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**schools  
WORKS**

Academy Trust  
*Building children's  
futures together*



*In all that we are  
and all that we do*

Head Teacher: Mrs Kathy Lockyear

September 2017

**THANK YOU FOR VOLUNTEERING IN SCHOOL - YOUR HELP IS VERY MUCH VALUED.**

### **Volunteers in School**

The help that parents/carers/volunteers give with activities within the school is a valuable and valued contribution to the work of the school and is much welcomed by the teachers and children. The following are some guidelines for all staff and volunteers to be aware.

**Under the direction of the teacher, you are likely to be asked to do any of the following:-**

- Listening to children read/talk
- Helping children learn their timestables/ spellings
- Supervising cooking, sewing or art and craft activities
- Accompanying School visits (see separate information on this)
- Helping to keep the school environment attractive and/or supervising gardening.

If you are working with individual children outside the classroom (eg children reading) a good system is to have two children with you at the same time (one reads to themselves whilst you work with the other.) When the first child finishes with you, they go and get the next child from the classroom.

### **SIZE OF GROUPS**

It is the policy of this school that volunteers are not asked to work with groups of more than 6 children within the classroom and not more than 8 children when accompanying visits off the site.

### **BEHAVIOUR**

We expect the children to be polite, attentive and well-behaved in any adult's company. A volunteer should send a child back to their class teacher if they continually misbehave or disrupt others after warnings have been given. It is not expected that volunteers will discipline children. In agreement with the class teacher rewards (eg house merits, stickers) may be given by volunteers.

### **CONFIDENTIALITY**

Volunteers will be working with a variety of different children and must be reminded that any information learnt about the child should be treated as confidential, as should any comments about children from the teachers. Please do not talk about children outside of school. If you have any concerns about anything you see or hear - please talk to Mrs Lockyear. .

### **DBS CHECKS**

In line with government policy, all volunteers are asked to complete a DBS check - please speak to Mrs Helen Standing in the office about completing this.

### **SAFEGUARDING**

Any adult working with an individual child or group of children needs to both safeguard themselves and be aware of their responsibilities towards safeguarding children.

**Volunteers should not work with children away from others** - they should be easily seen in the corridor or classroom. There should be no physical contact and care should be taken regarding use of language and dress code.

### **DISCLOSURE FROM A CHILD**

Any concerns regarding the comments children may make **MUST** be passed onto the class teacher. If a child does disclose a child protection incident, these golden rules should be followed:-

#### **DO:-**

- **Listen** carefully and **calmly** to what the child has to say
- Make **accurate notes** about your concerns and give to the class teacher
- Inform the class teacher of **any** concerns - however unimportant you think they are.
- Have another adult with you, if at all possible.

#### **DO NOT**

- **Do not question or 'lead' the child in anyway**
- Do not promise the child that you will not tell anyone else. Instead explain that to help them you will need to talk to other people.
- Do not discuss with anyone else apart from the class teacher, deputy head or head teacher,

### **BREAK TIMES**

Unfortunately we do not have room in the staff room for volunteers. The class teacher or teaching assistant who you are working with will ensure you have somewhere to sit and relax and will offer you a drink (and biscuit if we have any in school!) Please do not carry hot drinks around the school.

### **READING**

Volunteers are often asked to hear individuals or groups of children read. There are two important skills involved with reading: working out the unknown word (decoding) and understanding the meaning (comprehension).

It is important to be very patient with slow readers and give them plenty of time to try to work out a word. Encourage them to read on, or look at pictures for clues. If the child reads the wrong word but it is an acceptable error (i.e. it makes sense in the sentence) don't stop them to correct it every time and do wait until a good 'pausing' place to look back if necessary. We want to encourage flow and fluency. Most importantly we want the children to enjoy reading and to be confident.

Talking about the story or poem is as important as hearing reading. It helps the child to make sense of their reading and demonstrates their level of comprehension. Please read a bit yourself every now and then! Hearing an adult read with expression and enjoyment is a great lesson in 'how to read' effectively. Ask questions about the text.

### **TIMESTABLES**

To achieve bronze level for a timestable the child needs to be able to chant the timestable fluently eg  $1 \times 3 = 3$ ,  $2 \times 3 = 6$ ,  $3 \times 3 = 9$  ... etc. For silver level, the child needs to answer questions promptly eg  $5 \times 3 =$  ,  $8 \times 3 =$  etc Gold Level is achieved when the child can give the division facts in response to the multiple. Eg 12 (how many 3's in 12) The answer is 4.

### **FIRST AID**

With any activity, in case of a minor accident send the child directly to the office with another responsible child and inform the class teacher. Do not administer first aid yourself - we have trained first aiders in school.

Any questions - please ask!