



## Information for Volunteers

### Introduction

May we start by saying how much we value your support: without your help there are many activities that we could not do with the whole class. 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.

### Confidentiality

- Anything heard or noticed in school is not to be repeated outside of school.
- 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).
- It is very important that you respect the school's code of confidentiality on social media networks.
- Please do not discuss individual reading records with anyone apart from the Class Teacher or Teaching Partner.
- Please do not discuss any issues with any other parents as this can cause distress to others and is inappropriate.
- As a volunteer, anything you see, or have an opinion on, should not be discussed or mentioned outside of the confines of the school environment.
- 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.

### Physical Contact

If a child looks for affection or appears upset, please do not pick them up but rather comfort them by talking and listening to their worries or concerns. Speak to the child's class teacher to inform them of what has happened so that this can be followed up.

### Toilets

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.

### ***If I see a child misbehave e.g. hurt another child, be rude, how much should I intervene and what should I do?***

Tell the child we do not behave like that at Claremont School and inform the class teacher straightaway.

### ***What should I do if I ask a child to do something and they refuse?***

If working with younger children, explain that they need to work with you now but can go back to their other activity later. If working with the older children, inform the class teacher if they are not doing as requested.

### ***When asked to help in an activity e.g. maths game, what approach should I take?***

With the younger children, ensure that they are following the rules and make sure that they are achieving the learning objective. With the older children, intervene only when necessary; again, ensure that they are achieving the learning objective.

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

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.

### ***How much help should I give children with their creative work?***

Encourage children to come up with as many ideas of their own as possible through questioning, for example, what they want to make, how they think they can achieve this etc. Make sure they are as independent as possible when making their models etc. and, however tempting, do not find yourself doing it for them. Children value work they have done themselves, however different.

### ***How much help should I give children with their written work?***

Please encourage the children to discuss the task to establish their understanding. Check with the teacher as to how much help to give with spelling.

## **Specific tips when helping in Reception classes**

1. If you come into class and the children all appear to be busy 'playing' please join in their play. Help them to interact with their friends and talk to you about what they are doing as this helps to develop social skills, a key element of the work in Reception.
2. It is a good idea to wear old clothes in Reception as you are likely to go home with paint or glue on you!
3. We often ask you to take the children outside in all weathers so please bring a coat.

## **Finally**

We try to offer our volunteers a cup of tea but unfortunately, due to space, cannot invite you into the staff room. We also have a limited amount of car parking space and would request that you walk wherever possible. 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 in. 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.