteers give in supporting the work of the school.

We want you to enjoy your time with us, and we have produced this guide to make sure you feel comfortable, supported and appreciated. There is a lot of information here, but please don't hesitate to ask questions if you are unsure about anything!

Mrs Samantha Birchall

Executive Headteacher

Our Commitment to You

As one of our valued volunteers, we are committed to giving you the following:

- a friendly and supportive working environment;
- enthusiastic and cooperative children;
- a mentor and link staff member to support you in your volunteering;
- recognition for the work that you do and its impact on learning;
- a reference if you apply for paid work here or elsewhere.

Your Commitment to Us

We are well aware that your time is given freely and willingly. Most volunteers/students work in school at a set time each week, and if you can commit to this for at least half a term, we would find this helpful.

However, we do not insist that you commit to working for a fixed or indefinite period of time or give notice when you wish to stop volunteering the Federation of St Mary's Catholic Schools. However, we do ask that you agree to and abide by the guidance found in this handbook and the accompanying policy.

We would also ask that you let us know if you have made an arrangement that you later find you cannot keep. Your work is valuable to the school and your link staff member may have been counting on you to help with an activity. Just give us a call as soon as you know you cannot come. In addition, when you do wish to cease volunteering, please communicate this to your mentor, link staff member or the volunteer coordinator.

Setting up a Placement All volunteers must come through the school office – Mrs Heelen Heaton (Office Business Manager). She will ask for details such as:

- Name
- Contact Details
- Reason for Placement/Volunteering
- What year group you will be placed
- What day you will attend school and for how long

Pre-visit

Mrs Heelen Heaton will make a mutually convenient time for you to attend school to go through our protocols for volunteering at St Marys. During this visit, Mrs Heaton will ask for the following information:

- Proof of ID
- DBS (if applicable)
- Evidence of name and address

The information will be collated and stored on our Staff Safe system. If you have a DBS, you will be issued with a green lanyard which indicates to staff that you have a DBS check. If you are not DBS checked, you will be issued with a red lanyard. This is part of our safeguarding procedures and you must wear the lanyard at all times.

Mrs Heaton will also set out the following guidelines on the pre-visit. Child Protection Policy and Procedures, Whistleblowing Policy and Procedure and Volunteer and Student Handbook.

Key Contacts

Mrs Heaton will provide the name of your link teacher at the initial stage of this process. While you are working at St Marys, your other contacts will be: your link staff member; Katherine Grange – head of school (Infants) and Alexandra Mowatt – head of school (Juniors)

Signing In and Out

It is important for security and fire regulations that all volunteers working in the school can be identified and located at all times. We ask you to follow this simple routine every time you visit the school: only enter the school via the front entrance; sign the visitor's system and make sure you are wearing your volunteer lanyard.

Child Protection

Because of the school's duty of care to all pupils and adults in the school, we must ensure that your volunteering does not put anyone at risk. The school's designated officers are Mrs Grange and Miss Mowatt; the deputy designated officers Mrs Birchall. It is possible that children may tell you (or try to tell you) things relating to some form of abuse. If this happens, let your link staff member know immediately, and allow them to deal with it. While you cannot promise confidentiality to the child, (i.e. you must make it clear to the child that you'll have to tell someone), you must ensure that once you have passed the matter on you do not discuss it with anyone else. If you are in any doubt about the safety of a child, immediately tell your link staff member, Mrs Grange or Miss Mowatt.

You must never be left to supervise children on your own! This includes supervising children around the building. If this happens, please inform Mrs Grange and or Miss Mowatt. This is to protect you and our children.

Where can I...?

This section is designed to answer some of the common questions new volunteers/students ask. If you have other questions, do ask your link staff member.

Where can I park? If you do drive to school, please park in car park at the back or side of school. The staff car park is well used, and also provides fire access to the playground areas.

Where can I leave my belongings?

It's not a good idea to bring too many personal belongings and valuables to school with you. However, your link staff member will let you know where you can leave your coat and bag, etc.

Where can I work?

The teacher with whom you are working with will give you a suitable space to work in.

Where can I go?

