

DUNNINGTON CE PRIMARY SCHOOL



GUIDELINES FOR VOLUNTEERS IN SCHOOL

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Member(s) of staff responsible:	Caroline Hancy/Clare Thompson
Governor(s) responsible:	Finance and Resources Committee
Signature of Chair of Governors:	



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Guidelines for Volunteers in School

Rationale

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 work of the school.

We value our volunteers and we hope that you will enjoy working with us.

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

There are two main ways of helping: -

- a) Occasional support e.g. at sports events or school trips. These are individual events and generally parents/volunteers only commit themselves to one or two occasions.
- b) Regular support. This is when parents or helpers offer regular weekly support to the school for a period of time. Usually the commitment will be for a term and will consist of one or two timetabled weekly sessions.

We encourage and recognise parents as educators, we always welcome parents into school. We sometimes offer work experience for young adults in training as well as young people wishing to have a work experience of school life.

Guidelines

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

- the class teacher you work with
- the school office
- the Headteacher/Head of School

What procedures do I need to follow to help at school?

Any adult volunteer wanting to help at the school will need to come to the office and express their interest. If you are working within the classroom and are working with children in the presence of a teacher, less than three times a month, you will not need to have a check with the Disclosure and Barring Service (DBS). If you help more than three times a month or are on your own with children in the school, we will require proof of identity and a DBS check. We do not want this procedure to put off volunteers, but this safeguarding measure is 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 do so via the school office and ask every adult who comes into school to report to the office. Each visitor must report to a member of the office staff and sign in and collect a visitor's badge. We ask that visitors then sign out when they leave and return the badge.



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Where will I be working?

Often parents/carers help in their child's class. You may be asked to help in another class where additional support for an activity would be useful. Volunteers often utilise their skills and help in a curriculum area such as Art or ICT. Please let us know if you have an interest or skill in a certain area.

How much time must I give?

Another short answer – It's up to you!

We appreciate all the time you choose to offer. Some volunteers prefer to have a regular time each week for a term, some prefer to arrange to help when they can spare some time e.g. for school trips, walking children to and from church, on special school activities or visits etc.

All we ask is that you let us know if you have made an arrangement with the school but find that you can't come. 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.

Let us know if you cannot come - just give us a call or send a message so that we can avoid disappointing the children.

School is a work place and you will be supporting children's learning and joining a committed team of staff and volunteers.

Where can I go in the school?

As a volunteer you will be expected to work with the teacher/s whom you have decided to help. 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 at break times where you can make yourself a cup of tea or coffee.

You can use the toilets that the staff use located in the corridor near the school office. We request that adults do not use the children's toilets.

What do I do if I have seen challenging behaviour or something that concerns me?

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 come to the school office and speak to the office staff who will pass on the details to the headteacher.

We have well defined procedures for informing parents of what has happened whilst the children are at school. Please do not be tempted to relay anything you have seen or heard in the classroom to other parents. 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 it into the school office.

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

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



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- Never get into an argument with children or adults. Teachers are trained to deal with problem situations and they are paid to take responsibility
- Never tell off a child. The school has a behaviour policy which children are expected to follow. As a volunteer you are not expected to discipline children. If there is a problem — tell the teacher straight away.
- The only time we would expect any adult to intervene is to prevent a child hurting themselves or another child. Do this by telling them quietly and firmly to stop. Avoid physically restraining a child unless they will damage another child or themselves and do this with great care.
- Never shout at a child
- Never hit a child
- Never threaten to hit or manhandle a child
- Never be left in sole charge of a child
- Read the school behaviour policy on the school website

What rules are the children expected to follow?

At Dunnington CE Primary School we have high expectations for achievement and behaviour. The school vision highlights our ethos and values (can be found on 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). This is age appropriate and helps to celebrate good behaviour and reinforce our school rules. As a helper, you will not be required to manage behaviour, but the children enjoy verbal praise for good behaviour from all adults.

What medical/accident procedures must I follow?

We have several qualified first aiders in school who are on hand to deal with any first aid treatment. We ask that helpers 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, a message must 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.

Am I insured while in school?

Basically, as long as you follow the guidelines in this policy you will be covered by the school insurance policy for most ordinary occurrences.

Health and Safety

Health and Safety Regulations will prevent you undertaking some activities. These Regulations are outlined in the Health & Safety Policy which we would encourage you to read on the school's website.

Some activities will expose you to unnecessary risks and teachers supervising your work should ensure that this does not happen. For example, never be left alone with a child or children. You should be clear about your responsibilities and your role at the school. If in doubt check with the Headteacher/Head of School.



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What about confidentiality?

We expect our volunteers to abide by the same code of confidentiality as teachers. Appendix A contains a confidentiality agreement and we ask anyone helping in school to sign this and hand it into the school office.

What if I'm not happy?

We will ensure that you have an opportunity to discuss how you feel about your volunteering with the teacher responsible for you but if you are unhappy in the meantime please tell us!

Please do not just leave.

If it is work or other problems one of us will be pleased to listen and help if we can. It's the least we can do in return for your valuable time and commitment!

AND FINALLY....

We would like to thank you for offering to volunteer to help at our school. We regard you as a friend and member of our team. We have a professional duty to you - just as we have to all members of staff— to make your time with us happy and fulfilling.



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Appendix A

School Confidentiality

In volunteering to work as a helper at Dunnington CE Primary School, I become a member of a team that works to provide quality education. I understand that my role as a volunteer is one of support for the school staff and children.

I will respect the confidentiality of staff and children at all times and will not discuss or divulge any information or activity which occurs at school. I will respect the rights, privacy and dignity of all members of the school community.

Signed: _____

Date: _____

Please sign and hand to the school office.