

## NORTON INFANT SCHOOL GUIDANCE FOR VOLUNTEERS IN SCHOOL



### Introduction

We encourage parents, carers and other volunteers to be involved in enhancing the learning opportunities of children at our school. We recognise that they have skills and attributes that are valuable for learning and can support the school in raising standards and enhancing the learning experience.

Our volunteers usually include parents, carers, Governors and members of the local community.

The types of activities that volunteers are engaged in include hearing children read, working with small groups of children, working alongside individual children, working with children on computers, helping members of staff with administrative tasks and accompanying school trips.

We will, however, only ask you to do jobs you feel comfortable with. If you are unsure please do ask the member of staff to clarify what you should be doing.

The following information explains school procedures so that volunteers are able to support learning in a way that is consistent with school policy and practice.

### Becoming a volunteer.

Anyone wishing to become a volunteer, either for a one-off event or on a more regular basis, usually approaches the headteacher, deputy headteacher or class teacher directly.

Before starting work in school volunteers should complete the *Volunteer Information Sheet and The Volunteer Agreement*. To ensure the safety of our pupils at all times, all volunteers must have been cleared by the Criminal Records Bureau (CRB). This process usually takes between four and six weeks. A certificate is issued to the individual to produce in school and the number of the disclosure is recorded on the school's register.

### Supervision

All volunteers work under the supervision of the class teacher to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking. Volunteers should have clear guidance from the teacher as to how the activity is to be carried out and what the expected outcome is.

### Health and Safety

A copy of the school's Health and Safety policy is made available to volunteers on request. Class teachers ensure that volunteers are clear about any safety aspects associated with a particular task. Volunteers need to

exercise due care and attention and report any obvious hazards or concerns to the class teacher.

If you discover a fire:

- Raise the alarm
- Leave by the nearest exit
- Close all doors on route
- Assemble at the nearest playground

If you hear the alarm:

- Follow the instructions of the class teacher you are with
- If you are not in a classroom leave by the nearest exit
- Assemble at the nearest playground
- Do not reenter the building until given the all clear by the Headteacher, deputy headteacher or Fire Brigade

### **Child Protection**

Volunteers should be aware of child protection issues and to this end we ask that you read the *Safeguarding Children Safe Working Practice Agreement*. In signing the volunteer agreement volunteers are agreeing to abide by school policy. As a volunteer you should not be left alone with children in isolated circumstances. Volunteers are asked to check with the school on any issue that is of concern to them in this respect.

### **Behaviour**

Volunteers are expected to be friendly and approachable but not over-familiar. Under no circumstances should a child be picked up or allowed to sit on a volunteer's knee, even to console them.

The school has a Behaviour Policy and a set of Golden Rules which make our expectations about children's behaviour clear. A copy of the policy and our Golden Rules Handbook can be made available to volunteers on request.

### **Confidentiality**

Whilst in school volunteers may become privy to confidential information about children or the school. Volunteers should regard **any** information to be confidential and not to be discussed with anyone except the class teacher. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of the child if they hear it through a third party. Volunteers should not undertake to pass on information about progress, attainment or behaviour to a child's parents or carers.

Thank you for agreeing to help in our school, we hope you will enjoy the experience. We hope that the information in this booklet will make your experience enjoyable and worthwhile.