



Volunteer Handbook and Agreement

Welcome

Thank you for volunteering at our school.

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Introduction

Volunteer helpers are an important part of children's education. Whether you are listening to readers, helping with practical activities, assisting on a school trip, running a club or undertaking work experience the contribution you make broadens and improves the opportunities for the children in our school.

Your involvement also helps to reinforce the importance of school life for children when they see adults other than the staff.

Prior to volunteering with us in the school all volunteers/parent helpers must:

- a) Have Enhanced Disclosure and Barring Service clearance (DBS check) where applicable.
- b) Attend an induction meeting with the class teacher and/or member of the schools Senior Leadership team.
- c) Sign our volunteer's induction agreement as an acceptance and to confirm understanding of the agreement.

Depending on the nature of work to be carried out and on the needs of the volunteer, specific training may also need to be organised prior to commencement.

Code of Conduct

When working in a school environment the following must be observed:

- a) Volunteers must be suitable dressed as appropriate to the job;**
- b) Be aware of children and other adults at all times. Take care with how you look and sound (There must be no offensive language);**
- c) Mobile phones must not be used in school. Please ensure you turn your phone off when in school. If you need to make a phone call, you must do so in the staff room or outside the school building;**
- d) The use of music via mobile devices is strictly prohibited during school hours;**
- e) Anyone behaving in an improper manner of found to be under the influence of alcohol or drugs will be asked to leave the site.**

Getting started

We appreciate your offer of help. Before we are able to welcome you into the school we need to undertake a police check, called a DBS and for you to complete an application form.

To support your DBS application, you will also need to provide us with proof of your identity (i.e; passport, driving license and utility bill). We will submit an online application that you will need to confirm via email. We will then verify your ID. Unfortunately, you will not be able to volunteer with us until clearance is received.

When clearance is received you will need to attend an induction meeting with the class teacher and/or member of senior leadership team. You will be asked to complete our Volunteers Agreement (appendix 1). You will also be given a Safeguarding Policy, Internet Acceptable use and Code of Conduct and to sign to confirm these documents have been read and understood.

These procedures are to keep our children safe.

Arranging your visit

The date and times of your visits should be arranged in advance with a member of staff. If you are ever unable to help as arranged, please ring the school to let us know as soon as possible. We know that some parents /carers can only help on an occasional basis, all help is very much appreciated.

School Policy states that that parents will not be working in the same class as their child. However, parents will be able to accompany their child's class when volunteering for a school trip.

We may also call upon your assistance to accompany other year groups on external visits.

When you arrive, please always enter via the main entrance and report to reception. You must sign in and collect a visitor's badge.

Unfortunately, we are unable to accept any offers of help in school if it would mean a pre-school child would also need to attend.

Your role in School

You will usually be operating under the direction of the class teacher. That person will be your first point of contact for information and advice. The activity taking place will be the responsibility of the class teacher. The relationship between you and the teacher is extremely important and should be based on mutual respect.

The teacher is the professional and they will have made decisions about what is appropriate for the children. Your role is to support the teacher in the interests of the children even though this may, at times, involve you not being there (e.g. library help or listening to children read) but always within the sight of a member of staff.

Working alongside school staff

School staff expect volunteer helpers to:

- a) Comply with all of the above whilst being under the direct line management of school staff;
- b) Show a commitment to their group, and not just one particular child asking questions that encourage children to think about the task and help to explain areas of interest;
- c) Follow guidance from the school staff;
- d) Report any concerns or difficulties to a member of staff;
- e) Volunteers are expected to promote and follow the school's policies and codes of conduct at all times;

What is not permitted

- a) Volunteer helpers are not allowed to re-organise school visit groups;
- b) Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices;
- c) Volunteer helpers are not permitted to take photographs of children;
- d) Volunteer helpers are not allowed to give/buy their group treats e.g. ice-creams, biscuits; sweets (some children have food allergies).

Confidentiality

It is very important that anyone working in the school is aware of the necessity for total confidentiality regarding any information learned about any individual – child or adult. Any conversation with parents outside school is a breach of the school's confidence. Even innocent comments could be misunderstood, it is therefore important to treat anything you hear or see in school with regards to particular children as being in absolute confidence and entirely a matter within the school. Questions from parents should always be referred to the class teacher.

