



St. Mary's Academy Trust

Volunteer Role: Accompanying Pupils on School Trips

For us to achieve the recommended ratios on school trips, we ask for parent volunteers to help us. Pupils benefit greatly from trips outside the school experiences. Without parent volunteers, it would often be difficult to achieve these ratios therefore we appreciate your enthusiasm to support us in this way.

Purpose of the role:

Under the class teacher's guidance, you will:

- Make certain that pupils are walking safely on footpaths and across roads.
- Keep a wary eye on hazards, as defined in the risk assessment, and report to the class teacher.
- Help in a variety of ways, as requested by the class teacher, to help the trip run smoothly.

Safeguarding requirements:

There are safeguarding implications attached with this role to ensure you and the pupils are safe:

- As this is a 'one-off' activity we do not require a DBS disclosure but without that, you must not be left unsupervised with pupils.
- You will need to read the appropriate policies mentioned in the agreement, e.g. Safeguarding and Child Protection policy, Behaviour policy, E-Safety policy, Health and Safety Policy, Fire Safety guidelines, Data Protection Policy and Social Media Policy
- The risk assessments created for all school trips should be read prior to going on the trip and should be adhered to.
- You must not take photographs of any pupils unless asked to take photos, on a school device, by a staff member.

- It is not within your role to manage negative behavior, this must be dealt with by a staff member.
- Confidentiality is important to safeguard pupils and their families, and so you must not share sensitive information.

Support for you on the school trip:

Your first port of call is the class teacher or designated supervisor.

If you are concerned about a pupil, please speak to the designated person for Child Protection. You will be made aware of this person during your meeting with the Headteacher.

If you, or a pupil you are working with, have a first aid need, please contact a first aider. During your meeting with the Headteacher, you will be made aware of the first aiders within the school.

If you are concerned about any health and safety issues, please speak to the member of staff in charge of health and safety. You will be made aware of this person during your meeting with the Headteacher.



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Volunteer Role: After School Club

After school clubs within St. Mary's Academy Trust welcomes volunteers to support them in running activities and to acquire experience in working with children. The role will involve helping children with the activities they are participating in and helping to provide a stimulating environment.

Purpose of the role:

To support after school club supervisors by helping manage the activities planned for the children, such as:

- Helping with the preparation and serving of snacks.
- Helping with tidying after snacks have been eaten.
- Helping with the preparation, setting up and tidying away of resources for activities planned.
- Supporting the supervisor in ensuring children are involved in and are enjoying activities.

Safeguarding requirements:

There are safeguarding implications attached with this role to ensure you and the pupils are safe:

- If you decide to volunteer 'frequently' or 'intensively', you will require a DBS certificate. This is not necessary if you decide to volunteer as a 'one-off' arrangement.
- You will need to read the appropriate policies mentioned in the agreement, e.g. Safeguarding and Child Protection policy, Behaviour policy, E-Safety policy, Health and Safety Policy, Fire Safety guidelines, Data Protection Policy and Social Media Policy.
- You must not take photographs of any pupils unless asked to take photos, on a school device, by a staff member.

- It is not within your role to manage negative behavior, this must be dealt with by the after-school club supervisor.
- Confidentiality is important to safeguard pupils and their families, and so you must not share sensitive information.
- You will need to read and adhere to the risk assessment.

Support for you in the school:

Your first port of call is either, the after-school club supervisor or designated supervisor.

If you are concerned about a pupil, please speak to the designated person for Child Protection. You will be made aware of this person during your meeting with the Headteacher.

If you, or a pupil you are working with, have a first aid need, please contact a first aider. During your meeting with the Headteacher, you will be made aware of the first aiders within the school.

If you are concerned about any health and safety issues, please speak to the member of staff in charge of health and safety. You will be made aware of this person during your meeting with the Headteacher.



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Volunteer Role: Golden Learning Time

Golden Learning time provides pupils with the opportunity to learn new skills and develop old skills from members of the school community. The pupils acquire an appreciation of others in the school community, they acquire confidence from attempting and succeeding at something new and they mix with pupils from across the school. This is also referred to as 'reward time' or 'enrichment'.

