



St. Ethelbert's Catholic Primary School

Volunteer Handbook

Date of Policy Issue/Review: February 2025

Name of Responsible Person

Role of Responsible Person

Signature of Responsible Person

Signature of Headteacher

Signature of Chair of Governors

Our vision for St Ethelbert's Catholic Primary School is to be 'a school with High Expectations for All, in the Light of Christ'. All pupils will be given every opportunity to achieve their potential and encouraged to learn about and develop their hidden talents in order to reach high levels of achievement. All members of our school community will be fully equipped to meet all pupils' needs through appropriate professional development. St Ethelbert's will be an outstanding school.

'Every child at St Ethelbert's is to fulfil their academic, social, behavioural and emotional potential in the surroundings of a Catholic community, and in which each individual shares or respects the Catholic church and Christian way of Life.'

INFORMATION FOR VOLUNTEERS

St. Ethelbert's Catholic Primary School and Nursery
Dane Park Road
Ramsgate CT11 7LS
Telephone Number: 01843 585555
e-mail: admin@stethelbertsschool.co.uk

LEA number: 886
School number: 3722

Thank you for offering to be a volunteer at St. Ethelbert's. We hope that you will enjoy this rewarding and important job within the school. The information below is designed to be of help to you.

ABSENCE PROCEDURE:

Please let the school office know if you cannot make it in to school. The class teacher will have you in their planning and this can then be adapted.

ACCOMMODATION:

The school comprises 2 buildings, known as St. Ethelbert's and St. Gertrude's. They are joined by a path across the school playground. St. Gertrude's is for children in EYFS and Key Stage One (KS1: 3 – 7 years) and St. Ethelbert's for children in Key Stage Two (KS2: 7 – 11 years). The Nursery is located in Dane Park Road accessed via the main entrance. The entrance to St. Gertrude's is via the main building in Lillian Road.

ADMISSIONS:

The number of pupils on roll is approximately 210. St. Ethelbert's is a one form entry school going from Reception up to Year 6. The school nursery has availability for 16 children in the morning and 16 in the afternoon. In KS1 (Children from 4 – 7) there are classes of up to 30 children. In KS2 (Children from 7 – 11) there are classes of up to 30 children.

AIMS:

The Christian faith underpins all of our policies and values. The ethos of the school reflects our Mission Statement:

Our Mission:

Our mission for St Ethelbert's Catholic Primary School is to be a school with 'High expectations for all, in the Light of Christ'. All pupils will be given every opportunity to achieve their potential and encouraged to learn about and develop their hidden talents in order to reach high levels of achievement. All members of our school community will be fully equipped to meet all pupils' needs through appropriate professional development. St Ethelbert's will be an outstanding school.

'Every child at St Ethelbert's is to fulfil their academic, social, behavioural and emotional potential in the surroundings of a Catholic community, and in which each individual shares or respects the Catholic Church and Christian way of Life.'

As a Catholic school we endeavour to create a living and caring Christian community, where we aspire to ignite within everyone the light of Christ.

We strive to:

- i) Educate the whole person to their full potential: spiritually, morally, academically, emotionally, socially, culturally and physically.
- ii) Respect, love and value ourselves and others as unique individuals and children of God.
- iii) Encourage everyone to pray and develop a deeper personal relationship with God.
- iv) Support parents and carers as the first educators of the child.
- v) Enhance the essential relationship between the school, family and parish.

Our School Values:

'Thoughtfulness' — we reflect to become a better person and think about other people in our world

'Knowledge' — we never stop learning

'Inclusion' — everyone is welcome in the St Ethelbert's family

It is expected that all volunteers support this ethos by joining in prayers with the children at the beginning of school, lunchtime and at the end of the school day (A copy of these is in the appendix). You will also be required to attend church with the children when they go.

There is often a class Mass during the term. Volunteers are expected to follow the rituals and signs to support the children's learning.

SAFEGUARDING:

The Designated Safeguarding Lead is the Headteacher Simon Marshall. Deputy Designated Safeguarding Leads are Deputy Head Mary Dowd, John Pressley and Vicky Rees. Claire Turner is the Governor responsible. Please be sure that you are familiar with the most current safeguarding guidelines: Keeping Children Safe in Education (KCSIE). If you have any concerns at all please approach any employed adult. CPOMs (online reporting) is used to report concerns.

You will receive safeguarding training as part of your induction.