Most of the time, you will be working in your link staff member's classroom or shared spaces. If you need to visit other classrooms, please be as discreet as possible while lessons are taking place. At break times, we want you to feel relaxed and comfortable and therefore you are welcome to use the staff room for somewhere to sit. You may use the staff room at break times but work experience students are asked not to use the staffroom at lunch times. Work experience students are also asked not to go onto the playground at lunch times. You are free to go home at lunch time. There are tea and coffee making facilities in there, so make yourself a drink, or alternatively you could sit quietly in the classroom where you have been based.

Where can I go to the toilet?

There are toilets by the staff room which you are welcome to use, but please do not use the children's toilet

Working with Children

Whether you have previous experience of working with children or not, here are some guidelines to help you be successful in your voluntary work.

- Be friendly and encouraging with the children, especially when working with them for the first time.
- Expect them to be a little nervous – introduce yourself and explain that you will be helping them with their reading/spelling etc.
- Remember that though we need to be friendly, we are not making friendships, and it is important that the children give the same amount of respect as other adults in the school.
- Expect children to use your 'grown up' name, e.g. Mrs Smith.

Our children are usually enthusiastic and cooperative. You are not responsible for managing their behaviour beyond making a reasonable attempt to help the child focus on their task. Be

positive and clear in your explanations, and remember you are not there to negotiate about what the children have to do. If a child is over-enthusiastic and silly, ask them politely to settle down to help them and others concentrate. If a child is not engaging at all with their work, remind them of the purpose of the activity and that you are there to help them.

If your reasonable attempts to help the child engage with their task are not working, use a final reminder, e.g. 'If you can't settle down you will have to go back to see your teacher.' Please don't get into arguments with the children, make threats or issue punishments. If you have any concerns at all, go and get help from a member of staff immediately. The children know you are not a teacher, so don't feel embarrassed or disappointed if you need to seek extra support.

Simply ask the child to return to class and explain to their teacher why they have been sent back. You should check later on that they did so. When you have finished working with a child, it is good to reflect on how the activity has gone. Praise the children when they have done well with their learning and attitude; when they haven't use phrases like 'Next week you should think about...' and 'I think it would help your learning if...'

Remember that the children are always watching – it's good to let them see you interacting respectfully and cooperatively with other adults in the school.

For more information you can read the school's behaviour policy. If you are apprehensive about this area, the best advice is to watch your mentor or other adults working with children, even for the first few weeks. If it just isn't working with a particular child or group, don't be ashamed to let someone know.

Training and Development

Your voluntary work is important to us – so we want to help you do it to the best of your ability

Further Training

For some jobs you might like to consider more formal training for which you gain certificates or accreditation. This could be especially valuable to you if you want to learn new skills to use in our school or elsewhere. Many volunteers find that they would like to work as teaching assistants (or even as teachers) in the future. While we can't promise to employ any of our volunteers, we can advise you about how you might achieve your goals.

Health and Safety

You must comply with the school's health and safety policy (available on the school's website or paper copy on request), observing any specific requirements whilst volunteering. Do not take part in, or ask anyone else to take part in, any action that might cause you or another person to be put at risk of injury or harm. You should always advise a member of the school's senior leadership team of any potential hazard or situation that you feel puts people at risk. They will then report this as necessary.

Equal Opportunities

At our school we do not tolerate discrimination on the grounds of age, disability, race, ethnic background, colour, religion, gender, sexual orientation, history of illness, non-relevant criminal records or your marital, employment, financial or social status. As a volunteer you must treat people with respect at all times and ensure that there is no unlawful discrimination, abuse, harassment or bullying in your dealing with children, colleagues or others at the school. If you feel that you have been unfairly discriminated against, please discuss this with Mrs Morris/Mrs Walker. You can also contact your local volunteer centre or Volunteer Bureau listed in the local telephone directory. Our equal opportunities policy is available from the office and on our website.

Checks

The type of work you will be allowed to undertake is restricted. This means that you must not be left unsupervised with a child at any time. We will ask for your details to enable us to process a DBS certificate. This is a check to ensure you are safe to work with children.

Safe Practice

To protect the children you are helping and yourself from any false accusation, follow these simple steps:

- only work in public areas such as classrooms and corridors;
- always work close to where other volunteers or staff members are working; avoid any physical contact with the children;
- try to ensure that your conversation with children is friendly but not over-familiar; never accompany children into the toilets.

