



GUIDANCE FOR VOLUNTARY HELPERS

Thank you!
We are very grateful to all people who give up their time in order to help the children in our school.

AIMS

We encourage parents and voluntary helpers to become fully involved in the life of the school. We believe that this benefits the children by:

- Developing and strengthening the home/school partnership
- Using your expertise and skills to enrich their learning opportunities
- Supporting them individually or in small groups to consolidate their learning
- Enabling parents to understand how children learn at school.

ACTIVITIES

You may be asked to help with all sorts of activities such as:

Reading, cooking, spelling, playing games, art, going on visits, ICT, swimming and odd jobs.

If you are a regular volunteer you will soon become part of the class team and the teacher will plan for you to be fully included in the activities, as such if you are unable to volunteer for any reason please let the teacher know.

WORKING WITH CHILDREN

It is essential that children do the tasks themselves. Please resist the temptation to do things for them! If you are at all unsure of anything please ask the teacher. In the past, it has been policy that parents do not help in the same class as their own children. However we have found this can deter parents from volunteering, so in general we are happy for parents to help in their children's classes provided this does not disrupted children's learning.



POLICE CHECKS

All adults working in school must have had a CRB (Criminal Records Bureau) check before helping in school. Please see the secretary to complete this online at school. Please be assured that any convictions, however minor, are confidential to the Headteacher.

SAFEGUARDING

Everyone in school is responsible for the all-round well-being of children. If you have a concern about abuse from something you see or hear from the child, please speak to the class teacher or Headteacher. The designated safeguarding professionals in school are Mr Johns and Mrs Cox. A copy of the Safeguarding Policy, Whistle Blowing Policy and concerns sheets are available in the staffroom at all times.

CONFIDENTIALITY

Please remember that anything you hear or see in school is confidential. Parents can be easily upset or offended if voluntary helpers pass on information regarding their child.

HEALTH & SAFETY

- Please ensure you know where the nearest fire exit is and that you have read the emergency fire procedures posted in the classroom you are volunteering and the staffroom.
- Please sign in when entering the building and remember to sign out when you leave.
- All members of staff are first aid trained and should you or a child need first aid at any time please speak to a member of staff.

PLAYTIMES

Please feel free to join the staff for a cup of coffee or tea in the staff room at playtimes. We do not charge voluntary helpers for refreshments!