



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.



A place to

SMILE

Success



Believe you can succeed
and be the best you can be.

Mutual respect



Respect yourself, respect others,
respect your surroundings.

Inclusion



Value differences
and overcome barriers.

Lifelong Learning



Inspired to learn
– at home, at school, for life.

Enrichment



Explore, experience, challenge
– within the curriculum and beyond.

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 DBS (Disclosure and Barring Service) 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 volunteer sticker to be worn whilst in school.
- You will have received a copy of our acceptable use of ICT policy. Please make sure you have read it and if you have any questions or concerns, please ask.
- If the fire alarm sounds, please make your way out of the school by the nearest exit and meet on the AWP (All Weather Pitch) 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.

Child Protection and Safe Working Practice

The school has comprehensive policies regarding child protection which can be found on the school website. 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 Designated Safeguarding Lead (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, class picnic bench).

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 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 your volunteering at our school, please speak to a senior member of staff. Below are some of the contacts you may find useful:

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|---------------|-------------------------|-----------------------|
| Main Contact: | Headteacher: | Mrs Lesley Pennington |
| | Deputy Head/Inclusion: | Ms Kate Bolton |
| | Assistant Headteacher: | Mrs Fran Gallagher |
| | YR/1 Phase Leader: | Miss Sarah Hemsley |
| | Y2/3 Phase Leader: | Mrs Becky Sutton |
| | Y4 Phase Leader: | Mr Rob Turner |
| | Y5/6 Phase Leader: | Mrs Sam Clark |
| | Senior Admin Officer: | Mrs Elaine Binks |
| | Senior Admin Assistant: | Mrs Julie Ward |
| | Admin Assistants: | Mrs Angela Reid |
| | | Mrs Nicky Bambrook |
| | IT Technician: | Mrs Sue Banton |
| | Librarian: | Mrs Nikki Yeo |

Covid Risk Assessment

In addition to the usual health and safety measures, the school currently has a specific risk assessment around Covid which is updated regularly. The latest copy can be found on the school website and this includes a section on visitors to the school/volunteers. Key points for volunteers are below, but you may also wish to familiarise yourself with the full document.

- All volunteers will be asked to sign to show that they will adhere to our Covid risk assessment. This includes following the rules around hygiene, self-isolation and testing.
- Volunteers must not attend the school if they have Covid symptoms. If they test positive for Covid, they must inform the school.
- Although double vaccination adults are not now required to self-isolate if identified as a close contact of a positive case, they are advised to minimise unnecessary contacts. We therefore request that volunteers do **not** attend school if
 - A member of their household has Covid symptoms
 - A member of their household test positive for Covid
 - The volunteers has been identified by Test and Trace as a close contact of a positive case.
- All volunteers must agree to access Covid lateral flow tests which are available to any households – the office can give advice regarding how to access these. Tests should be used twice per week, ideally timed around the volunteer's sessions in school.
- Visitors to the school should use the hand gel available on arrival and wash their hands regularly, particularly when changing rooms and before using the staff room facilities.
- Masks are required by all adults in school (unless exempt) when in shared areas (corridors, toilets, kitchen etc). Masks are not required when working with children within the classroom.
- Classroom support volunteers will usually be allocated to one class—you will not be required to distance from children you are directly working with, but we do ask adults to avoid unnecessary contact with children and staff from outside the class.
- The lead teacher working with the volunteer will give guidance around the expectations within the classroom and also suggest places to work if asked to hear readers outside of the classroom. If the weather is warm, we recommend that individual reading with volunteers takes places outside where possible.
- Volunteers offering paired reading will be allocated a designated space to work with individuals outside of the classroom (this may be a shared area or a space outside where feasible, weather dependent).

Please note that the guidance for schools changes regularly. Volunteers can keep up to date with changes to the school risk assessment using the website, but class teachers will also be responsible to update their own volunteers with changes directly relating to their involvement in the school.

Please do ask if there is anything you are unsure of at any time.
We are very grateful to you for your support.