



Helping in School

Guidance for Volunteers

Welcome to our school.

Thank you for showing interest in helping us in school. We value and appreciate the support which our voluntary helpers give us. This leaflet is designed to give you some basic information to help you as a volunteer. If anything is unclear or you have any further questions please ask. Mrs Louise Carlisle is the teacher who liaises with helpers at our school. She is responsible for organising where our volunteer helpers are placed and will find out from staff where support is particularly needed.

Getting started – DBS Check

Please don't feel offended that the first thing we will ask you is to complete a DBS Form. All volunteers must now be police checked – we are sure you can appreciate the need for this. Details can be collected from the school office. You will need to bring evidence of identification for a member of the school admin team to witness such as a: passport, driving licence, birth or marriage certificate and some proof of where you live such as an electricity or gas bill. You will then be required to complete a questionnaire on-line by the DBS team. A certificate will be sent to your home address which the school office will need to keep a copy of.

In case of fire

Please make sure that you are familiar with the directions to the nearest emergency exit. They are displayed in every room. If the fire alarm should sound please leave the building by this exit with any children who may be working with you. Once in the playground, please reunite the children with their class and make sure that the class teacher knows that you and the children have left the building.

Confidentiality

When you are in school you may overhear conversations about particular children and you may witness incidents. It is important that information is kept confidential to the school. If you are approached by another parent outside of school with a query about an individual child please suggest that they speak directly to the teacher. If you are concerned or unsure about anything you see or hear please speak to either the class teacher or Mrs Carlisle.

Child protection

It is very important that if you have any concerns about a particular child – it might be something they have said to you or something you have noticed about them – please inform the classteacher immediately. If they are not available please report to Mrs Carlisle, who is the designated teacher responsible for child protection. Please make sure that if you are out of the classroom with a child or a group of children that there are others around or that you are in a room which is clearly visible. This is particularly important in a one-to-one situation or where children are in the process of getting changed for PE or Games.

Health and safety

We are sure you are aware of how important it is to be cautious in school. Children are a priceless commodity! If you see anything that:

- looks like it might be a hazard
- makes you feel uneasy
- is not part of your normal expectations for the school

Please make the class teacher aware. If unsure about any aspect of health and safety please ask.

Times

The school day begins at 8:45am and finishes at 3:00pm

Morning break is from 10:30am – 10:45am – please join us in the staff room for a cup of tea or coffee!

Lunch is from 12:00pm – 1:00pm for Key Stage 1 children and 12:15pm – 1:00pm for Key Stage 2 children.

What you might do

We need many different kinds of helpers in school. If you are working on an activity independently of the class teacher – please make sure:

- You are clear about what you are expected to do
- You know the names of the children
- You know how much support is required – we also need to encourage children to be independent
- You know how long you have got to complete the activity
- That you refer any difficulties you may have had with any individuals to the class teacher

Working with children

It will be helpful to remember the following points:

- Always treat children with respect and in the same way that you would expect them to treat you
- Be friendly towards them however do not let them become silly or over friendly. They must learn how to behave in an acceptable manner and always address you by your title and surname.
- Insist that they give you their attention when you are speaking to them.
- Avoid shouting. If you speak in a normal voice they will have to listen carefully to what you are saying.
- Explain exactly what you expect them to do. You may have to repeat your instructions to individuals or to the group as they work.
- Do not draw attention to the varying abilities of different children but always praise the efforts of a child who has worked hard, irrespective of the result.
- Some children may be reluctant to work owing to a lack of confidence or because they are shy. Provide lots of encouragement and try to get them to help you with parts of the task.

Discipline

We have one school rule – BE KIND

There are also Class rules with which you will become familiar as you work with different teachers.

Our children are usually polite and courteous but inevitably there will be times when they are not perfect.

If a problem arises you should refer the matter to the teacher so that it can be dealt with immediately.

Thank you for supporting the children and our school. Your help is greatly appreciated.