Purpose of role:

Whilst supporting a group of pupils, you will:

- Identify what their interests are, and establish within the scope of your activity and expertise what is practical.
- Plan and deliver Golden Learning time sessions.
- Prepare Golden Learning time sessions by acquiring and setting up resources.
- Tidying away after Golden Learning time has taken place.
- Ensure the Headteacher receives information concerning pupil progress.

Safeguarding requirements:

There are safeguarding implications attached with this role to ensure you and the pupils are safe:

- If you decide to volunteer 'frequently' or 'intensively', you will require a DBS certificate. This is not necessary if you decide to volunteer as a 'one-off' arrangement.
- You will need to read the appropriate policies mentioned in the agreement, e.g. Safeguarding and Child Protection policy, Behaviour policy, E-Safety policy, Health and Safety Policy, Fire Safety guidelines, Data Protection policy and Social Media policy.

- You must not take photographs of any pupils unless asked to take photos, on a school device, by a staff member.
- It is not within your role to manage negative behavior, this must be dealt with by a staff member.
- Confidentiality is important to safeguard pupils and their families, and so you must not share sensitive information.
- You will need to read and adhere to the risk assessment.

Support for you in the school:

Your first port of call is your designated supervisor.

If you are concerned about a pupil, please speak to the designated person for Child Protection. You will be made aware of this person during your meeting with the Headteacher.

If you, or a pupil you are working with, have a first aid need, please contact a first aider. During your meeting with the Headteacher, you will be made aware of the first aiders within the school.

If you are concerned about any health and safety issues, please speak to the member of staff in charge of health and safety. You will be made aware of this person during your meeting with the Headteacher.



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Volunteer Role: Reading with Pupils

Reading with pupils in schools is greatly rewarding and can allow them to make further progress than they would otherwise. As class teachers are often in charge of 30+ pupils, it is difficult to read with them 1:1, therefore reading with volunteers provides pupils with opportunities to practice. Without volunteers, it would be difficult to achieve this so we appreciate your enthusiasm to support us in this way.

Purpose of this role:

Under the guidance of the teachers, to provide children an opportunity to practice their reading enabling them to develop their fluency and comprehension. You may be requested to:

- Support children in applying the use of phonics and word-building skills.
- Support children by enabling them to practice difficult or unfamiliar words.
- Enable pupils to develop their fluency with a reasonable length of text.
- Enable pupils to discover new vocabulary when reading.
- Notice punctuation that helps the reader.
- Ensure pupils can comprehend the text they are reading.

Safeguarding requirements:

There are safeguarding implications attached with this role to ensure you and the pupils are safe:

- If you decide to volunteer 'frequently' or 'intensively', you will require a DBS certificate. This is not necessary if you decide to volunteer as a 'one-off' arrangement. If volunteering as a 'one-off', the volunteer must not be left unsupervised.
- You will need to read the appropriate policies mentioned in the agreement, e.g. Safeguarding and Child Protection policy, Behaviour policy, E-Safety policy,

Health and Safety Policy, Fire Safety guidelines, Data Protection policy and Social Media policy.

- It is not within your role to manage negative behavior, this must be dealt with by a staff member.
- You must not take photographs of any pupils unless asked to take photos, on a school device, by a staff member.
- Confidentiality is important to safeguard pupils and their families, and so you must not share sensitive information.
- You will need to read and adhere to the risk assessment.

Support for you in the school:

Your first port of call is your designated supervisor.

If you are concerned about a pupil, please speak to the designated person for Child Protection. You will be made aware of this person during your meeting with the Headteacher.

If you, or a pupil you are working with, have a first aid need, please contact a first aider. During your meeting with the Headteacher, you will be made aware of the first aiders within the school.

If you are concerned about any health and safety issues, please speak to the member of staff in charge of health and safety. You will be made aware of this person during your meeting with the Headteacher.