



Information For Volunteer Parent and Carer Helpers

Thank you for volunteering to help in school. The staff and children really appreciate your offer of help and are looking forward to working with you. The support that volunteer parents/carers give is always highly valued and it benefits both individuals and groups across the whole school.

This booklet contains information for volunteers to read before helping in school - it should be read in conjunction with the Parent and Carer Handbook (this can be found on the school website, in the 'About Us' dropdown menu, 'Policies' page). If there is anything that you are unsure about, please don't hesitate to ask a member of staff at any point.

We hope that you will enjoy the time that you spend with us.

HELPING IN SCHOOL - GETTING READY

It is important that you have some time with the Class Teacher, or the member of staff setting up the activity you are helping with, before you start it. This is so that you can plan together what will happen, and the school can make the most of your help.

Please ensure you also know what to do if the fire alarm sounds - please exit the building via your nearest fire exit and assemble with the children in your care in the nearest main playground space (KS1 or KS2 playground - whichever is nearest). If you are in the playground of the children's class, the children that you have been working with can rejoin their class and line up with them. If you are displaced, and in a different playground, please make yourself known to a member of the Senior Leadership Team; this will ensure all the children that you are with are accounted for in a timely manner.

For all other scenarios, please follow the direction of the Class Teacher.

All rooms in the school building also have an **Emergency Red Card**. If there is a scenario in which you are alone and assistance is required (and it is not appropriate to return to class and to the Class Teacher), this card can be sent with someone to the school office and a member of the Senior Leadership Team will come to assist you.

SAFEGUARDING

The Acting Designated Safeguarding Lead is the Deputy Headteacher, Mr Gentry.

The Deputy Designated Safeguarding Leads are: Ms Brooks (Interim Headteacher) and Mr Jeffrey (SENDco and SEMH Lead).

Ms Forrester is the school's ELSA (Emotional Literacy Support Assistant) and part of the wider safeguarding team.

You will be required to have a short safeguarding conversation / training, with one of the Senior Leadership Team, before you start helping in the school. This is also an opportunity to ask any questions regarding safeguarding that you may have. If this has not happened before being asked to start a session with children, please inform the school office, who will ensure a member of the Senior Leadership Team is informed.

Any volunteer who feels uncomfortable with anything a child says or does must immediately inform the Designated Safeguarding Lead (Deputy Headteacher, or the Senior Leadership Team member on duty in the absence of the Deputy Headteacher). Please do not ask the child any questions.

All volunteers must carry out their work in an open, visually accessible place.

Any matter not linked to Safeguarding, but still of concern, should be passed over to the Class Teacher at the first possible moment. It is essential that you do this before you go home. Please also remember not to share this with anyone else. Again, please do not ask the child any questions.

Volunteers are not permitted to comfort or chastise children in any physical manner. **No physical touching is permitted.**

Mobile Phones should be turned off at all times whilst on school premises.

BABIES & TODDLERS IN SCHOOL

Unfortunately, as much as we would like to welcome your baby/toddler into school, it is not possible while you are helping other children.

WHEN YOU ARRIVE IN SCHOOL

When you arrive at school it is important that you follow certain basic procedures. Everybody is asked to do this in order that we keep children safe and protect you in case of an emergency. For example, if there is a fire in school, it is essential we know who is in the building so we can make sure that everyone has left the building safely.

When you arrive in school, please:

1. Sign in at the school office;
2. Collect a yellow volunteer lanyard (this has a reminder 'Safeguarding' and 'Fire Alarm' message on the back);
3. Let the member of staff you will be working with know you have arrived;
4. Put your coat and belongings in a safe place (usually in the classroom cupboard - a member of staff will show you where this is);
5. Please remember that you are there to help the Class Teacher and particular support activities, and not necessarily your own child.

PRACTICAL ISSUES IN SCHOOL

Refreshments

For safety reasons, you are not allowed to bring hot drinks into school. Water is allowed and the classroom taps provide drinking water, though we encourage visitors to bring a water bottle.

Unfortunately, it is not possible to invite you into the staff room - we do hope you understand.

Toilets

You are welcome to use the adult toilet, which is downstairs next to the music room towards the back of the school.

Smoking and Vaping

The school operates a no-smoking or vaping policy. If you wish to smoke/vape please leave the school site.

Personal Belongings

The school is unable to accept responsibility for your personal belongings. It is therefore best to avoid bringing valuables into school with you.

Fire Procedures

As detailed on page 1. If you are unsure, please ask a member of staff. Your safety and those of the children in your care is very important to us.

First Aid

If a child is in need of First Aid, please inform a member of staff immediately. **Under no circumstances must you give a child any form of First Aid.** This is to protect you as well as the child.

CONFIDENTIALITY

During your time in school, you may read confidential information, or a teacher may share a piece of information with you about a child. You must remember this information has been shared with you to help you carry out your task. Under no circumstances should this be shared with anyone else, in or out of school.

Parents/carers who come in and support the work of school will appreciate the importance of respecting these issues of confidentiality relating to individual children.

BEHAVIOUR IN SCHOOL



Our school's principles for behaviour set out the rules, routines and consistencies that all children, staff and visiting adults should follow. Our school has three simple rules: 'Be Ready, Be Respectful and Be Safe', generated through discussions with staff, pupils and parents and which apply to various situations. These rules are explicitly taught and should be modelled by all members of our school community, including volunteers.

TIPS FOR WORKING IN SCHOOL

- ✓ Always try to be fair and positive.
- ✓ If there is a problem, please tell the Class Teacher; do not try to tackle this alone.
- ✓ Praise the children and always try to find something positive to say.
- ✓ Try to always listen carefully and appear interested when a child is talking to you. Children soon become disheartened if they think you do not value what they have to say.
- ✓ Try hard to put yourself in the child's shoes (remembering they do not have your knowledge). Never assume they will know what you mean.
- ✓ Explain things as clearly as possible and be prepared to repeat things.
- ✓ Encourage the child to try. It can be very tempting to do it yourself but remember a child will never learn if you do it for them.
- ✓ Please remember to walk around the school quietly and encourage children to do the same, as the school is a working place.
- ✓ If you are unsure about something, always ask a member of staff. Remember, everybody values your support and wants to ensure you have a good experience.
- ✓ Be prepared - always try and check out if children have used the equipment before or played the game before.

WHEN YOU ARE LEAVING SCHOOL

Following basic procedures when you are leaving school is just as important as when you arrive in school. Everyone is asked to sign out to make sure an accurate record can be kept of who is on the premises at any one time.

When you are leaving school, please make sure you:

- a) Say goodbye to the children and member of staff (children sometimes worry if you suddenly disappear).
- b) Collect your personal belongings.
- c) Sign out and return your yellow lanyard to the office.

WHAT TO DO IF YOU CAN'T ATTEND

If you know you are going to be unable to attend in advance, please let the member of staff know as soon as possible so they can re-arrange their planning or ask someone else to help that day.

If you suddenly find out you can't attend because something unexpected has come up, please ring the school to let the member of staff know. It is better for the school to know even a few minutes beforehand, than not know at all. That way, staff will know if they have to change their plans rather than delay an activity thinking you are going to arrive.

Thank you for your valuable help and support.