Safeguarding & Child Protection

If you observe or hear something which may indicate that a child is being mistreated within or outside school, it is your duty to report this immediately to the class teacher or member of the school's leadership team. Any information that leads you to believe a child is at risk should be immediately reported to the one of our designated safeguarding leads.

All helpers/volunteers should avoid being with one child/children in isolation and out of sight of staff. Volunteers should always aim to be within close proximity to their allocated manager within the school.

The use of Mobile phones in school is prohibited. Please ensure you turn you phone off when in school. If you need to make a phone call from your mobile phone you must do so in the staff room or outside the school.

Whilst on site adults should:

- a) recognise and accept their responsibilities in relation to safeguarding within the context of their role on site and be aware that sanctions will be applied if any provisions are breached;
- b) take responsibility for their own actions and behaviour;
- c) avoid any conduct which would lead any reasonable person to question their motivation and intentions or;
- d) their suitability to work in the vicinity of children;
- e) always wear a lanyard that identifies them;
- f) lunch may be purchased at the school office at the start of the day;

Pupil behaviour

Teachers are delighted to hear about tasks which have gone well and where pupils have responded positively. Showing your pleasure in a task well done is encouraging to children as well as staff. Volunteers should take a kind, yet firm, line with pupils. They must never chastise a pupil physically, and always refer a child to a member of staff if the child is behaving badly and failing to co-operate.

Volunteers are expected to follow the school's behaviour policy and actively promote positive behaviour. Helpers should not feel they have failed if they have to return children they are unable to manage, or where they are uncomfortable with the relationship.

Domestic arrangements

- a) You should always sign in at the school office and collect a visitor's badge – which should be worn on site at all times;
- b) Please ensure that when you have finished, you come back to the school office, sign out and leave your badge with the office on your departure;
- c) Adults have separate washroom facilities in the school. These can be identified by their appropriate signage;
- d) The teacher you are working with is responsible for ensuring you are well looked after.
- e) We do have limited car parking facilities available if you need to park in the school grounds please check with the office staff about availability.

Staff Room

All visitors to the school are welcome to use the staffroom please help yourself to tea and coffee. We would ask you to consider the safety aspect of children near hot drinks and ensure that these are not taken into the classroom or working areas.

Tasks when volunteering in School

Teachers and helpers will agree the activity to be carried out. We like to give people jobs they feel happy and confident about. Please do tell us what you would enjoy doing with the children or of any specific skills that you have. Activities may include:

Working one to one or with small groups of children

- a. Hearing a child read;
- b. Helping children with specific tasks;
- a. Reading in a group (guided reading).
- b. Painting and craft work.
- c. Working on the computers.
- d. Cooking.
- e. Gardening.
- f. Supporting work in various subjects by talking with the children about what they are doing.
- g. Painting and craft work.
- h. Working on the computers.
- i. Reading in a group (guided reading).

Practical jobs/tasks

- a. Changing reading books and recording both the child's record book and the teachers file.
- b. Keeping reading books and library books in good repair and put them away correctly.
- c. Photocopying and laminating.
- d. Cutting things out (sometimes before and after laminating them).
- e. Sharpening pencils and crayons.
- f. Filing children's work.
- g. General tidying and sorting of resources and teaching areas.

Occasional activities

- a. Helping at key points throughout the year such as during Christmas plays,

summer fetes, parties and special events such as science or maths week

There are also jobs such as cutting out, making games etc. which can be done at home or you could arrange to come in just for one day.

Volunteering for School Trips

School trips are an integral part of learning at our school and afford many children opportunities, which are outside their usual experiences. Volunteer helpers have an important role to play in the success and safety of a school trip.

Role of the Volunteer Helper on School trips:

- a) The class teacher will give you a list of children and make you aware of any needs;
- b) To stay with your allocated group of children, ensuring that their wellbeing and safety is maintained for the total duration of the school trip;
- c) To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school;
- d) To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip;
- e) To contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour.

