



## Information for Volunteers

### Introduction

May we start by saying how much we value your support: with your help we are able to offer more activities and trips, as well as allowing the teachers and teaching partners to focus on all the lessons that need to be taught. Before becoming a volunteer there are a few things we need to request you to do.

1. Contact Miss Jodi Roux in the office to see whether you need a DBS (Disclosure and Barring Service) check and how the process works. It is very straightforward. In general, you will need a DBS check if you help on a regular basis and are working in the school unattended, whether that is photocopying, changing books or listening to children read. If you have had a break of more than 3 months in volunteering, you will need a new DBS check.
2. Explain to your child that you are coming into school to help other children.
3. Read:
  - a. Information for Volunteers
  - b. the green Guidance for Visitors leaflet
  - c. the Acceptable Use (of Technology) Agreement
  - d. Part 1 of Keeping Children Safe in Education.
4. Sign the Memorandum of Understanding for Volunteers (below) and return it to the school office.

### Safeguarding and Confidentiality

It is essential that all adults who work or volunteer in a school adhere to the strict safeguarding procedures, including confidentiality. Any breach could result in a termination of this MOU.

- If you hear or witness anything you are concerned about, please talk to the teacher concerned or a member of the Safeguarding Team (Mrs Smith (DSL), Mrs Roberts or Mrs Seddon).
- Please ensure that anything heard or noticed in school is kept in school and isn't repeated outside of school, including on social media.
- Individual reading records are confidential – if there are any queries directed to you (either in or out of school), please direct them to the Class Teacher.
- You **must not use** your mobile phone when in school due to safeguarding. Phones must be kept securely in a bag, not in a pocket.
- If a child looks for affection or appears upset, please comfort them by talking and listening to their worries or concerns, rather than picking them up. Speak to the child's class teacher to inform them of what has happened so that this can be followed up.
- In school, children are encouraged to be as independent as possible. They must go to the toilet unaided and if you are ever requested to deal with an issue in the toilets, please find a member of staff to assist you.

## **Frequently asked questions**

### ***What should I write in the reading records when hearing children read?***

Please ask the teacher concerned for a list of key phrases he/she likes to see written in the reading record during individual or group reads.

### ***What should I do if I see a child not making good behaviour choices, such as being rude or being unkind?***

Remind the child of the behaviour we expect to see but if they don't change their behaviour, please speak to a member of staff.

### ***How do I ensure that the children follow the same ground rules with me as they do with school staff?***

We have a whole school positive behaviour policy. Please ask the class teacher to explain this to you or ask the teacher or teaching partner to intervene.

We are very limited on space in our staff room so, although we would love to offer you a hot drink, this isn't always possible. We have a similar difficulty in our car park, so if you are able to walk to school, we would really appreciate this. If you do drive, please be aware of parking restrictions in the adjacent roads to the school.

Before entering the school, you must always sign in to the School Office and wear a visitors' lanyard at all times that you are on the school grounds. If you are helping on a school trip that will take you off site, you do not need to sign the visitors' book. If you do, please ensure that you sign out when you leave in case of emergency evacuation procedures.

**Thank you for all your support.**

## Memorandum of Understanding for Volunteers

Before becoming a volunteer, or if you are already one of our volunteers, we request you read and sign this Memorandum of Understanding to ensure we are all clear about the role and expectations of a volunteer's role.

As a school we reserve the right to ask the volunteer to cease helping if it was felt they were inappropriately talking about children, staff or the school.

I have read and understood the following documents and agree to adhere to the guidelines therein:

- Information for Volunteers
- the green Guidance for Visitors leaflet
- the Acceptable Use (of Technology) Agreement
- Part 1 of Keeping Children Safe in Education.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for your co-operation and help.

Should you have any queries or concerns please contact a member of the Senior Leadership Team.