



# Alverton Primary School



## Volunteers

## Parent Guide

Number 8

Once again, thank you for finding some spare time to come and volunteer in school. If you have any further questions, please contact the office or speak to Mrs Hughes or any Senior Teacher.

Thank you for volunteering at Alverton School. We hope this leaflet will give you the information about helping in school. If you would like to ask any further questions please contact the office.

### **Your role**

Additional volunteer support in school is always welcome and is valued by staff. Children enjoy having an adult role models in school and staff can always find work for an extra pair of hands! An adult helper is expected to:

- Work alongside the teacher and teaching assistants to support children's learning.
- Develop appropriate, positive relationships with children.
- Maintain confidentiality outside of school with respect to children's comments, behaviour and ability.
- Provide a positive role model for children in terms of language, dress code and behaviour.
- Work as part of a team under the guidance of the teacher.
- Ask for advice when uncertain.
- Maintain pupil safety at all times.
- Be responsible for own personal safety.
- Ask if you are unsure.

### **Arrival/Departure**

Voluntary helpers must sign in in the visitor's book located at the office at the beginning of the volunteer session and at the end. Collect a visitor lanyards and wear it to show staff and children you have authorisation to work in school.

If you need to cancel a volunteer session in school, please contact the office so we can forward the message onto the appropriate staff.

### **Health and Safety**

Even as a volunteer, you are viewed as a member of staff and therefore must abide by the same policies, procedures and practices. Policies can be found on the school website. We are non-smoking school and we need to dress appropriately for being in the classroom.

Please read and sign that you have read the following policies:

- Health & Safety Policy, including health and Safety Responsibilities .
- Safeguarding/Child Protection Policy & Procedures
- Evacuation Procedures and how to raise the alarm.
- First aid procedures
- Reporting of incidents
- Staff Suitability Declaration.

Please be advised that security for your personal property is your responsibility.

If the fire bell rings leave the building immediately following the emergency exit signs, leaving all belongings in the building.

### **Safeguarding**

**All volunteers need a DBS check and an induction.** If there is a break in volunteering of three months or more, then the induction/DBS process needs to be completed again.

Mobile phones should not be used to take photographs of children

Do not open the outside doors for anyone other than recognised staff or pupils.

We expect all pupils to respond to volunteers as they would to any other member of staff – by being respectful and polite. We also welcome parents as escorts on out of school excursions. Staff in charge of the excursion will brief you about your role and tasks on these occasions.

Volunteers who can help run extra curricular sessions are very much appreciated and should communicate and liaise and consult with the Head Teacher and relevant staff.

### **Child protection**

If you have any concerns about children or staff on site, you should talk to Mr. Higgs, Mr. Chalwin or any of the Children Protection Officers. (see posters around school) Any disclosures a child makes must also be reported to the class teacher and no promises are to be made about keeping disclosures confidential.

### **Confidentiality**

The school's confidentiality must be maintained at ALL times. No child, named or otherwise, can be discussed outside of school or posted on social media. If a parent/carer approaches you to discuss an incident or pupil progress, you must direct them to speak to the class teacher. Do not make any other comment as this would be highly inappropriate. Confidentiality also applies to members of staff.

### **Discipline and Behaviour**

At Alverton School, we follow a positive behaviour policy which involves rewarding appropriate behaviour through praise, stickers and certificates to name but a few. Children are treated with respect and asked to show their learning in many different ways. If you are working with children and are met with difficult behaviour, please talk to the teacher immediately. Unacceptable behaviour is always challenged and appropriate behaviour modelled and rewarded.