

Hipsburn Primary School

Guidelines for Volunteers in School

Thank you for your interest in helping in school. Schools achieve more when parents work with teachers both in school and at home. There is no doubt that the quality of children's learning can be improved when children have extra adult help.

We are often asked how parents and friends can help and what adults in school are expected to do. Sometimes young students from local schools also volunteer or arrange placements. This set of guidelines is intended to clarify ways in which adults can help and what part we expect them to play. Helping with children in school is not quite like looking after children at home because there are school guidelines that we all follow.

General guidelines

The teacher is responsible for a class and volunteers may be asked to work with small groups under the teacher's direction. Volunteers are not expected to plan work although their suggestions are very useful!

You are in a position of trust in school and anything that a child says in confidence should not be repeated except to the teacher.

Never be alone with a child.

Never take a child to the toilet or change their clothes. We appreciate that this is normal at home but in school we must protect both children and adults.

Mobile phones must not be used where there are children and photos must not be taken on personal equipment.

Don't initiate contact that could be misinterpreted. (Common sense is needed here!)

A gentle reminder to keep a child on task is fine but inappropriate behaviour from the children should be referred to the teacher. Children are expected to treat everyone with courtesy.

Reading

Children benefit tremendously from the time given by adults who read with children, both listening and taking turns to read as an example.

It is helpful to record the child's page number and title in their Reading Record but please do not write comments there for parents. A note of comments for the teacher is useful.

Group Work

Children can benefit tremendously from conversations about their learning so asking questions and posing ideas 'I wonder what might happen if...' may really help children to think.

Classroom Courtesy

When a teacher asks the children to stop and listen, please do the same with your group. Children will follow your example in class.

Tidying up

You are asked to encourage children to tidy up with you but not to let them expect to sit back and watch you do it!

Maintenance

There are always routine maintenance jobs to do. Volunteers are always needed to stick books together, sort equipment, wash and mend dressing up clothes etc. Basic carpentry is also very helpful.

Swimming

Parents are needed to help the younger children to find socks and shoes and to make sure that they have gathered up all of their belongings. Adults should not rub children dry as they would at home. There are two reasons; children are expected to become independent but there is also a children protection issue and we want to protect children and adults from misunderstandings. Adults willing to support the swimming instructor by going into the pool with the children should discuss clearance with the Headteacher first.

Outings

Those who go will know how much children gain from having an adult to chat to on a school outing. All of our outings have an educational purpose and are carefully planned.

You will probably be asked to look after a small group, but to stay near a teacher.

Remember that children will be particularly excited and extra care will be needed at 'risky' times such as crossing roads. The teacher will direct the whole class and you are asked to guide your group to follow instructions.

You should be given some information about the focus of the outing so that you can talk to the children about significant observations.

Safeguarding

Members of staff undergo a police clearance procedure before working in schools, to ensure that they have no unsuitable record. When adults volunteer to help in school we make a risk assessment and usually that is all that is needed for volunteers to work under the guidance of a member of staff. If a volunteer is not known to us as parent or grandparent, we will ask for references.

In due course, if a volunteer feels ready to take on more responsibility, e.g. taking a group into the school grounds without a member of staff, they may apply for DBS clearance. Further details are available from the school office.

If you ever feel uncomfortable about something you see or hear in school, you must tell the teacher you are working with and they will make sure that your concern is dealt with properly. Every school has a named person for safeguarding and all staff will know who to refer to.

Finally

We aim to have clear guidelines for us all - to protect both children and adults in school.

We recognise the contribution of so many adults who give their time regularly or who can be relied upon whenever we need help.

In asking adults to help, the staff are not aiming at an easier life - quite simply, we are convinced that this extra help will improve your child's education and we want to use your time in the best way possible.

Thank you for taking the time to read this. We hope you really enjoy the time that you spend in school and will continue to be a valued part of the team.

If you decide to volunteer, please complete a Volunteer Information Form so we have a record of the things you might be willing to do.

Revised: September 2016

Kevin Moloney

School Volunteer Information

Thank you for offering to help in school. Please would you give us some idea of when you'd prefer to help and what you might enjoy doing? We may need to request security clearance, unless you work under the close supervision of a member of staff.

Name	
Phone/s	
E-mail	
Address	
DBS or risk assessment	
ID checked by	
Two referees (for students and volunteers not known to the school as parents/grandparents)	
Available when e.g. afternoons, Saturday working groups, occasionally	
Relevant experience or qualifications	
Preferences	<i>Please complete the list overleaf and add any</i>

	<i>comments</i>
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The list below is not definitive but offers some suggestions. If you can see an opportunity to help us enrich our curriculum, please tell us what you have in mind. Some wonderful projects have grown from volunteers' offers and we are open to suggestions.

I could help with:

- Art, crafts and design
- Bird watching
- Classroom support
- Cleaning and planting the pond
- Computer skills
- Cooking with children
- Cutting willows
- Displays
- Gardening
- Library maintenance
- Library sessions (Fri. pm)
- Making resources
- Maths games
- Mending toys and dressing up clothes
- Music; playing an instrument, singing or listening with groups, choir
- Outdoor play (wellies in the woodland area and imaginative play)
- Organising resources - sorting, labelling
- Playtime toy maintenance
- Projects - arts, music, science, outdoors ...
- Reading 1:1
- Reading stories
- Sports; supporting PE events or clubs
- Swimming at 10am on Thursdays
- Wildlife clubs
- Woodwork and carpentry
- Working parties to maintain and improve the grounds

Comments: