

Mepal and Witcham Church of England Primary School
Brangehill Lane
Mepal
Cambridgeshire
CB6 2AL

Headteacher: Mr C Snuggs

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Volunteer's/ Helpers' Agreement



Our Vision - “Be kind and Loving to Each Other,” (Ephesians 4:32 ICB)

At Mepal & Witcham, we believe in fostering not just academic excellence, but also personal development. Our mission is to equip every child with the responsibility and ability to care for themselves, others, and the world around them. We aim to foster a sense of responsibility that will empower our students to nurture both current and future generations.

Our holistic approach ensures that students become scholars while developing into compassionate, responsible, and proactive members of society. We are dedicated to creating a supportive and dynamic learning environment that is fuelled by our positive and supportive community of staff, parents and carers.

As a Church of England Primary School, our ethos and vision are deeply rooted in the philosophy, theology and lived experiences of religion, reflecting the foundational Christian values that shape our community. These principles are our personal development CARE values, such as Community, Appreciation, Respect, and Empathy, which resonate across all faiths and form the bedrock of our school's culture.

Through our RE curriculum, children are encouraged not only to learn about religious beliefs and practices but also to critically engage with the deeper questions of meaning, purpose, and morality. By fostering an understanding of philosophy, theology and lived experiences, we help pupils explore both Christian teachings and the universal values shared by many world religions, equipping them to reflect on their own beliefs and actions in a way that contributes positively to society. This approach ensures that our school's Christian identity is inclusive, promoting a sense of belonging, respect, and understanding for all.

We know that with the knowledge and life skills we equip our pupils with, they will blossom into positive agents of change our future can depend on. We want the world to listen to the wonderful minds of our pupils, and to achieve that, we devote our passion and energy to ensuring our children embody all eight values of CARE. They will care what our children have to say because they will know that they CARE!

CARE

Personal Development

C	-	Community
A	-	Appreciation
R	-	Respect
E	-	Empathy

Scholarship

C	-	Courage
A	-	Aspiration
R	-	Resilience
E	-	Excellence

These 8 values are what we believe will equip and support our children to care. This will form the basis of all that we do here at Mepal & Witcham, all underpinned by the quote I shared with you prior to my appointment here: *They will not care what you say until they know that you **care**!*

“Be kind and Loving to Each Other,” (Ephesians 4:32 ICB)

Key information

We would like to extend our thanks to all parent/carer/volunteer helpers. Please ensure you have read our **Visitor Information Leaflet** - this is available at the office.

At Mepal & Witcham CofE Primary School, we value the help we receive from volunteers enormously and know if done well, our community can help enhance the experiences for our children.

We know that for volunteer helpers to be happy and comfortable in school, we need to share some important skills and information with you:

- For **child protection** and **safeguarding** purposes, all volunteer helpers are required to complete a DBS application.
- If you have any concerns regarding a pupil, you must report this to a Designated Safeguarding Lead staff member - please see DSL posters around school for more information.
- DSLs and Whistleblowing policies are displayed in the office foyer, staff room and on the reverse of volunteer badges.
- Fire awareness and child protection training courses must be completed on our online health and safety system, **Smart Log**. Log in details will be given to you.
- The following documents will be issued on Smart Log and require reading and confirmation of doing so: **Staff code of conduct; Keeping Children Safe in Education Pt.1; ICT acceptable use and What To Do If You're Worried About a Child.**
- On arrival in school, all visitors/volunteers must sign in using our **Inventory signing in system**. A visitor/volunteer badge will be given to you to wear at all times during your visit in school. You must also remember to sign out when leaving.
- All visitors who are DBS checked will wear a **green colour lanyard**; staff wear a **blue lanyard** and visitors who are not DBS checked will wear a **red lanyard**. Any visitor with a red lanyard must be accompanied at all times.
- There are **2 alarms** to be aware of: the Fire Alarm and the Invacuation Alarm.
 - **Fire alarm** – this is a continuing siren. Please remain with the class you are volunteering with to exit the building through the nearest fire exit. Our fire assembly point is the staff playground, once assembled a roll call will take place.
 - **Invacuation Alarm** – this is an intermittent siren. Please go to the nearest room, lock the doors, pull the blinds and stay out of sight. Wait for the all clear – **please ask a staff member for what this is.**
- The teaching staff will talk with you about the **high standard of learning** and **behaviour** they expect from the children so you can expect the same. Our **high quality culture** is extremely important in ensuring all staff

and children **feel safe, supported** and **challenged** to be the best they can be. We expect all adults to uphold the **highest expectations** and to address or report any concerns to the teacher.

- **Confidentiality** within school is vital, is it essential that all volunteers respect and abide confidentiality protocols. Areas of confidentiality include: education progress, medical needs, allergens, family circumstances etc.
- Volunteers are welcome in the staffroom whilst on site - should you hear any information pertaining to the children, this should be kept in the strictest confidence.

We would like to thank you for your generosity in offering your time, support and effort in supporting our school.

Kind regards,



Mr C Snuggs
Headteacher

Volunteer's/ Helper's Agreement

Please sign and date below to confirm you have read and understood this volunteer agreement.

Name of volunteer: _____

Signed: _____ Date: _____



Office use:	
Date received:	
Head Teacher to sign off:	