Confidentiality

The information we hold about you and your volunteering is confidential, and as such, will not be shared with any third parties without your consent. We ask that you respect the confidentiality of staff and pupils at the federation of St Marys Catholic Infant and Junior Academies by not discussing things you have seen and heard while volunteering, especially when sensitive information about pupils is involved.

Insurance

You will be insured for the same activities as teachers. As long as you follow the guidelines in this booklet and in the relevant policies, you will be covered by the school's insurance for most occurrences. If you use your own vehicle to transport children other than your own on school activities, you need to check your insurance policy.

Dealing with Problems

Though we expect your experience of voluntary work at federation of St Marys Catholic Infant and Junior Academies to be very enjoyable and rewarding, it is possible that some problems may occur. Lines of communication are always open, and we would much rather hear about things quickly, so that they can be resolved quickly. Here are some of the possible problems, with possible solutions.

I'm in conflict

Some activities might bring volunteers into conflict with paid employees, who feel their toes are being stepped on. Alternatively, you may find you disagree with other volunteers about how work is being carried out. If this occurs and you haven't been able to resolve it between yourselves, please speak to someone outside the situation. For example, if you have fallen out with your mentor, speak to your link staff member, and vice versa.

I'm in the wrong job

You may have volunteered for something which has turned out to be unsuitable. It may be that you need further training and support or could move to a different task. Or it may be that you just need time to get used to what you're doing. Just talk to your mentor or your link staff member if you are feeling like this.

I'm not getting on with the children

Working with children is never easy, and even the professionals can find it challenging to build good working relationships with the children. Also, it is quite common for volunteers to find it difficult working with a particular age group, and it's easy enough to move to another team. Give yourself some time, and remember you can always watch other volunteers at work, to see how they handle particular situations.

I'm no good at this

It's common when taking on a new challenge like volunteering in school to feel daunted, and to find things difficult at first. If you feel you really can't do it, you aren't the first, and won't be the last. Talk to your mentor and do as many tasks as possible together – it's what they're there for. Be patient with yourself and persevere – you may be surprised how good a volunteer you will eventually be.

I'm having trouble with my own child

Sometimes, when mum or dad comes to help in the class, their own child can react badly. This may take the form of being extra clingy and jealously guarding their parent or being over enthusiastic about it. Talk to your child and explain that you're there to help all the children. If it isn't working, talk to your link staff member about whether you'd be better off helping in another class.

I'm bored

If you've been hearing readers for a while, you may be fed up. Talk to your link staff member about what else you might do. There are also some ideas on the next page about how you can take your volunteering further.

I'm not appreciated

If no-one has said thank you to you for a while, it can be disheartening; if you spent three hours tidying the library only to find it a tip the next day, it can be frustrating. Please tell someone if it's getting to you – the last thing we want is for our volunteers to feel undervalued, because it's really not true.

I'm too busy this week

We understand that time is often short, and we appreciate that sometimes you will not be able to come in and help. If so, please let the school know as soon as possible. If you find that clashes are happening regularly, you may wish to review the situation with your mentor and try to find a better time.

I'm leaving

Everyone gets to the point where, for whatever reason, they have to stop volunteering at the Federation of St Marys Catholic Primary Schools. We understand this, and don't put any pressure on you to carry on. All we ask is that you let us know when and why you are leaving, so we can thank you properly

Taking it Further

By simply volunteering at the St Mary's Catholic Infant and Junior Academies you are already making an excellent contribution. We would never expect you to give any more time and energy than you do, but if you feel really keen to be involved in the life of the school, here are some other ideas:

PTFA

We have a very active and effective Parent Teacher Association, but they could always use more help whether it's helping at a disco, going to meetings or running a stall at the Christmas Fayre, there's lots you can do.

Governors

Occasionally there is a vacancy for a parent governor. The governors are responsible for overseeing the running of the school and being a parent governor is an excellent way to contribute to this aspect of school life. It is also one way of parents' and carers' voices being heard.

And Finally...

Your induction training is now complete and you're ready to get started! We would like to thank you again for volunteering at our school. We hope you will enjoy being part of our team and have a happy and fulfilling time with us.