



Abbey Meads Community Primary School

VOLUNTEERING IN SCHOOL

Name:

Today's Date:

INTRODUCTION

The school actively encourages good relationships between school, home and the community. The children benefit from the voluntary help given by parents and others. In the interests of the safety and well being of the children we would like you to take time to read and know some of our routines prior to beginning working in school.

PERMISSION TO VOLUNTEER IN SCHOOL

In accordance with government guidelines issued in October 2012 it is not always necessary to have a DBS (previously known as CRB) check in order to volunteer in school, however this is based on the definition of Regulated Activity and level of supervision to be provided by school staff. It is therefore the discretion of school whether or not we request a volunteer to complete a DBS check.

If you are considering volunteering in school please complete the form attached and return for the attention of the Admin Manager, School Office who will then contact you to discuss the next step. If we do ask you to complete a DBS, then the process will be explained to you. If police clearance to volunteer in school is requested but is not granted to any individual by the Disclosure and Barring Service you will be informed by the school.

Once the above process is complete we look forward to welcoming you into school as a volunteer and we will contact you to arrange the next step.

If you do volunteer and are unable to come in at a pre-arranged time, please let the school know as soon as possible, as the teacher will probably have included you in the planning for the day. Normally you will be working in the classroom, or a nearby quiet area.

CONFIDENTIALITY

It is very important that anyone volunteering in school is aware of the necessity for total confidentiality regarding any information learned about any individual (child or adult), if you see or hear anything which causes you concern, please talk to a member of staff.

HEALTH AND SAFETY

Please make sure you sign in at the School Office and sign out before leaving the premises and ensure that the security badge provided is visible at all times. It is important to know who is on site should any emergency occur.

SCHOOL TRIPS

We value and welcome help from volunteers on school trips and local visits. Guidance will be provided to volunteers from the member of staff leading the group visit. All points raised in this Information Sheet must be adhered to.

FIRE DRILL

Please familiarise yourself with the fire policy and fire safety notice in the room you are working in. All fire exits are clearly labelled. If you do hear the fire bell, please take part in the drill by leaving the school by the nearest and safest exit, taking any child in your care with you, to the meeting point on the Astro Pitch.

PUPIL BEHAVIOUR

Teachers are delighted to hear about tasks which have gone well. Helpers should take a kindly, yet firm, line with pupils. Always refer a child to a member of staff if they are behaving badly or failing to co-operate.

HOW DO I ASSURE THAT MY BEHAVIOUR IS ALWAYS APPROPRIATE?

- It is important that all adults dress appropriately whilst in school, and should always appear smart.
- Provide a good example and a positive role model by behaving in a mature, respectful, safe, fair and considered manner.
- Children, especially when they are young are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject this. You should, however, be careful about touching pupils. Only touch pupils for professional reasons, and when this is necessary and appropriate for the pupil's well being or safety.
- Treat all pupils equally - never build "special" relationships or confer favour on particular pupils
- As a volunteer you may well be working closely with children sometimes on a one to one basis. If you are working with a pupil on his/her own always ensure that the door is left open or that you can be visible to others.
- Do not photograph pupils (unless requested to by the class teacher), exchange e-mails, text messages, phone numbers or give out your own personal details.
- Do not give or receive (other than token) gifts unless arranged through school.

CHILD PROTECTION

Children and young people have a fundamental right to be protected from harm. Families have a right to expect schools to provide a safe and secure environment. All schools have a legal duty to work with other agencies and the police, to safeguard children's welfare. Please be aware that you may find yourself in a position where a child may confide in you and you may be uncomfortable with that knowledge. This constitutes a Child Protection Issue. You should quietly listen but **DO NOT PROMISE TO KEEP A SECRET**.

Before you leave school you should report the matter, sensitively, to the most senior member of staff available.

All helpers should avoid being with one child in isolation.

CLASSROOM SAFETY

If any child you are working with should sustain any injury please inform the class teacher immediately.

Please do not treat an injured child yourself, but get a member of staff who is trained in first aid to deal with the injury.

The class teacher will inform you if any child you will be working with has a specific need that you should be aware of.

Potentially unsafe equipment should never be left unattended.



READING

This should be an enjoyable experience, please make sure that it is for the children you work with. Any comments written by children's Parents in the Home/School Books should be referred to the teacher. Our aim is to make children life-long readers.

If a child does not understand what he/she is reading it is a pointless activity. If you think a child is struggling or even finding reading too easy please tell the teacher. We need to know, so that we can monitor and reassess if necessary.

If reading is no longer fun it takes a long time to get the magic back!

Praise at every opportunity: for

Reading sentence correctly

Using the first letter

Correcting him/herself

Making a sensible guess

Getting the word correct when given a prompt



There will be a wide range of ability in each class so please remember every piece of information you learn about any child in school is strictly confidential.

Please remember never to discuss any child. You may know how distressing it can be to hear about your child from another person.

WE APPRECIATE YOUR HELP THANK YOU