BEHAVIOUR:

Everyone is expected to act with consideration and courtesy for others and with respect for their surroundings and belongings. All adults in the school can help to create a positive atmosphere which can go towards removing some of the causes of bad behaviour and encouraging good behaviour (Please read the school behaviour policy).

Although you may be placed with children, ultimately they remain the responsibility of the class teacher who should be notified if difficulties arise.

SMOKING: St Ethelbert's Catholic Primary School and Nursery is a non-smoking and non-vaping site.

USE OF PERSONAL DEVICES: St Ethelbert's Catholic Primary School and Nursery prohibits the use of personal devices in school. School iPads are available to photograph learning activities when required by the class teacher. Personal phone calls can be made in the school office or an office connected to the St Gertrude's Staffroom.

COMMUNICATION:

Teaching Staff Meetings are held weekly after school. An updated calendar of events is published each week. Copies of this are in the staffroom. Class teachers post their planning on Google Drive.

CONFIDENTIALITY:

There are bound to be things you see and hear which you must treat with the utmost confidentiality. This may be information about children, their progress in school, their problems at home etc. Things seen and heard in school must not be talked about out of school or with parents. If you are questioned by a parent about a child or an incident, **it is essential that you refer them to the class teacher, Deputy Headteacher or Headteacher.** If you have concerns about a child, please raise these with the class teacher, the SENDCo or in very serious cases, the Deputy Headteacher/Headteacher. Be on the lookout for unusual

behaviour from children, it could be a cry for help from the child. A parental complaint about lack of confidentiality could become a serious disciplinary matter.

DRESS:

Smart, practical but professional clothing. Denim jeans (of any colour) are not allowed. Jewellery must be minimal and never put pupils at risk of injury. Tattoos must always be covered and no nose, tongue and lip (etc.) jewellery is allowed when on duty. School trips might require comfortable / outside wear.

FIRE PROCEDURES:

Regular practices will be held – at least six times a year. When the Fire Alarm sounds, the children will be led out of the classroom to a designated area for their class (You can find where this is by looking at the notice in the classroom). If you are in charge of a group in a different room, please make sure you know the exit procedure for that room. The children should be led to their own class group as soon as possible so that the register can be taken. Do not take anything out of the room as speed is of the utmost importance. Fire notices are in every room. Please press an alarm situated in every corridor. On detection of an emergency the designated Fire Warden will ring the appropriate services – 999. Meet fire Services at gate. Fire assembly points for both buildings are clearly marked and situated in the Year 3/4 playground. St Gertrude's (Infants) fire alarms are situated near both front doors and back doors, Reception class and at the top of staffroom stairs. St Ethelbert's fire alarms are situated at Year 6 foyer and classroom, outside Headteacher's Room, end of Y5 corridor, by girl's toilet, dining hall rear door, kitchen door, front entrance and by boy's toilets.

FIRST AID:

First Aiders are listed in the staffrooms and main office. There are first aid boxes in each class and the office (See appendix for basic first aid procedures). Staff on duty carry green medical bags with basic first aid kits.

HEALTH AND SAFETY:

The school Health and Safety representative is the Headteacher and Caretaker. Please keep your eyes open for situations that are dangerous or are likely to lead to someone being hurt. Please report in this order, firstly the Caretaker, secondly The School Office and thirdly a class teacher about the situation only if the Caretaker is unavailable.
Caretaker Mob: **07400 170468.**

STAFFROOM:

This is for breaks and lunchtime. You are welcome to use all facilities.

PHYSICAL CONTACT WITH CHILDREN:

Wherever possible this should be avoided. Nothing should be done that might be thought of as corporal punishment or that might be misunderstood by pupils, other staff members, visitors and parents. Staff should also ensure that they avoid situations that might be open to misinterpretation, e.g being alone with a child in a room with a closed door. IT IS IMPORTANT THAT YOU DO NOT LIFT OR HANDLE ANY PUPIL EVEN IF THEY MAY BE INJURED OR CAUSING A DISTURBANCE. If it is thought that they may injure another person, remove the innocent party. Always call for help.

PLAYGROUND DUTIES:

Staff are expected to play and talk with the children during playtimes. A selection of games and apparatus is available. Staff should not congregate together. The playground needs to be supervised during morning break. At the end of the break, you will blow the whistle once for the children to stop playing and once more as a signal for them to line up or enter the building.

PROBLEMS:

As part of the school staff, there is a shared responsibility to support the children in their education. If problems or difficulties arise, the adults most closely concerned should resolve them in a professional manner. However, if you have anything you wish to discuss or if you need advice concerning school, please ask the teacher with whom you work most closely, the SENDCo, another of the teachers, Deputy Headteacher or the Headteacher.

SPECIAL EDUCATIONAL NEEDS:

Many of you will be working with children with a variety of Special Educational Needs or Disabilities. In many cases, it is as important to raise the child's feeling of self-worth as it helps them with their learning. Do encourage them to be as independent as possible and see the class teacher or SENDCo if you have any questions or concerns.

TEA/COFFEE ARRANGEMENTS:

Tea and coffee are purchased by the school. All staff and volunteers can use the staffroom.

TIMING OF THE SCHOOL DAY:

8:00 Breakfast Club

8.40 Registration time and beginning of morning school

10:45 Playtime for pupils (TAs may have their break before or after the children's break as decided by the Class Teacher)

12.00 Dinner break begins

13.00 Registration time and beginning of afternoon school

15.10 End of school day for KS1

15.20 End of school day for KS2

3.10/20 to 4.10/20pm School Clubs

3.20 to 6.00pm Wraparound Care

Nursery and Reception go outside to use outdoor learning areas and playgrounds throughout the day.

EQUAL OPPORTUNITIES:

St Ethelbert's Catholic Primary School and Nursery recognises its responsibilities with regards to equal opportunities and will strive to ensure that no volunteer is treated unfairly in all employment matters, regardless of their race, colour, nationality, ethnic or national origins, age, gender, sexual orientation, marital status or disability.

APPENDIX 1:

School Prayers

Prayers: (all prayers begin and end with the Sign of the Cross)

School Prayer

Dear God

Let our school be a place where everyone is welcome,

Let our school be a place where learning is fun,

Let our school be a place where good friends are made.

Thank you God for giving us people that care,

Thank you God for giving us our school to share.

Amen.

Morning Prayer

Oh my God you love me

You're with me night and day

I want to love you always
In all I do and say
I'll try to please you Father
Bless me through the day
Amen

Lunchtime Prayer

Bless us oh God
As we sit together
Bless the food we eat today
Bless the hands that made the food
Bless us oh God
Amen

Afternoon Prayer

God our Father
I come to say
Thank you for your love today
Thank you for my family
And all the friends you give to me
Guard me in the dark of night
And in the morning send your light
Amen

Hail Mary

Hail Mary full of Grace, the Lord is with thee.
Blessed are thou among women and blessed is the fruit of
thy womb Jesus. Holy Mary Mother of God,
pray for us sinners now and at the hour of
our death Amen.

Our Father

Our Father, Who art in Heaven, hallowed be Thy name; Thy Kingdom come, Thy will be done on earth as it is in Heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

Glory Be

Glory be to the Father and to the Son and to the Holy Spirit. As it was in the beginning is now, and ever shall be, world without end.

Amen

Hail Holy Queen

Hail, holy Queen, Mother of mercy, hail, our life, our sweetness and our hope. To thee do we cry, poor banished children of Eve: to thee do we send up our sighs, mourning and weeping in this vale of tears. Turn then, most gracious

Advocate, thine eyes of mercy toward us, and after this our exile, show unto us the blessed fruit of thy womb, Jesus, O merciful, O loving, O sweet Virgin Mary!

Amen.

APPENDIX 2:

First Aid Procedures:

A list of first aiders can be found in the staff room and the named first aider is identified. Please make yourself aware of any specific medical needs of the children or Health Care Plans by liaising with the class teacher.

Basic first aid is usually administered at the site of the injury (plasters, grazes). First Aid Kits are carried by members of staff on duty (green bag with medical equipment inside). All medical incidents are recorded on Medical Tracker on iPads. Designated iPads are identified by a red cover. These are taken onto the playgrounds at break and lunch times.

The Dept. of Health Accident Form must be completed for any major incident or if a child is sent home after an accident. This form is found in the Headteachers office and must be completed by the observer of the accident. All accidents are recorded on Medical Tracker on iPads. Designated iPads are identified by a red cover. These are routinely checked by the Headteacher.

Incident reports: To office.

Accident record: All accident reports must be recorded on Medical Tracker. Messages are sent to parents at lunchtime and at the end of the day.

Headteacher