



Every child, every chance, every day

Leaflet for Volunteers

Welcome

Thank you for volunteering to help our school. We are delighted that you have chosen to use your time, enthusiasm, skills, and knowledge to benefit the pupils at Northgate. Volunteering can take many forms and we appreciate any time that you choose to offer. We look forward to your time with us and hope it will be an enjoyable and significant experience for you.

This guide includes important and useful information to help make your volunteering a safe and rewarding experience.

We expect all members of the school community to be polite, courteous and self-disciplined. Pupils watch us and follow our example. The same rule applies to staff, children and volunteers working in school.

If you have any problems, questions or need clarification, please ask a member of staff.

Supervision

In a classroom setting, all volunteers work under the supervision of the teacher of the class to which they are assigned. Volunteers should be given clear guidance from the teacher as to how an activity is carried out and what the expected outcome of an activity is. Please seek further advice / guidance from the teacher in the event of any query or problem regarding your or the children's understanding of a task.

Children should be courteous, well behaved and listen when others are speaking. Encourage high expectations of behaviour, through using praising children who are being well behaved. If a behaviour problem persists, please tell the teacher immediately, as if a child needs reprimanding, this is the class teacher's responsibility.

We ask that you:

- **Remember to sign in and out of the visitors' book at the office and collect a badge.** All volunteers shall be requested to wear an appropriate form of identification when on school premises.
- **Respect confidentiality**

When working with children, you will get to know them, their strengths and weaknesses. You may also learn information about the school staff and other volunteers. Do remember that volunteering is a position of trust. The information is confidential and should not be shared with others. If other parents ask you information, please refer them to the class teacher. Volunteers who break that position of trust may be asked to relinquish their duties.

Child Protection

The welfare of our children is paramount. If you are worried about something to do with your volunteering, particularly if you think a child or member of staff is at risk, or about to harm someone else, then please discuss this with the class teacher or a member of the senior management team privately and no further. If a child asks you to keep a secret, then tells you something that worries you, it is important to share this information with the teacher, or member of the senior management team. You should not make promises that you cannot keep or are unauthorized to make.

REMEMBER, IF IN DOUBT..... REPORT IT!

The designated senior person is Mrs Hotson, Head Teacher and Mrs Tanner, Deputy Head Teacher is the deputy designated senior person.

To ensure the safety of our children, all volunteers are given a copy of the Northgate safeguarding leaflet. Please ask the office if you have not received one. Training in Child Protection procedures is provided on a regular basis to volunteers in school. Volunteers are expected to make every effort to attend this important training.

- **Keep yourself and others safe**

Please make sure you are aware of the emergency procedures for the area you are working in. There are notices around the school.

If you see anything that could be dangerous, or a potential risk, such as a wet floor, trailing wires etc. please notify a member of staff so that this can be addressed. Also report any accidents to a member of staff.

Please do not administer first aid or medicine yourself. You may be asked to escort a child to an adult with first aid qualifications.

Please do not give your contact details to any children

Please refrain from using your mobile phone. It should be turned off in school and not used, including as a camera.

You can get a full copy of our Child Protection and Health and Safety Policy on our website.

Additional Information

Please dress appropriately for the activity.

You will be introduced to as Mr, Mrs or Miss

If you cannot make your arranged time, please let the school office or teacher know as soon as possible.

If you are here across breaktime, please help yourself to tea and coffee in the staffroom.

Tips for working with children

When you are working with the children it is important to create an atmosphere that makes the children want to learn. Enthusiasm and encouragement are extremely important in helping with development.

Children gain much more from activities with adults, as long as you let them *do things for themselves*. The key is to focus on the learning and not worry about rushing through the task.

Encourage independence. Use questions such as “What do you think you should do next?”

Give praise that is specific to the task, e.g. “Well done, you decoded that word well.”

Try to use open ended questions that encourage them to think and learn such as “Why do you think that happened?”

Leaving your volunteering

If you have to finish your volunteering role for any reason, it is very helpful if you let us know in advance so that there is as little disruption as possible. If you would like an exit interview, please speak to the office.

Thanks

Your help and support is really valued as your volunteering can make a real difference to children’s lives and learning at school. We hope that you enjoy helping and find it a rewarding experience.