First Aid on School Trips:

For each class on the school visit, there will be at least one first aider. If medicine needs to be administered, this will be done by a member of staff unless it is your child who requires medicine, in which case, you will be asked to administer this and be responsible for carrying the medicine. All other medicines and first aid boxes will be carried by staff. Some children carry their own asthma pumps and are able to use these by themselves.

Emergencies on School Trips:

You are expected to inform a member of staff as soon as possible. If you have become separated from the rest of the school party, please telephone the school.

Health & Safety in the School Environment

Fire Alarm

Please familiarise yourself with the fire safety notice in the room you are working in. All fire exits are clearly labelled. If a fire or emergency situation occurs immediately activate the fire alarm and proceed with the evacuation. Exit the building, with the children you are supervising via the closest emergency exit, safely and quickly, and proceed to the assembly point which is in the playground. Do not re-enter the building until instructed to do otherwise. So as not to impede exit in the event of a fire please respect fire exits and do not prop open fire doors, keep corridors clear at all times and ensure all rubbish is removed promptly. Do not go back to the classroom.

First Aid

If any child you are working with should sustain an injury please inform the class teacher immediately. Most teaching support colleagues are qualified first aiders and

the school office is the main port of call for all accidents, injuries and illness'. Please do not treat an injured child yourself. In the event of an emergency in class please contact the office. All accidents must be reported to the class teacher.

The class teacher will inform you if a child you will be working with has a specific need.

Use of equipment in school

Scissors & other tools

Please help us train children to use scissors safely. In particular, scissors should not be waved or open and closed randomly. When they need to be carried they should be held by the closed blades and pointed downwards. Potentially unsafe equipment should never be left unattended. This is especially the case with sewing equipment and cooking utensils.

Essential policies and procedures

There are many policies and procedures that relate to working in school. Most policies can be found on the school website. Before you commence volunteering with us it is important that you familiarise yourself with the following policies as a minimum.

- a) Safeguarding and Child Protection
- b) Code of Conduct
- c) Visitors & Volunteers
- d) ICT Acceptable use
- e) Behaviour
- f) Whistleblowing

We hope that you enjoy volunteering with us in school. Should you have any questions or queries please do not hesitate to ask a member of staff.

Appendix 1 (A copy of this must be retained by the school and stored with Volunteers/SCR documents)

Volunteers Agreement & Induction Checklist

First Name		Surname	
Childs Name		Class	
Telephone		Mobile	
Email			
DBS Request	<input type="checkbox"/> YES <input type="checkbox"/> NO	Date submitted	
Start Date		Briefing Date	
Class Teacher		Responsible for	
Visit Day		Visit Time	
Duties / tasks to be undertaken:			
Training needs identified:			
Induction Subjects Covered			
	Signing in and out	Identification checks	Code of Conduct
	Health & Safety	Fire Procedures	First Aid/Accidents
	Safeguarding	Positive Behaviour	Confidentiality
<p>Declaration: I understand that this booklet forms part of the school's induction process and confirm that any specific issues relating to my work have been discussed prior to starting. I have read the listed policies in the Volunteer handbook including; Safeguarding & Code of Conduct and take notice of the requirements. I agree to support the School's aims and values. I agree to treat information I learn from being a volunteer in school as confidential. I understand that any breach of these guidelines will result in my voluntary work being terminated and may be subject to the Schools safeguarding procedures. I understand that I must keep the school updated should there be a change to my circumstances that may affect my suitability to assist in school.</p>			
Signed		Date	
Induction given by & approved on behalf of the school			
Name		Position	
Signed		Date	
Follow up Actions:			

Please read this volunteer booklet prior to your induction meeting along with the suggested policies. Then Sign and return to the school at the end of your induction. You will receive a copy for your records.

Volunteer Induction Meeting Notes

At Induction, volunteers should be provided with the information below for the work discussed.

Your designated lead member of staff is:

Useful contacts for volunteers:

Name:	
Tel:	Email:
Name:	
Tel:	Email
Name:	
Tel:	Email

Volunteer notes from Induction:
