

ST MARGARET CLITHEROW ROMAN CATHOLIC PRIMARY SCHOOL



VOLUNTEER HANDBOOK



Mission Statement

Jesus lives in us, our families, our school, our Church, our world. Jesus is our guide: let us follow Him.

Updated Summer 2026

At St Margaret Clitherow School we are committed
to Safeguarding Children

We hope that the information set out in this handbook will help you throughout your time with us. If you have any questions please ask the class teacher in the classroom next door or ask the class teaching assistant.

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KEY TIMES AND DAYS

THE SCHOOL DAY

8.45 am	Classroom doors open; children begin to arrive
8.45am	Official start of the day
9.00am	Registration (Dinner & Main Register)
10.40 - 11.00 am	Morning break
12.00	AM Nursery session ends
12.00 - 1.15 pm	Lunch break infants
12.00 – 12.30pm	Lunch break nursery
12.15 – 1.15pm	Lunch break juniors
3.15 pm.	School Closes - Infants
3.20 pm.	School closes – Juniors

Our school Rights

At our school:

-  We have the right to feel safe.
-  We have the right to learn.
-  We have the right to be respected.

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. Please sign in using our electronic sign in system where you will be given a visitor's badge. When you have finished volunteering, please return to the office and sign out.

ACCIDENTS

It is important to report these immediately and seek advice. Reports must be entered in the accident book which is kept in the Medical Room. All head injuries must be reported to the child's parents immediately by telephone or by note. Any serious injuries to be reported to the Headteacher, the Office Manager and the Health and Safety representatives (Paul Ryan & Amy Coleman).

CHILD PROTECTION

If you are concerned about something a child says to you, please talk to their class teacher. It is very important to reassure the child that they were right to tell you and that you will let their class teacher know. DO NOT ask the child more questions. DO NOT tell the child that you will keep their secret. The Designated Safeguarding Lead (DSL) for all child protection concerns is the Headteacher (Carmela Puccio). Andrew Peck (Assistant Headteacher) and Amy Coleman

(Assistant Headteacher) are the Deputy DDSLs. Your concerns will be passed on to them by the class teacher, if required.

EMERGENCY ASSISTANCE SYSTEM FOR BREAK / LUNCHTIME

Emergency assistance cards are attached to each of the bells and are also available in each classroom. A member of staff will hold a walkie talkie.

In the classroom, the phone may also be used to contact the office. 200 - Mrs Streeter. 201 - Mrs McTait. 202 - Mrs Purtow. 203 – Headteacher.

FIRE DRILL

Continuous ring of the fire bell is the signal for immediate evacuation of the buildings. Children, under the direction of their teachers, will leave the classroom in an orderly manner and proceed to:

JUNIORS - the KS2 playground

INFANTS - the KS1 playground

The children will line up in register order in silence.

Where possible the teacher should bring the register out of the classroom in order to take an immediate roll call. If it is not possible to take the register with you, you should count the number of children present whilst waiting for the office staff to bring out the dinner register for a roll call. If a child is missing, this should be reported immediately to a senior member of staff. The teacher should also bring the class inhalers with them.

On leaving the building, external doors should be closed behind you. In the event of a bomb warning or other evacuation emergency, no bell will be rung, instead a message will be delivered by word of mouth. If you are informed of a “Code 1” alert this means the children need to be evacuated outside until the police have confirmed that entry is allowed back into the school building or until a decision is made to move to Roebuck School, our designated place of safety.

A “lockdown” would happen if a person who is considered to be a danger was on the school site or nearby. If you are informed that a “lockdown” was in process, please shut the blinds in the classroom and lock the classroom door.

Dress Code

Volunteers are role models and should always be of smart appearance. Please wear appropriate footwear that supports the foot, e.g. no flip-flops or sandals without a strap around the heel. If you are supporting a class with a school trip, dress and footwear should be appropriate to the venue and activity being undertaken.

CONFIDENTIALITY

Confidentiality is very important, and we would therefore ask you to treat anything you hear or see in school as confidential. Some things that happen in school or are discussed between staff are of a sensitive nature and we would ask you to be respectful of everyone in the school community. Please do not talk about anything you see or hear outside of school as this could be a breach of confidentiality to staff or children. If you are approached for specific information by a parent, you should refer them to the class teacher or the Headteacher. We appreciate your support in this matter.

GENERAL INFORMATION

Hand bags and personal items must be locked away in a school locker or in the main office. Mobile phones are only allowed to be used in the staff room or off site. Smoking is not permitted on site.

HEALTH AND SAFETY

Staff should be familiar with the policy (which is found on our school website) and **immediately raise any concerns with the Health and Safety Representatives** (Amy Coleman & Paul Ryan) and the Headteacher.

FIRST AID

We have several qualified first aiders in school who are on hand to deal with any first aid treatment. We ask that volunteers do not administer first aid of any kind. If a child requires first aid, please see a member of staff.

I have read and understood the information in this handbook.

Signed: _____

Date: _____