

# 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 January 2020

At St Margaret Clitherow School we are committed  
to Safeguarding Children

## **WELCOME TO OUR SCHOOL!**

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.

### MISSION STATEMENT

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

*The Mission Statement, recited daily as a prayer by staff and children, acts as a constant reference point for behaviour and life, rooted in a Christian search for excellence in everyday life.*

### **KEY TIMES AND DAYS**

#### **THE SCHOOL DAY**

8.45 am	Classroom doors open; children begin to arrive
8.50am	Official start of the day
8.55am – 9.00am	Registration (Dinner & Main Register)
10.40 – 11.00 am	Morning break (KS1 & KS2)
12.00	Nursery morning session ends
12.00 – 12.15pm	KS1 Reading groups with teachers
12.00 – 1.15 pm	Lunch break infants
12.15 – 1.15pm	Lunch break juniors
3.25 pm	School Closes - Reception & KS1
3.30 pm	School closes – KS2 and Nursery afternoon session

### **OUR SCHOOL RULES**

**Treat others as you would like to be treated**

**Be ready to learn**

**Be proud of your uniform**

**Respect property and the environment**

**Be the best that you can be!**

## Checklist for Volunteers

### **Morning:**

- Greet the children and supervise them in cloakroom area
- Morning prayer straight after registration (unless there is an early assembly)
- Ensure that the external door to their own classroom is unlocked during school hours as it is a fire exit

### **Before Lunch:**

- Tidy up the classroom before lunch
- Say lunchtime prayer before dismissing class

### **Lunchtime:**

- Ensure classroom is ready for afternoon session
- Have some rest time!

### **Afternoon Session:**

- Check children have homework/reading books etc
- Ensure classroom is clear and tidy at end of afternoon and chairs are stacked

### **After School:**

- General tidy up in the classroom

## 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 representative.

## CHILD PROTECTION

The Designated Safeguarding Lead (DSL) for all child protection concerns is the Headteacher (Carmela Puccio). The Assistant Headteachers (Karen Briscoe and Katie Davies) are the Deputy DDSLs. **All concerns must be brought to the immediate attention of the DSP or the DDSP.** You will usually be asked to record your concerns using CPOMs following a discussion, this will be completed with the DSL or DDSL.

## EMERGENCY ASSISTANCE SYSTEM FOR BREAK / LUNCHTIME

Emergency assistance cards are attached to each of the bells and are also available in each classroom. A walkie talkie is also available on each playground.

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

**Please read the Fire Evacuation Procedures that are displayed in your class register. You are responsible for ensuring that any adults or visitors working under your supervision are aware of the procedures.**

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.

### **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 and **immediately raise any concerns with the Health and Safety Representatives** (Karen Briscoe & Paul Ryan) and the Headteacher.

### **MEDICINES (see policy)**

Inhalers for asthma will be kept by pupils in the designated place in the classroom. Epipens are kept in the unlocked labelled cupboard in the medical room. All other medicines must be handed in to the office with the accompanying authorisation completed. A list of children with allergies is on the medical notice board and teachers are given a list of children with medical conditions at the start of the school year. This list is updated as and when necessary.

### **SICKNESS - children**

Any child who seems to be ill should be sent to the office. Please avoid sending pupils up unnecessarily.

### **TOILETS**

Any child who needs the toilet during break must first ask permission. Pupils should be encouraged to use the toilet during the play and lunchtime break, rather than disrupting lessons. All toileting accidents must be attended to by a member of school staff. **However, no child should be forbidden to use the toilet if he/she needs to. We all get caught short at times!!!!**