

Make a difference every day

Guidance for Volunteer Helpers

How can you help?

There are many ways you can help in school. You might:

- Hear children read
- Work with groups of children on work set by their teacher
- Photocopy
- Help in lessons
- Display children's work
- Set out and clear away equipment
- Cover and repair books
- Trips, Swimming and Gardening

The list is endless!

We greatly value our volunteer helpers who come into our school to enhance provision for our children and help promote a better understanding between school and our local community. There are many ways to help and some key messages to understand if you are interested in coming on board.

When will you help?

Let the school know when you are available, but be realistic about what you offer. It's usually best to start with a short time each week and then add to it if you find you have more time free. It doesn't have to be a whole morning or a whole afternoon – an hour a week can be very helpful. Try to make it the same time and day each week – that makes it easier for you and easier for the school to plan. If, for some reason, you can't come into school as arranged, please let the teacher know giving notice if at all possible.

Behaviour

All adults in school, have high expectations of children's behaviour. We have established clear expectations for children's behaviour through our Behaviour Chart and school virtues – children know that they should show consideration and respect to EVERYONE. If you have any problems or concerns please discuss them with a member of staff immediately.

Confidentiality and Safeguarding

If a child discloses information, you have concerns about their physical appearance or the child behaves in a way which makes you feel uncomfortable, please inform the class teacher. It is important that such information is treated as confidential and is not discussed outside of school. If you have a concern please see a member of the safeguarding team immediately (posters are displayed around school) or Mrs Helen Hayes-Smith the Designated Safeguarding Lead.

Working with Children

When you work with children in school, you will always be under the guidance of one of the teachers, who will let you know what they want you and the children to do. Adults working with children in schools are required to have an enhanced Disclosure and Barring Service (DBS) clearance. This means that a check will need to be made to see if there are any reasons why a person may be unsuitable to work with children. The school will advise you of the procedure before you start helping.

Providing comfort or support

Where children require physical support, volunteers need to be aware that physical contact must be kept to a minimum and child initiated.