



## **Barford St Peter's C of E Primary School** **Information for volunteers**

**We welcome parents/carers, and other adults as classroom volunteers in our school to support our children with their learning and development.**

### **DBS disclosures**

All volunteers in our school must have a DBS (Disclosure and Barring Service). Forms are available from the school office or you can complete your form on line. Relevant documentation will need to be supplied and then processed via the Local Authority. The designated DBS administrator is in the school office. You will receive notification of the disclosure within a few weeks or sooner. The school office keeps a list of volunteers with DBS disclosures as part of their Single Central Register.

### **Child Protection**

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.* In order to achieve this we ask all volunteers to familiarise themselves with the school's Child Protection policy and procedures. These are available from the school office. The designated Child Protection members of staff are Mrs Annette Delaney and Miss Angel Johnson.

### **Staffroom**

Volunteers are welcome to use the staffroom where drinks can be made.

### **Toilets**

The toilets are next to the main entrance door.

### **Times**

School starts at 8.55.am and ends at 3.15pm. It is hoped that volunteers can arrange liaison time with the teacher. This enables teachers and groups to be ready for the activity being undertaken. We would ask that volunteers inform the class teacher if they are unable to attend for any reason (preferably the day before).

## **Relationships with children**

We expect volunteers to support the class teacher and teaching assistants. Volunteers should adopt a caring, professional approach with the children but should not seek to cuddle, kiss or pick them up. Children who are presenting behavioural or emotional problems must always be referred back to the teacher.

***If you have any doubts about how to deal with a situation please do not hesitate to discuss it with the class teacher or a senior member of staff.***

Volunteers must not take children to the toilet or deal with injuries.

## **The role of a volunteer**

A teacher will usually ask a volunteer to perform a certain task and/ or supervisory duties within the classroom setting. These may include sorting or putting equipment away, tidying books or other specific tasks. More usually, volunteers will be asked to be with a small group of children, in a supervisory role, whilst they undertake set tasks. The teacher will plan the activity, the way in which it will be undertaken and the method of assessing what has been achieved. They may also prescribe the language or types of questions to be used. If you are given a particular task to do with the children seek clarification if you are unsure.

- Ask if any pupil needs additional support or challenge
- Ask about the aim of the activity
- Don't be embarrassed to ask for guidance

## **Confidentiality**

Whilst you are helping in school, you will find out a lot of things about the children and about other adults. Like all people working in our school you are expected to keep such things confidential. Please read the Confidentiality Policy in the staff room.

## **Trips**

Volunteers accompanying classes on trips may be given small groups of children to supervise. The teacher will discuss any health concerns or issues you should be aware of. A risk assessment will be shared with volunteers. Children must be supervised at all times by an adult. If a pupil needs to use the toilet, a member of school staff should take them.

## **Movement of children around school**

Children should walk at all times in school, they should be encouraged to be polite and treat others with respect. Volunteers should promote appropriate behaviour and read the Behaviour Policy in the staffroom.

## **Health and Safety**

Volunteers should take care of their own safety whilst they are in school, along with that of others who may be affected by their actions.

They should:

1. Report all accidents to the class teacher as soon as possible
2. Be familiar with the procedure to be followed in the event of fire or other serious emergency. See Fire Procedure on the wall ( yellow sheets)
3. Make use of any protective or safety equipment
4. Report any unsafe working practices to the class teacher
5. Take immediate action to ensure the safety of others before reporting any incident or hazard.
6. In the event of a child having an accident volunteers should:
  - a. Stay with the child - no attempt should be made to move them
  - b. Send for help from a teacher or other adult
  - c. Keep calm and await instructions
  - d. All accidents should be reported and the accident recorded in the accident book

We want volunteers to be happy at the school and achieve the activities undertaken. It is important to accept direction of the teacher, who has overall responsibility for the children.

**We look forward to welcoming you to our school**