



Thank you for your interest in volunteering in school.

Volunteering can take many forms and we appreciate the help that our volunteers give us to support the learning of the children and the work of the school.

We value our volunteers and we hope your time at this school will be an enjoyable experience for you and that you will feel part of our school during your time here.

It would help us further develop this guide for future volunteers, if you could let us know of any other information you would have found useful, so that we can add it to the guide. Thank you.

We have produced this guide to help you feel comfortable when working in school and we hope that you will also feel able to ask any questions as they arise.

The points of contact for volunteers in school are as follows:

- The class teacher you work with
The school office - Mrs Barrett
- The Headteacher – Miss Whittington
- Deputy Head Teacher – Mrs Smallldridge

Any adult volunteer wanting to help at the school will need to submit their CV and covering letter expressing their interest and reasons for wanting to volunteer. Mrs Barrett will then pass on the information to a member of the Leadership Team.

If you are successful, you will be interviewed and an application to the DBS (Disclosure and Barring Service) will be made. Checks will be made for spent and unspent convictions, cautions, reprimands and final warnings. Plus any additional information held by the police that's reasonably considered relevant to the role being applied for.

If successful, we will require photographic proof of identity i.e. passport, drivers license, and proof of address i.e. utility bill less than 3 months old. These safeguarding measures are in place to contribute to the safety of all our children.

Safety is at the heart of our care for all children and it is very important that we know exactly who is on the school premises and where they are. We ask every adult who comes into school to report to the school office and sign in. They will then be issued with a visitors badge and we ask that visitors then sign out when they leave and return the badge.



You will usually work in a specific class or with certain children and as far as possible we try to keep this the same if you are coming into school. Volunteering positions are often for a fixed term period.

Your work in school is valuable and the teacher may have been counting on you to help with an activity that cannot go ahead without your help, therefore if you are unable to attend work please call 020 8270 4700 and leave a message on the answer machine.

Tasks:

The teacher you are working alongside will give you clear instructions but please do not hesitate to ask if you are unsure about anything.

You might be asked to work with a small group of children to help them with their learning. You can help them by reminding them what the success criteria for the lesson are (they will be displayed) and helping them to complete their learning without disturbing others.

You might be asked to back a board or play a game.

You will be sharing the classroom with the teacher/s concerned. The teacher will be responsible for you and if you are in any doubt about your role, where you should be working or questions about the school please ask your teacher.

You are welcome to use the staffroom to either have a break or to make yourself a drink at playtimes, **but as there are so many staff now, we respectfully ask volunteers not to come into the staffroom at lunchtime.**

Along with other staff members you will need to bring in your own tea, coffee and sugar. Hot water is provided from the large heater on the wall and milk is in the fridge. Hot drinks are only allowed in the main school if they are in a safety cup.

You can use the toilets that the staff use located by the staff room. We request that adults do not use the children's toilets.

We expect our volunteers to abide by the same dress code as teachers. We also expect volunteers to maintain confidentiality, anything you hear or see in school is confidential and should not be discussed outside school. Indeed you may be working with children who have specific difficulties and these will be explained to you but of course this information is confidential.

We have high expectations for achievement and behaviour. The school's vision highlights our ethos and values which can be found on the website.

The school has a positive behaviour system used by all members of staff, as outlined in our behaviour policy (please see the school website).



As a volunteer you will not be required to manage behaviour, but the children enjoy verbal praise for good learning and behaviour from all adults and you can send them to the class teacher for a sticker.

It is very important that you share any concerns with the class teacher. What you have seen or heard may be part of a bigger picture and will need investigating further. If you are unable to talk to the class teacher, please talk to Mrs Bond, who will pass on the details to Miss Culyer, if pertinent.

We expect all adults working in the school to remain professional and uphold confidentiality procedures. Please do not be tempted to relay anything you have seen or heard in the classroom to other parents. If another parent asks you about their child, please refer them to the class teacher.

We need to be assured that you will exercise total discretion in all respects when you are helping in school. We ask that all volunteers sign a confidentiality slip and hand into the school office.

We expect all members of the school community to be polite, courteous and self-disciplined and to show respect. Pupils watch us and follow our example.

The same rules apply to staff, children and volunteers working in school.

- Always treat the children with care and respect. They will love spending time with you and will often fight for their turn because they enjoy it so much. You might even get a hug!
- If a child is behaving in a way that you think is inappropriate then you should seek help from a member of staff straight away. Do not argue with the child but be firm if you feel you have to say NO.
- Keep yourself safe by always being within sight of a member of staff.
- Never handle a child in a disciplinary way. The school staff are trained to positively restrain children, but even they use this only as a last resort to avoid injury to themselves or others.

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.

If you are injured whilst on the school site, please report this to the school office.

In the event of an emergency, each class has a red or yellow card that can be sent to the school office.

If you are responding to an emergency yourself, please stay with the child and send another child to fetch a member of staff.



You will not be given any activity that it is not safe for you to undertake. If you are given a task to do and are having difficulties, whatever the reason, speak to your class teacher.

We would like to thank you for offering to volunteer to help at Beam County Primary School.

It may help you to read the Staff Handbook and the following policies:

- Anti-Bullying Policy
Behaviour Policy
- Equal opportunities and Anti-discrimination policy

Miss Whittington

11th January 2016

Updated: 06.12.17

