



Guidance for Volunteers

Thank you for offering to help in our school. The teachers and the children derive enormous benefit from having additional adults to support the range of activities that take place each term and we value the wide variety of skills and knowledge that volunteers bring.

The purpose of this booklet is to provide information for parent helpers and other volunteers that will enable you to best support our pupils and staff. We hope you gain as much as us from having you here.

At Whiteley Primary School, our main priority is to work together to:

- enable all pupils to achieve and enjoy;
- set high expectations and give every learner confidence that they can succeed;
- develop an ethos of mutual respect and co-operation;
- create an environment in which children feel included, secure and valued;
- encourage all members of the school community to contribute to building and sustaining success;
- celebrate the achievements of all children.

Code of Ethics for Volunteers

- To speak and act towards children and adults with respect and dignity, always mindful of their individual rights and sensitivities.
- To respect the professional role of the teacher.
- To be discrete and protect the confidentiality of children, teachers, support staff and parents, and to be aware of the school confidentiality policy.

How are volunteers used in school?

- A volunteer works in the school at the invitation of a staff member and is under his/her supervision. They assist teachers and pupils in various school activities without financial compensation, providing support services that are not intended to be provided by school staff.
- Volunteers are commonly parent helpers, but may also be other relatives of pupils, work experience students or members of the local community/ businesses.
- A volunteer will be assigned meaningful tasks, according to the individual's abilities and where possible utilising their strengths or interests. Examples of the ways in which volunteers have helped in the past include
 - Helping small groups in the classroom;
 - Paired reading with individual pupils;
 - Helping on school trips;
 - Sharing specific talents e.g. sewing, cooking, art etc.
 - Sharing specific knowledge e.g. of your occupation, religious festivals, hobbies, where it links to school topics;
 - Making learning resources;
 - Helping with special events e.g. class performances, sports days;
 - Running extra-curricular clubs.
- Some volunteers are able to commit to a regular day and time each week, but we are also grateful to those who can support for specific one-off activities that require additional adults e.g. art projects, trips, cooking.

All volunteers in school must have a CRB (Criminal Records Bureau) check. The school office can organise this for you.

General guidance for Volunteers

- Please sign in and out at the school office, read the health and safety notice and ask for a visitor sticker to be worn whilst in school.
- If the fire alarm sounds, please make your way out of the school by the nearest exit and meet on the playcourt at the rear of the school.
- If you are unable to help for the session planned, please let the school know as soon as possible so that alternative arrangements can be made.
- If you are not comfortable with any of the tasks you are given, please tell the member of staff you are working with immediately. Similarly, don't be afraid to ask for clarification of a task if you are unsure.
- Our pupils are expected to treat all adults with respect. Please refer any problems with behaviour to a teacher or teaching assistant.
- The school has policies about many things. If you are not sure how to respond in a particular situation, please ask a member of staff – they will be pleased to help or direct you to those who can make a decision.
- If a child is ill, injured or in distress, please notify a member of staff or if no-one is available, escort them to the school office for attention.
- You are welcome to come to the staffroom at break time for tea or coffee.
- Pupils often behave differently in school if their parent is in the classroom, and for some pupils it can be distracting or even detrimental to their learning. For this reason, please do not be offended if a teacher would prefer you not to work in the same class as your child. We are always grateful for help in other classes, and you may find it interesting to volunteer for a different class in the same year group.

Child Protection and Safe Working Practice – Guidance for Volunteers

The school has comprehensive policies regarding child protection which can be found in a folder outside the staffroom. The following summary should be read and adhered to by all volunteers. Please speak to a member of staff for any clarification.

If, at any time, you have a concern about a child, particularly if you think they may be at risk of abuse or neglect, please inform a member of staff or the Child Protection Liaison Officer (Headteacher) as soon as possible.

All volunteers should;

- Work in an open and transparent way, avoiding any actions that would lead a reasonable person to question their motivation and/or intentions
- Dress appropriately for their role

- Avoid unnecessary physical contact with children.
- Understand their position of power and influence over children and not misuse it in any way.
- Be careful about recording images of children and do this only when it has been approved or requested by the supervising member of staff. This can only be done when parents have given their express permission.
- Be mindful to use one of the shared areas when working outside of the main classroom with individuals so as to avoid being totally alone with a pupil (e.g. the library, corridor work space).

All volunteers should inform the Headteacher if

- There are any incidents or issues that might lead to concerns being raised about your conduct towards a child.
- There is any suggestion a pupil may be infatuated with you or taking an above normal interest in you.
- You have any concerns about the conduct of school staff, other volunteers or any other adults on the school site.
- If the allegation is against the Headteacher, the concerns need to be raised with the Chair of Governors (within no more than 24 hours).

It is essential that volunteers working in schools are aware of how to pass on any concerns about members of staff or other volunteers and be conscious of how they should conduct themselves to minimise the risk of finding themselves as the subject of any child protection processes.

If you have any further questions regarding volunteering at our school, please speak to a senior member of staff. Below are some of the contacts you may find useful:

Headteacher:	Mrs Lesley Pennington
Deputy Headteacher:	Mrs Alyson Gibbons
Assistant Headteacher (KS2):	Mrs Zoë Dudley
KS1 Manager:	Mrs Becky Sutton
Inclusion Manager/SENCo:	Mrs Victoria Skipp
Admin Officer:	Mrs Elaine Binks
Admin Assistants:	Mrs Julie Ward
	Ms Nikki Fox
ICT Technician:	Mrs Jackie Parkes
Librarian:	Mrs Nikki Yeo